

Library Collection Development

Purpose

Yavapai College values excellence, innovation, continuous learning, and belonging. This policy ensures the library collection supports the College's values by providing diverse, current, and accessible resources that enrich curriculum, enhance teaching and learning, and meet the needs of students, faculty, staff, and the community.

Policy Application

This policy applies to all library personnel responsible for the selection and management of library resources at Yavapai College.

Operational Policy

I. Goal of the Collection

The goal of the library collection is to enrich and support the curriculum while meeting the educational and informational needs of students, faculty, staff, and the broader community.

II. Selection Criteria

Library resources shall align with Yavapai College's educational goals and course objectives. Selection will consider the following criteria:

- Relevance to the curriculum and accreditation standards
- Cost-effectiveness and available budget
- Identified need and potential usage
- Available space, format, and access suitability
- Accessibility for all users

III. Collection Formats

The Library acquires and maintains materials in multiple formats, both digital and physical. This ensures the collection supports varied learning styles, delivery methods, and access needs.

IV. Deselection of Materials

Maintaining a current and relevant collection requires routine weeding. Materials may be removed or replaced based on the following criteria:

- Outdated or obsolete content
- Superseded by newer editions
- Physical condition (worn or damaged)
- Lack of usage or circulation
- Excess copies of previously high-demand titles

Definitions

Weeding: The process of removing materials from the library collection based on specific criteria to maintain relevance and usability.

Deselection: A term synonymous with weeding, referring to the removal of items that no longer meet collection standards.

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