

NC LIVE Collection Development Guideline

Approved By the NC LIVE Librarians Council:

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1.0 Purpose

The purpose of the Collection Development Guideline has four components:

1. to provide the Librarians Council, the Resource Advisory Committee, member librarians and the NC LIVE staff with a framework for selecting and deselecting shared resources; and
2. to communicate the philosophies and principles upon which selections and deselections are made to members of our academic communities and the general public.
3. to support the basic services and goals outlined in the NC LIVE Mission Statement, Vision Statement, and Strategic Outline.
4. to ensure that public and private monies are spent wisely so that NC LIVE and its member libraries can deliver a shared set of common resources that respond to the educational, economic development, and quality of life goals of North Carolina libraries and those they serve.

NC LIVE affirms the principles of free access to information that are fundamental to informed decision-making in a democratic society and central to the educational process. NC LIVE provides online resources for the interest, information, and enlightenment of all people it serves and puts particular emphasis on supporting education, enhancing economic development, and improving quality of life. It is committed to providing a balanced collection representing the widest diversity of perspectives, and does not censor content by omitting its selection, by attaching prejudicial labels, or by selective removal. NC LIVE places no restrictions on access to the collection because of the origin, age, background, or views of the user. Basic to this guideline are the principles of intellectual freedom established by the American Library Association in its Library Bill of Rights and as interpreted in its various companions documents The Freedom to Read Statement, and The Freedom to View Statement, which are found in the Appendix of this guideline.

Provisions of the Collection Development Guideline are subject to federal and state laws.

NC LIVE strongly endorses the concepts of the Americans with Disabilities Act (ADA) and strives to acquire resources that serve all clientele. Resources, regardless of their physical location, are intended to be accessible to all patrons through online delivery systems.

NC LIVE and the community of libraries it serves are dynamic entities, and because no policy or regulation can remain static and unchanged, the Collection Development Guideline will be revised regularly to reflect evolving needs and priorities. Final

authority for adoption of the Collection Development Guideline resides with the Librarians Council.

2.0 Collection Development Goal

Provide collections of high quality, highly marketable resources that enable end-users to achieve their goals while maximizing organization return on investment (ROI).

3.0 Measures of Effectiveness

In order to determine the value and impact of NC LIVE's collections, each resource will be measured based on:

- Use of content per FTE or per capita;
- Cost per use of content;
- Return on Investment for content; and
- User/library staff awareness.

4.0 Resource Advisory Committee

The Resource Advisory Committee is charged with responsibility for advising the Librarians Council on the selection of content available to the NC LIVE consortium.

5.0 Assessing Needs

A needs assessment for the NC LIVE Collection will be conducted every three years by the Resource Advisory Council with assistance from the NC LIVE staff, in accordance with the NC LIVE Collection Development Plan.

6.0 Selection of Resources

NC LIVE resources are selected based on the defined needs established by the Resource Advisory Committee in the Collection Development Plan and in accordance with the collections budget set by the Librarians Council. The selection of all resources, even those acquired with grant funding, donations, and other gifts, will follow the same process.

6.1 General Criteria

NC LIVE recognizes the purposes and resources of member libraries and does not needlessly duplicate functions and materials.

NC LIVE always seeks to select materials of varying complexity and format because it serves a public with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and physical abilities.

NC LIVE pays due regard to the special civic, commercial, cooperative, cultural, industrial, and labor activities of each of the communities and Communities of Interest it serves. The organization takes a proactive approach to improving

access to information by notifying publishers and producers of patron needs. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

6.2 Evaluation

NC LIVE monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of patrons. Methods used may include: analysis of turnover rates; availability and usage checks of core titles, resources, and collections; checks of holdings of titles from selected bibliographies; librarian and patron satisfaction questionnaires; or other means.

6.3 Selection Criteria

There is no single standard that can be used to assess all types of content that NC LIVE acquires, however, there are some general criteria that are used in all decisions regardless of format, subject, or origin. They are:

1. Materials should meet high standards of quality in content, accuracy, expression, and format.
2. Content should be timely, or timeless, authoritative, and significant in subject matter.
3. Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of similar works, or publicity.
4. Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community and the budget available.
5. Materials should meet standards of physical and technical excellence.
6. Content formats requiring local libraries to provide specialized training, equipment, and having other spatial needs will be considered for the collection when demand and availability indicate that the format is commercially viable.
7. Demonstrated usability and interface ease of use are highly critical in all resources selected.
8. Materials should have a high degree of findability within local library collections and the NC LIVE collection as facilitated by vendor-supplied metadata in relevant standard formats.
9. Materials should have high Value-to-Investment and Return-on-Investment ratios.
10. Materials are acquired to support the NC LIVE's Mission Statement and Vision statements and the Strategic Outline.

While a resource may meet several of the criteria list above, it does not have to meet all criteria to be selected.

6.4 Selection Process

NC LIVE is firm in its belief that collection development is a joint effort between patrons, member librarians, the Resource Advisory Committee, the Librarians Council, and the NC LIVE staff. Member librarians and patrons are encouraged to recommend the acquisition of specific resources and titles and to communicate those recommendations through all appropriate means, particularly through the Resource Advisory Committee.

6.41 Roles and Responsibilities

The Executive Director is responsible for implementing selection and deselection decisions laid out in this guideline, the Collection Development Plan, and as determined by the Librarians Council. The Executive Director may delegate authority to interpret and apply the Collection Development Guideline in daily operations to appropriate staff.

The Resources Advisory Committee provides general oversight and direction for the planning, development, and evaluation of NC LIVE's collections and the development and implementation of the Collection Development Plan. The committee acts as the communication forum for member libraries, and formulates annual and multi-year recommendations.

The Librarians Council is responsible for approving the Collection Development Guideline, setting the collections budget, approving all licenses and contracts.

7.0 Collection Management

7.1 Resource Cycle – Subscription Content

NC LIVE operates on a three-year resource cycle for subscription content. This content is licensed from January to December, rather than on the fiscal year calendar (July to June).

Resources may be added or removed outside of the three-year cycle for the following reasons:

- Vendor is no longer able to offer a particular resource or piece of content under the terms of the agreement;
- Annual collections funds are reduced after the agreement is put into effect ;
- A particular vendor goes out of business/is acquired by another company which cannot or will not approve the terms of the original vendor;
- Grants, gifts, and other funding sources allow for subscription or one-time acquisitions.

7.2 One-time Selections

Content that is acquired as a single, one-time transaction (i.e., non-subscription content) outside of the Resource Selection Cycle may be made with approval of the Librarians Council. All normal selection procedures and processes will be observed during the purchase of one-time collections.

7.3 Deselection of Resources

Deselection, the permanent removal of content from the NC LIVE collection, is essential to the maintenance of an active, useful collection. The Resource Advisory Committee and the NC LIVE staff are responsible for conducting ongoing deselection efforts. Member librarians are encouraged to give input and feedback regarding the deselection of titles and other resources. General factors considered in the deselection of content include, but are not limited to:

- Unnecessary duplication of resources;
- Inaccuracy of content that compromises the integrity of the collection;
- Resources that are inaccessible due to technical obsolescence;
- Lack of use or potential use.
- Content that is otherwise unnecessary;
- Low value –to-investment ratio / return-on-investment ratio.

The Resource Advisory Committee will formulate recommendations for any content or resources that they deem as appropriate for deselection.

7.4 Requests

NC LIVE acknowledges that each member library has informational needs that are important to the patrons it serves. Therefore, as much as possible within the established budget, and in accordance with the Collection Development Guideline, NC LIVE will attempt to respond to the resource requests of member libraries. Requests made in between resource selection cycles will be handled on a case by case basis. Any and all requests that are deemed outside of scope will be referred to the Carolina Consortium, Lyris, or other appropriate organization.

7.5 Gifts

NC LIVE is pleased to accept gifts of content or funds for the purchase of content that supports its mission with the understanding that the general selection criteria will determine whether or not a title is added to the collection.

Gifts from member libraries, patrons, or other donors will be acknowledged in a timely fashion.

Invoiced unsolicited materials received by NC LIVE are not acknowledged, returned, or paid for.

All donations of materials to NC LIVE that are accepted become the property of NC LIVE. NC LIVE has the authority to make any and all of its content available as it determines or to deselect it and remove it as it sees fit.

All gifts and other unsolicited items from whatever source are subject to the provisions of this guideline.

7.6 Preservation and Perpetual Access Rights

In selected categories of specialization and in certain subject and format areas, preservation of materials having long-term value is crucial to the mission of NC LIVE and the libraries it supports. Materials in these areas are selected with preservation needs in mind. When possible, materials of lasting value are purchased with perpetual access rights and / or in formats that allow for resource preservation.

7.7 Free Resources

Free and openly accessible content will be eligible for selection and addition to the NC LIVE collections when it meets the standards set out elsewhere in this guideline. All normal selection and deselection procedures and processes will be observed during the addition or removal of free resources.

7.8 Requests for Reconsideration

Recognizing that a materials selection guideline can result in comments from the public at large who may not agree with the reasons why certain resources have been included, or not included in the collection, NC LIVE has developed the following progressive procedures to process a patron's concerns:

1. When a patron initiates a request for reconsideration or purchase of a resource, NC LIVE staff provide him/her with a "Request for Reconsideration or Recommendation for Purchase of Content" form to complete and submit.
2. Within 20 days after the form is submitted to the NC LIVE, the Executive Director will respond in writing to the patron setting forth the decision on the request.
3. If the patron is not satisfied with the decision of the Executive Director, the patron may have such decision reviewed by filing a written appeal with the Executive Director. The appeal shall be heard, with the patron invited to attend, by the Resources Advisory Committee and the Executive Director at that group's next regular meeting. The Executive Director shall notify the patron of Committee's decision within 10 calendar days after its meeting. The only issue to be considered by the Resource Advisory Committee is whether the Collection Development Guideline has been followed with respect to the item.

4. If the patron is not satisfied with the decision of the Committee, then the patron may have such decision reviewed by filing a written appeal with the Executive Director. The appeal shall be heard, with the patron invited to attend, by the Executive Committee and the Executive Director. The Executive Director shall notify the patron of Executive Committee's decision within 10 calendar days after its meeting . The decision of the Executive Committee will be final. The only issue to be considered by the Executive Committee is whether the Collection Development Guideline has been followed with respect to the item.

8.0 Appendices

8.1 Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

8.2 The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
5. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
7. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
9. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
11. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
13. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility,

they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

8.3 Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council