



## Guiding Principles of Hay Library

### 1. Excellent Services

Hay Library is committed to excellence in both customer service to all people using Hay Library and excellence in our profession. Hay Library strives to exceed the expectations of our academic and distance education communities. Hay Library is committed to responding to the needs of a changing educational environment.

### 2. Research Support and Training

Hay Library is committed to fostering information literacy skills and promoting lifelong learning by providing instruction and resources that meet the needs of learners and promote the inquiry of information. Support and training is available to all students including those attending distance education sites.

### 3. Keeping Collections current in support of faculty, students and community users.

Hay Library embraces the role of developing a balanced and diverse collection which supports the curriculum of Western Wyoming College. In accordance with professional standards, access is provided to a collection demonstrating intellectual freedom and information without regard to sex, race, ethnic identity, age, religion or sexual orientation. Collections are developed to support traditional and digital formats.

Adapted from Mission, Values and Vision Statement of Southern Oregon University.

## Development of Hay Library's Collections

Hay Library's main goal in collection development is to acquire information resources which are needed to support the instructional programs of Western Wyoming Community College. A secondary goal is to provide resources relevant to general research and information needs, intellectual and professional growth, cultural development, and recreational activities.

In pursuing collection development goals, Hay Library's first commitment is to students, faculty and staff of the College. Its second obligation is to community members and residents of Wyoming.

Hay Library subscribes to the principles of intellectual freedom as outlined in the [Library Bill of Rights](#) of the American Library Association. It is the responsibility of the

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librarians and all faculty selecting materials to ensure that diverse points of view concerning the problems and issues of our times are represented in the collection and that materials are not proscribed or removed because of partisan or doctrinal disapproval. Individual items which in and of themselves may be controversial or offensive to some may appropriately be included in the collection if they will contribute to the balance and effectiveness of the Library as a whole. The collection will promote no causes, further no movements, favor no viewpoints. Hay Library supports the statements on collection development contained within the “Standards for Community , Junior and Technical College Learning Resource Programs” adopted by the American Library Association’s Association of College and Research Libraries.

Selection of library materials is the joint responsibility of faculty members and the Library staff. Faculty members are expected to recommend the purchase of materials to support their courses and programs. Recommendations for purchase may also be initiated by any Library user. But ultimate responsibility for coordinating collection development rests with the Library staff.

Acquisition funds are not strictly allocated among subject fields. The librarians will ensure that the information needs of the College community are met equitably within the framework of the budget. Selections for purchase will be made with consideration of collection strengths and weaknesses. Purchase decisions will also be governed by considerations of cost in relation to expected usage as predicted by circulation and enrollment patterns. Accessibility to materials in online formats must be considered in the purchasing of paper or other formatted materials. Popular and recreational reading materials will be acquired only rarely. Popular fiction is provided for Hay Library patrons through the rental McNaughton Leisure collection.

### **Selection Criteria**

1. High standards of quality in content, format, and/or literary merit.
2. Permanence of the material.
3. Currency and timeliness of the material.
4. Author’s reputation and significance as a writer.
5. Positive evaluation in a reputable review source and/or inclusion of the title in recognized bibliographies.
6. Appropriateness within local and regional cooperative collection development efforts.
7. Availability of other materials on the subject.
8. Alternate point of view on a controversial topic.
9. Usage expectations
10. Accessibility in online formats.

Potential acquisitions are categorized by subject areas corresponding to academic departments. The following priorities will be assigned to potential acquisitions within subject areas whenever necessary:

1. Essential for instructional or research needs.
2. Important for the discipline though less closely related to existing instructional

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or research needs.

3. Useful but not basic or central to instructional needs.

4. Marginal to instructional needs.

## Standards

### Copyright

Hay Library complies with the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The Library supports the Fair Use Section of the Copyright Law (17 U.S.C.) Which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship and research.

### Library Property

All materials purchased with Library funds become Library property, available for use of the entire campus community. Library funds will not be used to acquire materials for the exclusive use of any group or individual. Departmental or personal office collections should be bought with the funds of the department or person using such collections.

## Formats

### Audiovisual Materials

Videorecordings, DVDs, Playaways, and CDs of long-term value are collected for instructional, research and entertainment purposes.

### Gift Materials

Gifts are accepted with the stipulation that they may be sold or discarded if they are not suitable or needed by Hay Library. Donors will receive an acknowledgment for gifts received, but as an interested party the Library is precluded from providing a monetary evaluation of gift materials.

### Government Publications

Hay Library was senatorially designated as a selective federal depository in 1969 to serve the government information needs of the citizens of Wyoming.

Although federal documents are free when received through the depository program, their acquisition involves a commitment to the costs for housing, maintenance, and processing. A zero-based review of all item selections is conducted during the selection period every year. Items are selected based on their importance in meeting instructional, research, and general information needs. Similar considerations are applied to selecting documents as are applied to books and periodicals.

The Director of Library Services and the Associate Librarian are responsible for selecting items; however, college faculty and other interested persons are sought out and asked to participate in the process. Professional staff members from the Memorial Hospital of Sweetwater County are solicited for their selections in cooperation with the FDLP Selective Housing Agreement for Government Documents. Circulation and interlibrary loan statistics are maintained to help evaluate use of the

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documents collection and suggest how it can be improved. Reference questions pertaining to the documents collection are also noted when they may have a bearing on future item selections.

## **Online/Electronic Resources**

These resources will be selected when that format is most effective in support of teaching and research especially online educational classes. These resources may include electronic books; citation, abstracting and full-text databases covering journals, magazines, images, newspapers or reference materials; and databases providing information portals for specific subject areas. Hay Library will attempt to balance print, electronic and online resources without unnecessary duplication. Duplication may occur if multiple formats meet the different needs of user groups.

## **Paperback Editions**

If there is a considerable difference in price between the hardcover and paper editions of a book, the paper edition will be purchased and bound.

## **Periodicals**

Periodicals are selected:

1. To supplement and complement the book collection in curriculum areas.
2. To keep the collection up to date with current thinking in various fields.
3. To provide information not yet available in books because of its currency.

Selection Criteria

1. The periodical is indexed by services available in the Library.
2. Accuracy and relative objectivity of the content.
3. Frequency with which journal articles are cited in the literature.
4. Content of local interest.
5. Potential of usage.
6. Demand for title in interlibrary loan requests
7. Full-text availability via electronic access

Selected periodicals are bound and kept forever (see Binding Plan); remaining periodicals are kept for varying lengths of time depending on the frequency of use and availability in electronic sources.

## **Rare Books**

Hay Library will not actively purchase rare materials. But if through donation or gift the Library receives rare items, it will make an effort to preserve the materials through proper security and environment.

## **Reference Materials**

Reference materials will be selected not only on matters of curricular interest but in all areas in which factual information may be desired.

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## **Textbooks**

Most textbooks and their accompanying manuals and workbooks are by nature introductory or state of the art surveys and tend to become outdated rapidly. For these reasons, the Library will not normally purchase textbooks except when:

1. The particular textbook is recognized as a classic.
2. The textbook presents materials in a way especially valuable to readers and whose usefulness will continue beyond the normal short life of course textbooks.
3. When other books in a subject area are scarce.

Selection Criteria:

1. Support for College courses, or to complement other collections.
2. Favorable reviewed in a respected reviewing source.
3. Recommendation by a faculty member.
4. Important American and foreign films from every era will be considered.

## **Services**

### **Reserve**

Reserve service provides the Library with improved control of the circulation of high use materials and the user with more efficient access to limited copies of material. Works which are expected to be in continuous or high demand during the semester may be placed on Reserve at an instructor's request. Reserve materials are restricted to two hour, overnight or three day use.

### **Interlibrary Loan**

Given funding constraints, access to library materials through interlibrary loan is a viable alternative to purchasing the materials – when the materials thus acquired can successfully meet users' occasional needs.

## **Collection Maintenance**

### **Binding, Repairs, and Replacements**

- Binding and repairs of books and government publications will be undertaken on an ad hoc basis for items needing such treatment and which are deemed to have long-term value to the collection.
- Pamphlets and loose-leaf materials are normally placed into binders.
- Replacement copies of missing publications will be purchased on a per item basis after
- considering available funds and the relative importance of new acquisitions.

### **Statistics**

Statistics on collection growth will be compiled by professional staff members.

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## **Weeding**

Weeding is an integral part of a current, academically useful library collection. Weeding is an essential part of the total organized effort to develop the collection. Material that has not been used based on circulation and browsing statistics may be deselected after five to ten years of inactivity. However, some library materials such as items considered classic works in their field have long-term value and should be kept in the collection despite lack of use. Obsolete materials such as outdated books, superseded editions, incomplete sets of longer works, broken files of journals, superfluous duplicates, and worn out volumes will be continuously discarded by professional librarians, with the advice of faculty members concerned.

## **Challenges to Collection Materials**

In the event that materials in the Library are challenged, these procedures will be followed:

1. Patron will be referred to the Associate Librarian or Director of Library Services.
2. The Librarian will attempt to resolve the matter informally by listening courteously to the patron and explaining the selection policy and probable reasons for the material being in the collection.
3. If necessary, the patron will be asked to fill out the "Request for Reconsideration" form. The challenged material will remain in the collection while under review.
4. The Director of Library Services will respond in writing to the patron within five days. The response will include a restatement of the reason for the material being in the collection. Also, the patron will be advised that he/she can next bring the matter before the Dean of Academic Affairs if desired. The Dean may then at his/her discretion form an ad hoc committee to formally resolve the matter.

Patron Request for Reconsideration of Books or Other Material in Hay Library  
Request initiated by

Name:

Address:

Complainant represents:

Self

Group/Organization (please name):

Item objected to

Author:

Title:

Publisher:

What do you object to in the item (please be specific, e.g. cite pages):

What do you feel might be the result of reading or viewing the item:

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What are some good points of the item:

What is the theme or purpose of the item:

What do you wish Hay Library to do about the item:

Please suggest a different item which might fulfill the same purpose in the collection:

Additional comments: