

# Collection Development Committee

## Wednesday, December 2, 2009

### Meeting Report

Amended and Approved 01-20-10

✚ **Members Present:** Pat Boerner, Dave Cordero, Troy Farnham, Carol Flakus, Jim Franz, Terri Hagle, Susan James, Jon Kerr, Mary Leach, Carmen Robinson, Sue Yarbrough, and Fran Nelson, Recorder

✚ **Members Absent:** Jim Dillinger, Andrea Gillaspay, Marquita Green, Ray Lindsey, Robert Moehle, Gary Nyberg, and Falcon Sprinkle, ASLCC Representative,

#### ✚ **Welcome**

- Clarification on textbook purchases
- Collection Development Operational Policies and Procedures Review
- The job of the Committee
- Jon shared the short version of the Collection Development Policy and Procedures in regard to VI. Materials Not Selected:
  - Required Textbooks
    1. Textbooks are not usually purchased for the library collection, but those selected are judged by the existing criteria for all materials. They are purchased when they are the most suitable format for supplementary reading or practice, or for reference or research. Gifts of recent texts are accepted and added to the collection if deemed potentially useful to students. The first preference will always be to purchase materials that complement required texts.
  - Materials Used in Classes
    1. The Library does not normally purchase lab manuals and textbooks students are expected to purchase, or reference material necessary for classroom instruction. Nor does it collect books with formats unsuitable for multiple use – such as those with perforated tear-out pages or workbooks designed to be written in – except for test guides and certain materials intended for second-language learners.

✚ **The purpose of the Collection Development Committee** is to establish collaboration between library staff and faculty in order to make a concerted effort to meet instructional needs of every department. Our goal is to ensure that LCC's Library holdings, equipment, and services are focused on the curriculum and programs of the College to ensure that faculty have the resources to support instruction.

- Within these guidelines the committee members have adequate information to share with their respective departments to examine their own budgets for funding or to make a request for an addition to the general collection. Publishing companies are becoming less generous with providing examination copies.

## **Approval of minutes October 28, 2009**

*Dave made a motion to approve as written, Terri seconded. Motion carried.*

## **Update on the background research being done for recommending new databases**

- Susan provided a handout that may be sent electronically entitled LCC Fields of Study and Databases Which Support Them. The listing is sorted alphabetically by discipline showing databases supporting those disciplines. Washington CTC's were polled for comparative usage and those databases held by most libraries are:
  - Cinahl – Orbis/Cascade
  - CQ Press – Orbis/Cascade
  - Literature Resource Ctr. – Orbis/Cascade
  - Proquest
  - Culturegrams
  - Academic Search Premier
  - Access Science
  - Elibrary
  - Gale US History
  - Gale Virtual Reference
  - ArtStor
  - World Conflicts Today
  - Gale Health & Wellness
  - Net Library
  - WOIS
  - WorldCat
    - LCC has a weakness in the Vocational and Science disciplines
    - Comparative research shows Academic Search Premier as the most used.
    - ERIC (EBSCO) is easy to use and is widely used.
    - JSTOR is good for Sciences – Humanities and Literature are very fond of it.
    - Academic Search Premier has received rave reviews; is more robust than Proquest; provides cross-discipline information; is more useful for a larger number of students. Provides clean results. Students are able to create and maintain folders within the resource.
      - Would it be possible to run test questions through these databases; watch responses; watch students use and see what works for them?
      - Considerations – range of disciplines as well as number and level of students.
      - Would it be possible to keep LexisNexis and acquire Academic Search Premiere? Pricing and how this purchase would be of benefit will be available at the January meeting.

## **More Updates**

- Update on Deselection Plan
  - In excess of 4,000 books have been boxed up and shipped away.
- Update on fines:
  - The Library will continue to collect all fines \$10.00 on less.

- Fines greater than \$10.00 will be forwarded to Rita monthly and become part of our Accounts Receivable. These fines will also reside on the Students Customer Account Screen until paid or written off due to bankruptcy or aging. Outstanding student accounts greater than \$100.00 will be forwarded to our collection agency for collection and credit reporting. If the amount due from the student is due to a lost book and the book is returned, the library will notify Rita, so we may reduce debt and notify the collection agency (if needed). Any student with an unpaid debt is NOT allowed to purchase an official transcript.
- Quarterly, the library will send a list of student fines to Lynn in registration so she can block any official transcripts requests.
- The process had broken down and needed to be put back in place. Records from 2002 and back will be wiped clean.

### Budget Updates

- Terri provided concise and informative data reports showing:
  - New materials by Dewey Classification 2008-2009
  - New materials by Classification 2009-2010
  - The titles on the above referenced reports were those cataloged, processed and on the shelves ready to check out. There is a subtotal showing for each 100 classification.
- Terri also provided a recap showing purchase comparisons by discipline over the two year period. Excellent information for departments. Have we been looking at what we need? If information/coverage is good on-line, then instructors will use databases rather than purchase books. It will be interesting to watch dollars spent on books decrease as databases become more open sources. Recommendations from faculty are essential to this group.
- Budget update
  - \$1,378.21 balance left for books, \$5,000.00 for electronic databases, and \$4,000.00 in one-time monies to cover purchases of our choice.

### Department and Library Services Recommendations

- Review and action of December requests
  - Titles noted and set aside for consideration at a later date are three from Tim Allwine and the two Bullfrog films recommended by Lib Staff. (Lib Staff means the request came through ILL or from working with students at the reference area.) Linda Cullom will request more information from Tim on his requests and will present at the January meeting. Tim may also seek other avenues for funding, such as Faculty Development for new course development. The Bullfrog films will be researched by Library staff and reported on at the January meeting as well.

*Mary made a motion to approve the recommendations as amended, Susan seconded, and one abstention. Motion carried with final approval to be made by Library Services.*

### Other

- The meeting adjourned at 4:00. The next meeting is scheduled for Wednesday, January 20 @ 3:00 in LIB 103.