

**Louisburg College  
The Cecil W. Robbins Library  
Collection Development Policy**

**1. GENERAL STATEMENT**

The primary purpose of the Cecil W. Robbins Library is to support the academic program of Louisburg College and to meet the specific educational objectives of the institution. Since Louisburg College is a two-year liberal arts institution, the collection reflects the instructional needs of undergraduates, especially at the introductory level of study.

**2. RESPONSIBILITY FOR SELECTION**

Materials selection is the responsibility of the faculty of each academic department. Faculty members select and request materials supporting their curriculum. Requests are submitted to the department chair who approves the requests and forwards them to the Librarian.

The Librarians select and purchase materials in all subject areas since they are in the position to observe the weaknesses in the collection. The Head Librarian is ultimately responsible for the acquisition of materials that will provide a balanced collection in all areas.

The Cecil W. Robbins Library welcomes suggestions from students. Criteria listed below for the purchase of materials will be followed. However, consideration will be given to titles of recreational or special interest that students request.

### 3. GUIDELINES FOR SELECTION

#### A. MATERIALS SELECTION CRITERIA

1. Currency and permanence
2. Accuracy
3. Authority of author and publisher
4. Format
5. Price of materials in relation to the library's total acquisition budget
6. Language (English, or foreign languages taught at Louisburg College)
7. Level of treatment of subject matter
8. Strength of present holdings in subject area
9. Indexing
10. Demand, requests, reserves

#### B. SELECTION SOURCES

Tools to be used in assessing the above criteria include the following:

1. Professional journals in various subject fields which are received by departments or faculty members.
2. Library Journal, The New York Times Book Review, and on-line book review tools which are available through NCLive in the Library.
3. Standard bibliographies that are available in the Library or through interlibrary loan.
4. Publishers catalogs, used only to supplement other selection sources.

#### C. BUDGET ALLOCATIONS FOR SUBJECT AREAS

The allocation of funds is based on the number of students enrolled in each department, the needs of the departments, and the costs of materials in some areas. Funds may be used for print or non-print materials.

#### D. SPECIFIC SUBJECT AREA CRITERIA

1. **TEXTBOOKS:** The Library makes no attempt to buy or collect all textbooks currently in use at the College. The Library does purchase or accept as gifts a limited number of textbooks when the text is currently being used in the College curriculum or when it is a standard work or supplements the Library's collection in the subject field.

2. **NORTH CAROLINA COLLECTION:** The Library maintains a fairly complete collection of North Carolina history. The Library attempts to collect local history materials exhaustively.
3. **METHODIST MATERIALS:** Because of the College's affiliation with the North Carolina Annual Conference of the United Methodist Church, a selected collection of books related to the Methodist Church is maintained.
4. **PAPERBACKS:** Paperbacks may be acquired. The choice of binding is based on expected use, lasting value of content, and price difference
5. **FOREIGN LANGUAGE MATERIALS:** Only foreign language materials which support the academic curriculum will be acquired.
6. **MULTIPLE COPIES:** Duplicate copies will be acquired only by justification of heavy and continued use of the material.
7. **NON-PRINT FORMATS:** The primary formats collected are as follows:

|                |   |
|----------------|---|
| Visual         | : Videotapes (VHS)<br>Videodiscs<br>DVD's |
| Audio          | : Cassette tapes                          |
| Microforms     | : Microfilm, positive, 35 mm              |
| Computer Files | : IBM format, 3 1/2" diskettes, CD-ROMs   |

8. **PERIODICALS:** Periodicals are selected according to the above criteria. In addition, a limited number of periodicals are purchased for recreational and professional reading.

#### 4. **MAINTENANCE OF THE COLLECTION**

- A. **REPLACEMENTS:** The Cecil W. Robbins Library does not attempt to replace all lost, damaged, or worn materials. Adequate subject coverage and demand are considered before replacement.
- B. **BINDING:** The previously stated criteria are used in decisions pertaining to rebinding of books. Limited in-house book and binding repair is done as needed.
- C. **WEEDING:** Department chairs are periodically asked to review their curriculum areas to identify obsolete and worn materials. A section of the collection will be scheduled for review each year in conjunction with the appropriate faculty.

Librarians also review certain areas of the collection to weed materials that are no longer useful. However, unless materials are obviously of no value to the collection, they are not discarded until the faculty member most concerned with the materials is consulted. Final disposal of such materials rests with the Librarian.

For further guidelines on weeding, please consult the document "Specific Weeding Criteria".

## 5. **GIFT POLICY**

The Library welcomes gifts of useful materials with the understanding that the library may dispose of the materials at its discretion. Materials selection criteria are followed in making such decisions. The Library assumes no responsibility for appraisal of gift items nor can the Library accept gifts under restricted conditions. Donors are asked to sign the "Statement of Gift Collections" (copy attached).

## 6. **NETWORKING**

As no library can collect all the materials needed by its users, the Cecil W. Robbins Library participates in number of cooperative networks to encourage the sharing of materials. The Library has cooperative agreements with the Franklin County Library. It is a member of MidCal, the Mid-Carolina Academic Library Network, regional network of private academic libraries. Membership in the NCIN, the North Carolina Information Network, links the Cecil W. Robbins Library to libraries and resources throughout the state, including the North Carolina Foreign Language Center. As part of the SOLINET/SOLINE network, the library can borrow materials from ten southeaster states.

## 7. **BILL OF RIGHTS/INTELLECTUAL FREEDOM**

The Library supports the American Library Association's Bill of Rights and its Intellectual Freedom Statement. Copies are attached at the end of this policy.

## 8. **REVIEW OF THIS POLICY**

This policy will be reviewed every two to three years in conjunction with scheduled departmental reviews conducted by the College Planning Council.

Approved by Librarians 11/10/94; Academic Affairs 11/17/94  
Faculty 12/16/94; Trustees 1/26/95  
Updated 2/18/04