

**Library Collection Development Policy -
Appendix 1: Procedure for Librarians Selecting Titles for the Library Collection**

Background: This procedure applies to materials in the library's general and special collections listed in the Collection Development Policy. A more detailed explanation of the collection development responsibilities of the collection development librarian and the Reference Department librarians can be found in the Collection Development Lead / Department Statement Responsibilities document.

Collection development resources (Collection Development Resources webpage)

The titles submission form link and budget, selection, weeding and subject responsibility information can be found at http://reference.highline.edu/intranet/colDev/home_ColDev.html

Timeline for collection development

The college fiscal year is from July 1 to June 30. Purchases for the library collection continue until the materials budget is spent or March 1, whichever comes first. After March 1, the remaining funds will be consolidated into a general fund used for purchasing materials in any subject area by March 31. The months of April, May, and June are needed by the Technical Services staff to complete materials purchasing and to reconcile the collection development expenditures in time for the end of the fiscal year.

Fall Quarter

At the beginning of the fall quarter, the collection development librarian will:

1. Present the collection development budget amount and structure to the Reference Department librarians.
 - The initial budget will include preliminary funding allocations for periodicals, standing orders, media, databases, and monographs.
 - Prioritize known requests that have a significant budget impact.
 - Preliminary funding allocations for subject areas. (NOTE: the preliminary funding allocations for subject areas will be treated as a guideline and not an absolute limit. Reference Department librarians responsible for a subject area should inform the collection development librarian if additional funds for the subject area are needed).
2. Present a final collection development budget based on review and discussion of the budget by the reference department.
3. Coordinate the selection of subject areas by Reference Department librarians.
 - All reference department faculty will be responsible for at least one subject area unless an exception is made by the Dean of Instructional Resources.
 - Full-time librarians (tenure-track, one-year contracts) will be responsible for one to five subject areas.
 - Part-time faculty librarians will be responsible for one to two subject areas or a collection development project.
 - The collection development librarian will assume responsibility for subject areas not otherwise selected.

Fall, Winter, Spring Quarters

1. Reference librarians with subject area responsibilities should contact the subject faculty/staff concerning the selection and weeding of materials in all formats in the subject areas, as well as identifying any gaps in the subject collection. Librarians should also use their professional judgment in selecting titles, weeding titles, and identifying gaps in the collection.

2. Reference librarians should submit titles for selection in their subject areas using the title submission form available on the Collection Development Resources webpage. Titles submitted after the March 1 deadline may be purchased in the current fiscal year, or the following year, depending on the status of the collection development budget. Reference librarians can also request titles outside their subject areas by forwarding the titles to the librarian responsible for the subject area.
3. Reference librarians should engage in collection weeding according to the current weeding schedule in place.
4. The collection development librarian will
 - Provide budgetary and selection resources and information necessary for the reference librarians to undertake their collection development responsibilities. Budget reports will be provided on a regular basis. These reports will include titles purchased in a subject area and the amount spent. Full budget reports will be provided at the second week of the fall quarter, the second week of the winter quarter, and finals week of the spring quarter.
 - Inform reference librarians of titles they have selected that were not purchased or were not available during the current fiscal year; determine if the titles should be carried over to the next fiscal year for ordering. In the process of verifying titles for the ordering process, if there are any questions about titles selected (ex. – hardback or paperback; in-print or out-of-print; price), the collection development librarian will consult with the initiating librarian about a final decision on the title.
 - Bring items of significant budget impact for discussion and prioritization by the reference department.
 - Coordinate the selection of reference materials over \$200.

Spring Quarter

The collection development librarian will consolidate subject area budgets into a general materials fund after March 1.

1. These funds can be spent on any subject, allowing for budget restrictions such as Perkins funds having to be spend on library materials supporting professional/technical programs.
2. In the first week of spring quarter, the collection development librarian will prepare a budget status report to be reviewed by the reference librarians. The reference department staff will meet early spring quarter to consider how to best allocate remaining collection development funds.
3. Any titles selected by reference librarians not purchased during the current fiscal year because of a lack of funds will be sent back to the librarian requestor for confirmation that the titles should be ordered in the next fiscal year.
4. A blanket email will be sent out to faculty asking that they submit any requests for library titles they would like to have available in the upcoming fall quarter.
5. At the end of the spring quarter, the collection development librarian will prepare a preliminary end-of-fiscal-year report regarding titles selected by subject areas for the ending fiscal year. This report will be distributed to the reference librarians.

Summer Quarter

The librarian(s) on summer contract will handle faculty/staff requests that need to be ordered and part of the library collection by the beginning of fall quarter.

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