

**Herzing College – Atlanta
Library
Collection Development Policy**

Introduction

Through its services, facilities, and collection, the Herzing College Library (“LIBRARY”) supports the educational programs of Herzing College (“HC”) as defined in the mission statement, educational philosophy, and institutional methodologies. It also meets other educational, research, and recreational needs of the Herzing community. Patrons of the Library include HC’s students, faculty, and staff. This policy specifically addresses that mission as it relates to collection development.

The purpose of this policy is to guide the Library staff and faculty in the evaluation and selection of materials of educational significance and permanent value, and to inform patrons about the principles upon which selection decisions are made.

Scope

Materials are provided to fulfill the educational and informational needs of the patrons and to meet the common research requirements of the educational community. The collection includes bibliographic and reference materials in the main subject areas taught at the institution, nonprint materials, popular works to promote reading and self-instruction, as well as scholarly and specialized research materials available through electronic resources.

Selection Criteria

Decisions on the selection of Library materials rest with the Librarian. Input from faculty and staff is sought through both a formal committee process and informal suggestions and consultations. The Librarian also consults with the Academic Dean. Selection is based primarily on reviews in accredited journals of librarianship and the book trade, librarian, faculty and staff recommendations, as well as other reputable national magazines and catalogs.

The following factors influence the selection of materials:

- The mission and educational philosophy of HC
- Present and potential relevance to school needs
- Suitability of subject, style, and reading levels for the intended audience
- Importance as a document of the times
- Appropriateness and effectiveness of medium to content
- Reputation and/or significance of author, publisher or producer
- Positive review in one or more appropriate professional journals
- Positive critics' and staff members' reviews
- Relationships to existing materials in the collection
- Within limits of budgets for materials
- Insufficient materials available on the same subject
- Format is appropriate to Library use and is not easily damaged
- Enhances a specific collection within the Library
- Educational, literary, and/or artistic merit
- Accuracy of content
- Popularity with Library patrons

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Recommendations from other staff members and the students are also considered. The Library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

Electronic Source Selection

In general the selection criteria outlined above apply to all selections including electronic resources. In addition, the following criteria will be considered for electronic resources:

- Durability
- Accessibility
- Ease of Use
- Equipment needed for use
- Quality of graphics
- Reliability
- Frequency of updates

De-Selection

Systematic withdrawal of materials no longer useful is necessary in order to maintain a relevant collection. The same criteria are used in deselecting materials from the collection as are used in their acquisition.

Gifts

Gift books in good condition are accepted by the Library. Once accepted, the donated materials will be checked to see if they are in good condition, and if they meet the standards of selection. If donated items are not added to the collection, the Library reserves the right to dispose of them.