I. INTRODUCTION

Mission
The mission of Louisiana College is to provide liberal arts, professional, and graduate programs characterized by devotion to the preeminence of the Lord Jesus, allegiance to the authority of the Holy Scriptures, dedication to academic excellence for the glory of God, and commitment to change the world for Christ by the power of the Holy Spirit. The Library supports this mission via its resources, programs, and services. The mission of the Library is to provide technologically-enriched resources, services, and spaces to foster a community of collaborative teaching, learning, and research.

Purpose
The collection development policy provides the guidelines used by the Louisiana College library in its acquisition and maintenance of information resources. These guidelines are intended to ensure that the collections meet the curricular and research needs of students, faculty, and staff, as well as to ensure consistency over time in the approach taken to build library collections.

Intellectual Property and Intellectual Freedom
The Library complies with U.S. copyright laws (Title 17 of the United States Code, particularly sections 107 and 108) in its collection management activities.

II. BUDGET

The College’s fiscal year begins on August 1 and ends on July 31. The library’s materials budget is divided into two broad categories, reflected in the budget structure: Library Books/Media and Library Subscriptions. The library books/media funds are used to acquire resource materials that have no recurring costs, e.g. books, e-books, audiovisual items, etc. Faculty are encouraged to participate in collection development by making purchase suggestions. Requests for purchase should be made as soon as possible in the fiscal year and no later than March 31. On April 1, any unencumbered funds will be expended at the library’s discretion.

Requests for journal subscriptions, new databases, or any other resources with recurring annual costs must be directed to the Director of the Library.

The Library does not purchase items for designated faculty or division offices.

III. SELECTION RESPONSIBILITY

Ultimate responsibility for the development and maintenance of the library’s collection rests with
the Director of the Library. The Library seeks the assistance of the College faculty in building the collections. As authorities in their respective fields, their involvement in the selection of materials is essential. Therefore, all divisions are encouraged to submit requests for materials that support their specific curricular and research needs. Student, staff, and administrative requests for acquisition of materials are also welcomed and encouraged, and are reviewed by the same standards as are requests from all other sources.

All requests for materials must conform to the selection guidelines established by the Library in this document. In addition, it should be understood that the selection of materials will be based largely on the availability of funding and the appropriateness of the materials for the Library's collections.

IV. OVERVIEW AND SCOPE OF COLLECTIONS

Louisiana College offers a great amount of diversity within its instructional programs. The Library reflects this diversity by collecting materials at varying levels of intensity, depending on the subject matter of the material and the prominence which this subject has in the instructional programs of the College. Therefore, a collection intensity level has been assigned to relevant segments of the OCLC Conspectus. These levels describe the degree to which the Library seeks to collect materials for that specific subject area. The following is a summary of the numerical designations for each intensity level used by the Library, with a brief description of that particular level.

1. Survey Level. A collection area in which general materials are selected based on their appropriateness for introducing and defining the subject area and/or to support coursework in an area not leading to a degree or minor. These works may also serve to indicate sources and varieties of information available elsewhere.

2. Elementary Level. A collection area in which materials are chosen based on their appropriateness for directly supporting the instructional programs typically leading to a minor or Associate’s degree for this subject area at the lower undergraduate level.

3. Intermediate Level. A collection area in which materials are chosen based on their appropriateness for directly supporting the instructional programs typically leading to a Bachelor’s degree for this subject area at the upper undergraduate level.

4. Advanced Level. A collection area in which materials are chosen based on their appropriateness for supporting the graduate instructional programs typically leading to a Master’s degree in this subject area.

The following table represents the intensity levels at which the Library seeks to collect materials:

<table>
<thead>
<tr>
<th>OCLC DIVISION/CATEGORY</th>
<th>COLLECTING LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology/Folklore</td>
<td>1</td>
</tr>
<tr>
<td>Art &amp; Architecture/(excluding Architecture)</td>
<td>3</td>
</tr>
</tbody>
</table>
V. GUIDELINES (Listed Alphabetically)

Audiovisuals
Audiovisual materials, such as CDs and DVDs, may be requested for purchase. Preference is given to the most up-to-date format. Requests for streaming media purchases should be directed to the Director of the Library as these may entail recurring costs and most likely must be evaluated as electronic databases.

Books and Scores
Print books and scores, including out-of-print works, will continue to be acquired, especially in academic areas that require close textual analysis, and in instances where it is the only format option.
Duplicates
Duplicates are purchased only under unusual circumstances, such as anticipated high demand of course reserves reading for large enrollment classes. Duplicate material received as gifts will be added to the collection if warranted by heavy usage of the copies already in the collection. Duplication in multiple formats will be permitted only in unusual situations.

Government Documents
The library is a state and federal selective depository, receiving a small percentage of materials, linking to the bulk of selections online via records in the catalog.

Juvenile Materials
The library maintains a collection of juvenile works in order to support the college’s teacher education preparation programs. Awards and accolades are key considerations when purchasing works for this collection.

Language
The library purchases primarily English language materials. Non-English language and literature materials that are used in teaching or learning of a particular language within the college’s curriculum are collected.

Micro-formats
Materials on microfilm or microfiche are not normally purchased except for serial backfiles of significance.

Online Databases
Electronic resources (e-books, e-journals, research databases) are an ever-increasing component of the collections to support the mission of the College. Special considerations must be given to these resources, including:

- Cost, including any hidden costs, the possibility of consortial arrangements, and whether the cost is for a one-time purchase (which may include annual access fees), or a subscription.
- Technical considerations:
  - Access by IP recognition, including remote access
  - No requirements for additional or special hardware or software, other than what is freely available and widely used
  - Compatibility with open URL link resolvers, discovery services, and other management tools used by the library
- Full-text availability
- Should be user-friendly and provide assistance to the user by prompts and menus, context or function specific help screens, or tutorials
- Updated on a regular basis, if currency is a factor
- Vendor reliability as to content, business practices, customer and technical support, documentation and training, and notification of content and format changes.
Should include printing, downloading and email capabilities
Availability of the most current release of COUNTER compliant usage data.
Acceptable license terms

Periodicals
The library will seek to maintain minimal print holdings of select periodicals deemed as core to supporting the curriculum; however, the majority of serial holdings will be made available in electronic format.

Replacements
Lost, stolen, or damaged materials will be replaced if they are available and if they are determined to still have value to the library’s collection.

Selection Guidance
The quality of content and fulfillment of academic curricular need are the first criteria against which any potential item is evaluated. Specific considerations in choosing individual items include some or all the following:

- Lasting value of the content
- Authority of the author or reputation of publisher
- Appropriateness of level of treatment
- Currency of the content
- Strength of present holdings in same or similar subject area
- Reviews in selection tools
- Cost

Selection Tools
The library staff uses the following primary selection tools, with additional sources as needed:
CHOICE, Resources for College Libraries, publishers’ catalogs, and selected subject-specific professional journals.

Software
The library does not purchase computer software.

Textbooks
Textbooks are not normally purchased. The exceptions are those that have earned a reputation as “classics” in their fields, or when a textbook is the only or best source of information on a particular topic. Supporting materials, such as workbooks and other “consumable” materials are not acquired.

VI. SPECIAL COLLECTIONS AND ARCHIVES
The library maintains special collections that are segregated from the rest of the collection in locked areas and which are governed by restricted access. The special collections include college
archives, materials related to Baptist history, faculty works, alumni works, rare books, manuscripts, papers, and artifacts.

VII. GIFTS

Gifts of materials are accepted with the understanding that the library may dispose of them at its discretion. Gifts will be added based on the criteria established in this policy. The library cannot accept gifts with restricted conditions. The library assumes no responsibility for appraisal of gift items. Monetary gifts to support the library should be facilitated through the college’s advancement office.

VIII. COLLECTION MAINTENANCE AND EVALUATION

Weeding is an important aspect of collection development in the college library. Duplicate copies of titles no longer in heavy demand, low or no use books readily available via interlibrary loan, books containing outdated information, books no longer relevant to the curriculum, superseded titles, items freely available online, and books too damaged or worn to justify repair are examined for weeding. Faculty are encouraged to collaborate with librarians in identifying outdated or inaccurate material in their areas of expertise that many need to be removed or updated.

IX. COOPERATIVES AND RESOURCE SHARING

The library participates in consortia and other relevant partnerships and associations that result in benefits to the College community. Current memberships include LOUIS, the Christian Library Consortium (CLC), Lyrasis, the Online Computer Library Center (OCLC), and the Westchester Academic Library Directors Organization (WALDO). Through these associations, the library also participates in state, regional, and national interlibrary loan and cooperative borrowing programs in order to obtain materials for users that are not available in its own collections.

X. REVISION STATEMENT

Revised July 2018