



ADMINISTRATIVE RULE

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Rule Number/Name:	040.014.000 – Collection Development
Responsible Department:	Instructional Services
Authority:	Director of Library and Learning Commons

Overview

The Library collects materials to support the Columbia Gorge Community College (CGCC) mission.

Applicability

CGCC Library Staff

Administrative Rule Statement

The Library collects materials to support the Columbia Gorge Community College mission. Towards that end, we strive to provide materials:

- Relevant to current and projected class assignments;
- Representative of the many different sides of a particular debate or topic;
- Suggested by faculty and other experts as being relevant to the field and/or their students' learning favorably reviewed by sources well-regarded in the industry;
- That strengthen the breadth and depth of the college collection;
- Of local interest because of geography, history or other close connections with community partners;
- That promote and encourage reading by all patron populations;
- Typical of small academic libraries, especially those that serve rural areas;
- Reflective of the complex nature of topics on local, national and international levels; and
- That allow us to maximize available funds.

All items are evaluated for appropriateness for the college collection prior to acquisition. This can include:

- A positive review in a reputable publication;



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- Holdings by other academic libraries, specifically those serving community colleges; and/or
- First hand evaluation by a faculty member in a related discipline.

Some exceptions to the above-criteria are made for items of significant local importance that are unlikely to be widely-known outside of our immediate geographic area.

Withdrawal (Weeding) Guidelines

To maintain a relevant collection and to maximize the available space, the Library regularly evaluates its collection and removes outdated, superseded, no longer needed and/or deteriorated materials. The basic process recognizes that different parts of the collection require a different approach because of subject matter and format. The basic process is as follows:

- Identify areas of the collection in need of review based on review schedule;
- Determine individual items within a given area to be reviewed. Consideration will include the following:
 - Date of publication and/or addition to the collection appropriate for a given subject;
 - The item's condition;
 - Alternatives available in collection (i.e. strength of area of the collection);
 - Current and projected course offerings;
 - Availability and ease of access from other institutions
 - Frequency of use
- Isolate items under consideration for further evaluation; and
- Solicit feedback from relevant faculty regarding suitability for retention, replacement or withdrawal.

The final decision for withdrawal and/or replacement is made by the Director of Library Services. Withdrawn materials are typically donated to Better World Books upon CGCC Board of Education approval.

Definitions

None

Interpretation of Administrative Rule

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Cross Reference to Related Administrative Rules

Further Information

Director of Library and Learning Commons
Library@cgcc.edu
(541) 506-6080

Strategic Direction

Appendix

1. Collection Development Guidelines
2. [CGCC Operating Procedure 040.004.001 – Library and Media Challenge Procedure](#)