

## I. INTRODUCTION

### A. Purpose and Goals

The purpose of this document is to describe the Chandler-Gilbert Community College (CGCC) Library's collection development policy and to create the necessary standards for selecting, developing and maintaining the Library's materials collections in support of the Library's following goals:

- To provide a comprehensive critical research instruction program for our users.
- To provide instructional resources in all formats for student and faculty curricular needs.
- To provide remote access to library materials and services for students and faculty.
- To provide a physical environment that supports our users' collaborative, individual, study, and leisure reading needs.

The goals of this Collection Development Policy are to:

- Provide library materials and information resources which meet and support the instructional, institutional, and individual needs of the CGCC community
- Provide a planning document for the continued development of the collection
- Provide a working tool and standards for the selection of library materials
- Provide guidelines for the maintenance and preservation of the collection
- Provide standards for the ongoing assessment of the collection
- Assure consistent and balanced growth of the collection
- Aid communication between the Library and its users
- Assist in determining and documenting budget needs
- Facilitate cooperation and resource sharing among the MCCCDC libraries.

This document is continuously updated and revised as library faculty deem necessary.

### B. College Mission Statement

*CGCC empowers every student to unlock their full potential for growth and innovation through inclusive learning opportunities and community engagement.*

### C. Library Mission Statement

*The Chandler-Gilbert Community College Libraries engage students in critical research to become more informed consumers of information. The CGCC Libraries provide access to inclusive, safe spaces and*

*academic resources for everyone in the CGCC community.*

We will meet the specific information needs of the CGCC community. These needs include a curriculum-based collection (in all formats), critical research instruction in the selection, critical evaluation and use of information resources, and access to local and global information, including that which represents diverse perspectives. The main populations served include the CGCC students, faculty, administrators, and staff.

### **Institutional and Community Profile**

Chandler-Gilbert Community College is a public two-year institution located in Maricopa County in Arizona. It is one of the ten colleges in the Maricopa Community College District and has four campuses to serve the educational and life-long needs of the community. They are the Pecos Campus, the Williams Campus, Communiversity, and Sun Lakes Education Center with a cumulative 2023-2024 fiscal year enrollment of 18,897 students.

Chandler-Gilbert Community College is an innovative college responsive to the learning needs of our community. The college offers a broad array of academic, continuing education, and certificate programs. Associate degrees are offered in Arts, Science, Business, General Studies, and Applied Science. The college is accredited as a Distance Learning College, by the Higher Learning Commission. Numerous certificate and training programs are offered to meet the needs of our business community. The majority of students currently are enrolled in transfer-credit programs including mathematics, sciences, English, social and behavioral sciences, engineering, communications and fine arts. Many of these students will matriculate to one of Arizona's three state universities.

Chandler-Gilbert Community College is one of the leaders in offering occupational degrees, programs and certificates including Nursing, Avionics Technology, Artificial Intelligence and Microsoft Network Administration. These programs are designed to meet the needs of students, government and the business/industry community.

Our audience is our academic community of Chandler-Gilbert Community College students, staff, and faculty.

### **D. Intellectual Freedom, Freedom to Read, Censorship and Copyright and Public Performance Rights**

Chandler-Gilbert Community College Library adheres to policies and propositions outlined by the [American Library Association's Bill of Rights](#) and [Freedom to Read Statement's](#) on intellectual freedom and information access. The Library strives to include material representing multiple points of view. Materials are selected according to the guidelines of the Library, and are considered without censorship or prejudice when determining the collection's balance.

Chandler-Gilbert Library complies with the Public Performance Rights and Copyright Law of the United States. Library services and materials, including electronic and print resources, reserve materials, photocopying and acquisition procedures, must comply with the U.S. copyright law. Media items such as DVDs, streaming video, and audio will be used in a manner that follows Public Performance Rights protocol.

## **II.OVERVIEW OF THE COLLECTION**

### **A. Collection Location and Access Points**

The Chandler-Gilbert Community College Library provides print materials collections at the Pecos and Williams Campus' libraries. Print materials owned by the CGCC Libraries and its nine sister colleges' libraries, are listed in the MCCCDC web-based online catalog. Electronic databases are available through the Library's web page and accessible both on and off campus with a CGCC MEID (Maricopa Enterprise Identification). The CGCC student and employee identification cards serve as library borrower cards.

Maricopa County community residents 18 years old and older are eligible for Community Borrowing privileges at the MCCCDC Libraries (not including electronic resources). One needs to establish a Maricopa account by [registering online](#) to get a MEID number. One must be on-campus to access registration link. See [Circulation Policies](#) for additional details.

### **B. Broad Subject Areas Emphasized or De-Emphasized**

The Chandler-Gilbert Community College Library collection emphasizes those subjects most directly related to the CGCC curriculum, including social and behavioral sciences, language and humanities, communications, performing and fine arts, sciences, mathematics, nursing, exercise science, business, technology and aviation. Subjects that are de-emphasized are agriculture, mining, law and other areas not included in the curriculum.

### **C. Relationship Among MCCCDC Libraries**

The Chandler-Gilbert Community College Library subscribes to the One Maricopa model to ensure consistent, system-wide philosophies and procedures that best serve our students, faculty and staff. The IntraDistrict Loan (IDL) service enables students, faculty, and staff to request material from any of the other MCCCDC libraries to be delivered in a few days to the college / campus library of their choice. Requested materials are delivered Monday through Thursday by courier. In making selection decisions, library faculty may take into account the number of copies already available within the District and balance access versus ownership needs.

### **D. Interlibrary Cooperation**

Interlibrary loan is the process by which materials from one library are made available to another library for their users. In addition to the IDL service described above, Chandler-Gilbert Community College Library also supports a broader-based interlibrary loan system. In cooperation with area public libraries, other local academic libraries, the Maricopa and Arizona state libraries, and the OCLC system of nationwide libraries, materials which are too specialized for inclusion in the MCCCDC libraries or which are out-of-print may be borrowed. In return, the Chandler-Gilbert Community College Library makes its collection available to other libraries through the same interlibrary loan system.

The interlibrary loan service is an electronic process and CGCC users are required to create an [iLLAID account](#), to place, monitor and in instances of article copies, retrieve PDF(s) of their request(s). See [Interlibrary Loan Policies](#) for additional details. Interlibrary loan processes will follow U.S. copyright law, the American Library Association's interlibrary loan code and the policies of the lending institution. Interlibrary loan requests are reviewed regularly to see if

demand on any particular title or subject area warrants purchase for the library collection.

### **III. RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

Library faculty actively participate in collection development. They are responsible for anticipating the need for specific items and acquiring them. To help ensure both the quality and the scope of the collection, library faculty consider reviews of new materials, prioritized user requests, new course curriculum, course syllabi and interlibrary loan requests. Library faculty are responsible for taking an active role in initiating purchases. Students, faculty and staff are encouraged to suggest items for purchase by completing the Library's [Purchase Request](#) online form found on the Library's website.

### **IV. BUDGET ALLOCATION**

The Library has ultimate responsibility for its material budget. It does not assign annual allocations to subject areas or academic divisions. The library maintains the flexibility necessary to meet both anticipated and unanticipated demands for resources and formats and to be able to take advantage of the most economical purchase strategies. The Library adheres to MCCCCD Purchasing, Privacy & Security and legal policies in evaluating, selecting and purchasing materials for its collections.

### **V. COLLECTION POLICIES**

#### **A. Selection Criteria**

In order to collect materials, which will support the CGCC curriculum, the Library chooses resources based on the following selection criteria:

- Importance/relevance to the CGCC curriculum
- Contribution to breadth or depth of the collection
- Contribution to multiple perspectives
- Selection reviewed in relevant review media
- Timeliness/currency of information
- Depth of coverage and adequacy of scope
- Authoritativeness and accuracy
- Appropriateness of format
- Special features
- Publisher reputation and quality of the product. Generative artificial intelligence (AI), hybrid or plagiarized texts are not purchased.

- Physical space requirements
- Value/cost/quality
- Maintenance costs
- Bibliographic accessibility, inclusion in important bibliographies, major indexing and abstracting services, syllabi, and databases
- Value/cost/quality

## **B. Types of Resources**

1. Books
2. eBooks
3. eResources (Online Databases)
4. Reference
5. Periodicals
6. Newspapers
7. Streaming Media, Videos, DVDs
8. Children and Young Adult Materials
9. Leisure Reading
10. Archives
11. Textbooks
12. English as a Second Language (ESL)
13. Reprints
14. Paperbacks
15. Microform
16. Dissertations and Thesis
17. Maps
18. Government Publications
19. Art Work

### **1. Books**

In selecting books, the major emphasis is selecting core and current titles. Classic or historical titles may also be acquired when appropriate for the collection. The Library will always try to acquire the most current edition of a title unless an earlier edition is appropriate.

### **2. eBooks**

Primary foci for eBook selections are discipline-specific reference titles and timely and core nonfiction titles. The Library's eBook collections contain CGCC-purchased titles as well as titles purchased by the MCCCC Libraries' Electronic Resources Committee (Consortia). The eBooks must meet the information and research needs for our on and off campus students and faculty. When selecting eBooks, the vendor platform (interface) is considered as well as the eBook content. At this time, five eBook platforms are supported: Gale eBooks, Ebsco eBooks,

Salem Reference, Oxford Reference Online and CREDO.

### 3. eResources (Databases)

MCCCD has a core collection of databases available for use by all ten Maricopa Community College' Libraries. These databases are evaluated, selected and purchased by the MCCCD Libraries' consortia Electronic Resources Committee (ERC) and support the common MCCCD curricula representing General Education transfer-credit, Workforce Development and college readiness; cover one or more disciplines in the common curricula and meet information needs of common programs at the community college level and; or meet the District-wide curriculum / strategic initiative needs.

In addition to the MCCCD core database collection each college's library evaluates, negotiates and purchases databases unique to their college's needs.

Criteria for selection of databases include:

- a. Importance of the database to academic disciplines and the level of expected use
- a. Added-value over existing subject coverage and balance
- b. Value/cost/quality
- c. Copyright/Licensing issues
- d. Access protocol, restrictions and availability to off-campus users
- e. eAssessability (ADA, WAGG, VPAT) compliance ensures accessibility for users with abilities.
- f. Interface / User friendliness for interface, navigation and productivity tools, including compatibility with mobile devices
- g. Currency of the information
- h. Availability of usage statistics from the vendor

### 4. Reference

Reference materials will meet the need for basic, factual information as well as provide an overview of information for specific subjects. The focus of digital (eBook) and print reference materials is to support the CGCC curriculum through a core collection of academic reference materials. The reference materials include encyclopedias, handbooks, dictionaries, atlases, directories and statistical compilations. All library faculty select digital and print reference materials. Reference materials periodically are evaluated for currency and accuracy of content and format that best fits CGCC student, faculty and staff research and information needs. The print reference collection does not circulate.

## 5. Periodicals

In selecting periodicals, the following criteria will be considered along with the General Selection Criteria:

- Availability through full-text databases
- Faculty curriculum requests
- Availability at other MCCC libraries
- Indexing in available online indexes
- Program accreditation requirements
- Scope
- Faculty / student request

Because of space constraints the Library is not able to keep periodical paper copies for more than one year. The Library's Flipster eMagazine collection provides the current year and extensive prior years' issues for selected popular and discipline-specific magazines.

## 6. Newspapers

The Library subscribes to a number of print editions of local, national, and special interest newspapers. Back issues are kept for 30 days. Archival access typically is available in one or more of the Library's newspaper databases.

## 7. Media: Streaming Media and DVDs

The Library acquires and maintains outstanding collections of feature films and streaming media to support the curriculum. Feature films in DVD format, are cataloged to the "General Collection" and circulate according to established policy. The Reserve DVD collection consists primarily of faculty requested materials for course curriculum and used primarily by faculty. These titles may have public performance rights as required by copyright law to be viewed by students in the face-to-face or online classroom and / or be used in accordance with U. S. Copyright Fair Use doctrine. Reserve DVD faculty requested titles are available for student viewing in the Library. Streaming media vendor collections are aggregated collections that may include documentaries, feature films, theatrical and fine arts performances, historical broadcasts and instructional programming. At this time, the streaming media aggregated databases include public performance rights. Curated streaming media titles in the SWANK collection do not include public performance rights. Contact Library Faculty for additional information.

## 8. Children and Young Adult Materials

A representative collection of children's and young adult titles will be maintained to provide students of literature, education, early childhood education, and other disciplines. Award-winning books from each year and core, well-known classics in fiction and non-fiction will

be collected, as well as popular titles for recreational reading for our academic community.

#### 9. Leisure Reading

The Library may purchase best sellers or popular culture fiction and nonfiction titles when they support CGCC course curriculum, programs or initiatives. The Library maintains a Leisure Reading Collection of best sellers and popular titles leased from a vendor and selected by library staff. These leased materials are displayed in a separate area. The collection is weeded several times throughout the year as titles become less popular with titles being returned to the vendor.

#### 10. Archives

##### MISSION

The mission of the Chandler-Gilbert Community College Archives is to collect, arrange, describe, preserve, and make available institutional records of enduring administrative, legal, or historical value.

##### SCOPE

The archives collection is a special collection of the Chandler-Gilbert Community College Library and is housed in the Technical Services area. The scope of the College Archives Collection is as a repository for selected college documents, historical images, and videos/DVDs for all of the college's locations. The archives preserve historical and cultural records about college activities, people, and events. The College Archives cannot currently support housing artifacts and will not accept books, articles, or records simply because they were owned by someone associated with the college. The Chandler-Gilbert Archives is not responsible for records retention and disposal per the Arizona State Library, Archives and Public Records.

##### TYPES OF MATERIALS COLLECTED

- a. MCCCCD Governing Board meeting materials and minutes since the beginning of the college.
- a. CGCC statements of vision, mission, value, and college goals.
- b. Major instructional initiatives and Instructional Philosophy,
- c. Reports, surveys, and planning documents.
- d. Meeting agendas, minutes, and major reports of college committees.
- e. Department and division annual reports and organizational charts.
- f. Major external grant reports.
- g. Program accreditation reports.
- h. North Central Association and Higher Learning Commission Self-Study and accreditation reports.



- i. Adopted budgets.
- j. Program reviews.
- k. Architectural plans.
- l. Class schedules, college catalogs, and student handbooks.
- m. CGCC calendars.
- n. Commencement programs and videos.
- o. Special college events as approved by the archivist.
- p. Photographs and Chandler-Gilbert-produced videos and DVD's from selected departments.
- q. Strategic planning documents and financial reports.

#### 11. Textbooks

Textbooks are not routinely purchased for the Library collection.

#### 12. English as a Second Language (ESL)

English as a Second Language (ESL) materials support students in ESL courses. The collection includes TOEFL and other test materials, graded readers, media and grammar texts.

#### 13. Reprints

Reprints of titles may be purchased when this is the only method for acquiring a classic or historic title and a substitute is not available.

#### 14. Paperbacks

Hardbound books are preferred for their greater durability. Paperbacks may be purchased when hardback copies are not available or when the cost difference is substantial and the book is not in high demand.

#### 15. Microforms

The Library does not collect microformats nor maintain backfile periodicals microformat collections.

#### 16. Dissertations and Theses

The Library does not collect or maintain dissertations or theses collections.

### 17. Maps

The Library does not collect maps.

### 18. Government Publications

The CGCC Library is not a government depository library. Government publications selection will meet the same criteria as the general collection.

### 19. Art Works

The Library maintains a portion of the collection of CGCC art works for display throughout the Library and in The Gallery. These works are not cataloged and do not circulate.

## C. Collection Management and Maintenance

1. Replacement Copies
2. Gifts
3. Binding and Mending
4. Standing Orders
5. Collection Evaluation and De-selection
6. Disposal

1. **Replacement Copies:** Withdrawn titles are not automatically replaced in the collection. Items are carefully evaluated for currency of information and demand by users.

Decisions to replace an item is based on the following considerations:

- Availability of new or better materials, including format (digital or print), on the subject
- Currency
- Number of copies held
- User demand

2. **Gifts:** The Library welcomes inquiries concerning contributions of books and non-print materials. Many factors determine whether specific titles or formats will be useful additions to the Library. Gifts must meet the same criteria as purchased materials to be included in the CGCC Library collection. Acceptance of a gift does not imply inclusion in the collection. Written acknowledgement of a gift will be provided to the donor. Library staff cannot appraise or provide a monetary value of the gift material. Restrictive conditions usually are not accepted in order that gifts are maximally usable. Memorials and monetary donations are also accepted.

3. **Standing Orders:** Standing orders may be created for annual publications such as award winners, almanacs, yearbooks, and books in a series. The decision to place a standing order rests with library faculty.

**4. Binding and Mending:** At this time binding and rebinding are not done. Minor repairs on materials are completed in-house.

#### **5. Collection Evaluation and De-Selection**

De-selection is based on the following guidelines, including using a materials circulation or usage reports. The reports may include materials' title, author, call number, publication year, number of transactions, last circulation date of each item, as well as statistics on full text access, download, views, and database holdings. These reports are instrumental in the de-selection process.

General de-selection guidelines:

- Titles unused within a period of five years unless considered classics in the field.
- Materials that do not support the CGCC curriculum
- Another resource or format offers more current, better or comprehensive coverage
- Items in non-repairable condition due to damage, age, mold, torn or missing pages, broken binding, or water damage

#### **6. Disposal of De-Selected Materials**

Materials de-selected from the CGCC Library collection(s) will follow MCCCCD policy [“Disposal of Library Books / Surplus Library Materials.”](#) See text below.

##### **Disposal of Library Books- Surplus Library Materials**

**If library materials are deemed Surplus and not needed by a particular library, then any of the following disposal methods may be used once an inventory has been made of de-accessioned items:**

- The library may trash/recycle damaged items which are beyond repair.
- If the Collection Development librarian determines that an item may be of use to another library in the college district, then he/she may check with the other libraries in the MCCCCD system to see if any have need for that particular item
- Donate to an eligible institution sponsored by the Arizona State Board of Education, the Arizona State Board for Charter Schools, or an Arizona school district.
- The Library may hold an annual or on-going sale which adheres to the MCCCCD policy for Library sales. (Book sale policy can be found below)
- The Library may transfer items to Surplus Property for auction or sale.

##### **Book Sale Policy:**

Library sales may include both de-accessioned MCCCCD Library materials and donated items.

Library materials shall be selected for de-accessioning based upon the criteria identified in the Collection Development Policy at the MCCCC College conducting the sale. A copy of this policy shall be made available to the College's Vice President of Administrative Services. An inventory shall be made of all de-accessioned library materials. All sales shall adhere to the approved Cash Handling Policy in place at the MCCCC College where the sale is taking place. All sales shall be advertised and open to the public. Funds generated from sales shall be directly deposited as revenue in an appropriate MCCCC Library account. If a library/college chooses to conduct an ongoing book sale, sales tax must be charged, in which case the library/college shall be responsible for payment of sales tax on all items sold. The transfer of sales tax shall be coordinated with college and district finance. Sales tax is not required if the book sale is annual or occurs once each semester. Items which do not sell shall be disposed of according to MCCCC policy.

#### **D. Material Review**

The library faculty work cooperatively to select materials for purchase using the guidelines outlined in the Library's Collection Development Policy. Final responsibility for selection lies with the library faculty and our college subject matter experts to interpret and guide the application of policy. There may be times when the inclusion of an item in the collection is asked to be reviewed. CGCC students, faculty or staff can ask that an item be reviewed following these procedures:

- CGCC student, faculty or staff suggesting a material review completes this form, [Library Material Review](#).
- Department or division chair will notify administrators, as needed.
- Library faculty will meet and evaluate the request and the material in question.
- A decision by the library faculty will be made within 30 days of receipt of the review request, if made during the academic school year. If the request is made during intersession or summer, the review decision will be made within 30 days after library faculty have returned to their contracted schedule.
- The library lead faculty for collection development will email the individual with decision and rationale.