



RESOURCE MATERIAL SELECTION AND ELIMINATION

POLICY

Materials are selected to support the mission and goals of the College and the purpose of the Learning Resources Center. Resource material selection is a continuous process which builds on the needs and interest of the patrons served.

PROCEDURE

The Brunswick Community College faculty, staff, students, and community patrons participate in the selection process. Each faculty member's responsibility is to ensure that the library collection in his/her field is adequate to support his/her curriculum objectives. Library users are encouraged to recommend materials for purchase and subject areas that need additional resources. The library staff uses this input to acquire new materials and to eliminate materials. Materials of the highest quality in content and format are selected. The American Library Association's *Library Bill of Rights* and the ALA *Freedom to View* are used as guiding principles for selection.

As a basis for selection, the following criteria have been identified:

- educational significance
- relevance to subject matter as it relates to the College curriculum
- positive review in professional selection tools
- favorable review by professional personnel
- reputation and significance of the author, producer, or publisher
- accuracy of information
- copyright date
- timeliness and permanence
- integrity
- cost
- format
- contribution to overall collection
- user appeal
- artistic quality
- literary style
- representation of a point of view in a controversial issue

A variety of tools may be consulted to assist in the selection of materials. Such tools include, but are not limited to, the following:

- *Publisher's Weekly*
- *New York Times Book Review*
- *Library Journal*
- personal review of books and other materials



Periodically, the library staff will review the collection to determine if any area of the collection needs to be changed and improved. The appropriate faculty member(s) will be asked to review the collection and recommend items to be removed from the collection. Rapidly changing fields are reviewed annually. The staff may remove materials from the collection if any one of the following specified characteristics apply: poor physical condition (yellowed, brittle, torn, or otherwise damaged), outdated format, outdated and/or inaccurate content, poor quality presentation of the subject matter, and/or inappropriate subject or treatment of the subject.

Brunswick Community College reserves the right to eliminate from the collection materials which may have been donated or presented as gifts. All withdrawn materials are disposed of in accordance with the guidelines of the North Carolina Community College System.

Lead Instructors/Program Directors, and Deans are to notify the library staff of new courses and curricula that may require the acquisition of new materials and other learning resources. Written notification should be made well in advance to ensure the selection and acquisition of appropriate materials to support the course or the curriculum. Periodical and electronic database subscriptions must be ordered well in advance of the start date. Subscription orders are made once a year, in early fall, and suggestions for changes to subscriptions must be made by that time to be considered for that academic year.

Approved by Brunswick Community College Board of Trustees
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