



RESOURCE MATERIAL SELECTION AND DESELECTION

POLICY

Materials are selected and deselected to support the mission and goals of the College and the function of the Learning Resources Center. Resource material selection and deselection are ongoing processes, building upon the needs and interests of the users served.

PROCEDURE

Brunswick Community College faculty, staff, and students participate in the selection and deselection of materials. Faculty members are responsible for ensuring that the library collection in their field is adequate to support curriculum objectives. Library users are encouraged to recommend materials for purchase, as well as subject areas that need additional resources. Library staff uses this input to acquire new materials and to eliminate or replace outdated/irrelevant materials. Materials of the highest quality in content and format are selected. The American Library Association's *Library Bill of Rights* and *Freedom to View* are used as guiding principles for selection and deselection.

Decisions to select and deselect library materials (books, audiobooks, DVDs, journals, magazines, newspapers, and databases) are not made lightly but rather upon deliberation of the following criteria, including, but not limited to:

- Whether the resource sustains existing/forthcoming BCC curriculum or lifelong learning pursuits of library users.
- Whether the resource is of regional or historical significance to BCC or Southeastern North Carolina.
- Whether the cost of the resource is fair relative to the FTE data of a program or department at the college.
- Whether the resource supports a high-use, -demand, or -need discipline for students and/or faculty at the college.
- Whether the library already has access to the resource electronically, either via direct database subscription or through NC LIVE.
- Whether the resource is available to request via interlibrary loan (ILL) from Community College Libraries in North Carolina (CCLINC).
- Whether the resource is available at partner libraries geographically proximate to BCC.
- Whether the resource is well regarded within or important to its discipline as demonstrated through reviews, sales data, or current metrics data (i.e., Google Scholar, Scimago Journal & Country Rank, Altmetrics).
- Whether the resource is up-to-date or of historical significance for the discipline.
- Whether the condition of the resource is designed for or will withstand repeated use and

circulation.

Periodically, library staff will review the collection to determine if any area of the collection needs to be changed or improved. Rapidly changing fields are reviewed more frequently. The appropriate faculty member(s) will be asked to review the collection and recommend items to be removed from the collection. Library staff will evaluate every item considered for deselection using the CREW and MUSTIE methods, which are endorsed by the American Library Association and have been adopted by academic, public, and school libraries. Materials will be reviewed in relation to classification category, copyright year, circulation statistics, accuracy, relevancy, significance, availability, and book condition and will be kept, discarded, or replaced with a newer edition/more relevant source. All withdrawn/deselected/discarded materials are disposed of in accordance with the guidelines of the North Carolina Community College System.

Lead Instructors, Program Directors, and Deans periodically notify library staff of new courses and curricula that may require the acquisition of new materials and other learning resources. Written notification should be provided well in advance to ensure the selection and acquisition of appropriate materials to support the course or the curriculum. Online database subscriptions represent a considerable commitment of library funds, as well as significant configuration for on- and off-campus access by Brunswick Community College users. As such, subscription orders are approached with deliberation and are typically completed once a year, in early fall. Consequently, requests for changes to existing subscriptions must be made well before then to be considered for that academic year, and preferably after a campus trial of the proposed resource has occurred; trial usage data may be a factor in the final decision about permanent subscriptions.

Brunswick Community College accepts gifts of donated materials that match the College's selection priorities and criteria, provided that they fit existing selection guidelines, they are current, in good condition, and not already owned by the library.

Gifts of donated materials are accepted by the library provided that, once received, they are henceforth Brunswick Community College property. The library – guided by the CREW and MUSTIE methods – reserves the right to retain, relocate, redistribute, or discard these items in accordance with Brunswick Community College's established selection and deselection procedures.

For those gifts that are incorporated into the library collection, commemorative bookplates will be placed in the items upon request. If the donor elects to at the time of donation, a "Gift Review Form" must be completed to receive an official acknowledgment of the gift by the Brunswick Community College Foundation for tax purposes. The library cannot advise or assist with tax issues or valuations related to gifts of donated materials. Rather, the appraisal of gifts to the library is the responsibility of the donor. The acceptance of a gift that has been appraised by a third party in no way implies that the library endorses the appraisal.

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