LIBRARY SERVICES DESCRIPTION AND MISSION

The Division of Library Services at St. Johns River State College includes Circulation, Public Services, Technical Services, and Acquisitions. There are three campus libraries - the B.C. Pearce Learning Resources Center (referred to commonly as the Palatka Campus Library), the Orange Park Campus Library, and the St. Augustine Campus Library. The SJR State libraries are equal opportunity/equal access institutions.

As a division operating within the College, Library Services are subject to review by the Southern Association of Colleges and Schools’ Commission on Colleges. In addition, specific subject areas of the SJR State Library’s collections as well as the services and resources offered to students enrolled in specific programs may be reviewed by additional accreditors including the Accreditation Commission for Education in Nursing, the Commission on Accreditation for Health Informatics and Information Management, the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, the Commission on Accreditation for Respiratory Care, the Florida Department of Education, the Florida Department of Law Enforcement, the Joint Review Committee on Education in Radiologic Technology, and the National Association of Schools of Art and Design. If these agencies require additional collection development considerations, it is noted in this policy by program area.

The mission of the Library (which is approved by the Board of Trustees and is reviewed annually by library staff) includes “providing quality services, instruction, and resources which support the mission of St. Johns River State College and meet the informational, educational, cultural, and lifelong learning needs of the College community.” Collection development is an important part of accomplishing the Library’s mission and includes:

- Building a relevant, comprehensive collection of resources of the highest degree of excellence;
- Promoting and reflecting the diversity of our community through collections;
- Making the collections of the SJR State Library accessible to all patrons through effective cataloging and innovative use of technology;
- Establishing collaborative partnerships with other area libraries via reciprocal agreements, resource sharing, and providing access to the collections of other institutions through online catalogs, consortia agreements, and special programs;
- Participating in and contributing to the statewide reciprocal borrowing agreement and online resource sharing of Florida’s State College System and State University System;
- Maintaining close contact with the faculty and administration of SJR State to keep abreast of the present and future needs of the College’s academic programs and to seek their assistance when developing policy statements, new collections, and long-range plans;
• Developing and maintaining an understanding of user needs through curricula review, faculty input, user surveys, and unsolicited suggestions and to respond to those needs accordingly;

• Ensuring that the facilities of the SJR State Library have adequate space to house physical collections and technological resources while providing academic and working environments that meet the needs of students, faculty, and staff;

• Systematically evaluating the Library’s collections and related services, facilities, and technology to improve access to resources;

• Protecting intellectual freedom.

**OBJECTIVE OF THE COLLECTION DEVELOPMENT POLICY**

The planned development of a library collection requires the application of a stated collection development policy which reflects the mission of its library. A complete collection development policy addresses issues of selection, acquisition, accessibility, scope, and evaluation while allowing room for change and innovation. This document sets forth the principles which guide the acquisition, development, assessment, and maintenance of the print, non-print, and digital collections of the SJR State Library.

The B.C. Pearce Learning Resources Center at the Palatka Campus, the Orange Park Campus Library, and the St. Augustine Campus Library aim to build, in all appropriate fields and levels of study, a collection of the highest degree of excellence that funding allows. The Library is charged with the primary responsibility of serving the informational, educational, cultural, and lifelong learning needs of its students and faculty. The purpose of this collection development policy is to guide the building of the collection with those resources which will best serve our users, now and in the future. Materials that are beyond the scope of the Library’s collection development efforts will be obtained for students, faculty, and staff via inter-library loan or by providing instruction about accessing digital material via the local public library.

The Dean of Learning Resources is responsible for ensuring that appropriate procedures are devised and implemented to effectively build library collections in accordance with this policy. In order to fully implement the Collection Development Policy, the Dean delegates responsibility for portions of this policy to other professional staff members as designated throughout this document. This policy is reviewed annually by library faculty and staff to ensure it addresses current needs and new developments in material, formats, and College programs. If changes are proposed, the revised policy is sent to the College’s Learning Resources Committee for further review and comment and, lastly, to the Board of Trustees for approval.
DEDICATION TO INTELLECTUAL FREEDOM

The personal views of library staff responsible for selecting library material will not influence the selections made nor will the Library bow to outside pressures regarding the appropriateness of material. Library materials are selected by professionals based on a variety of criteria. Library material are provided for information and insight. Inclusion in the collection does not indicate endorsement of the material’s point of view or message by the Library nor the College. Every effort is made to represent various points of view and reflect the diversity of the College community and society in general. The Library is dedicated to upholding the principles set forth in the American Library Association’s Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and Intellectual Freedom Principles for Academic Libraries.

SJR State Libraries’ Procedure for Challenged Materials

Occasionally, objections are made to a selection despite the care taken to select valuable materials for student and faculty use. A patron challenging library materials will be asked to file a complaint in writing to the Academic Affairs Committee using the Request for Reconsideration of Library Materials form (Appendix I), sending a copy to the Dean of Learning Resources.

The Dean of Learning Resources will confer with the Vice President for Academic Affairs and the Dean of Arts & Sciences. They will review the challenge and arrange a meeting with the patron. The Dean of Learning Resources will not be in attendance at that meeting.

The values and faults of the challenged materials must be weighed very carefully. The Academic Affairs Committee will make a recommendation to the Dean of Learning Resources based on examination of the entire work.

Any party concerned that is not in agreement with the recommendation of the Committee should state this in writing to the President of the College. The President will then consider the matter. The President will present the matter to the Board of Trustees for their consideration during the next Board meeting.

SELECTION OF LIBRARY MATERIAL

The Dean of Learning Resources has the ultimate responsibility for the development and maintenance of all library collections. As such, it is the Dean's responsibility to ensure that a balanced, timely, and well-represented collection is selected for the three libraries which reflects the Library’s mission and the College Mission Statement.

While the Dean is ultimately responsible for the collection, s/he relies of the expertise and knowledge of local needs provided by the librarians at each campus and authorizes each Campus Librarian and designated liaison librarians to select items for his/her constituents.
The librarians assigned to the selection process are responsible for actively seeking, soliciting, and encouraging the assistance and guidance of the teaching faculty and program administrators to participate in the selection process. It is recognized that only through a collaborative effort among the librarians, teaching faculty, and program administrators can a comprehensive and viable print, non-print, and digital collection be developed to support the instructional goals and objectives of the College.

In addition to recommendations from the teaching faculty and program administrators, the Library welcomes recommendations for the purchase of resources from College employees, students, and all library users. Users are encouraged to email the Dean of Learning Resources with item recommendations. Recommendations are also accepted at each Campus Library. Requests are reviewed by the Campus Librarian and are forwarded to Acquisitions for final approval by the Dean of Learning Resources if the item meets selection guidelines.

**Levels of Collection Intensity**

The amount of support the Library provides each program varies by need. Some programs require highly specialized materials while other programs can be adequately supported by general materials and media.

Recognizing that St. Johns River State College is primarily a two-year, lower division college whose primary mission is providing undergraduate level instruction, remedial education, and certificate programs with the additional offering of baccalaureate programs, the Library staff focuses selection at the basic information level, the basic study or instructional support level, and the intermediate study or instructional support level. The minimal comprehensive level is currently reserved for special collections, namely the Civil War Collection. The levels are defined in this section and have been modified from the original definitions provided by the Library of Congress to fit the College environment.

**Basic Information Level**

A selective collection of material that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It includes a limited collection of monographs and reference works. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, handbooks, and a few major or representative general periodicals. The collection is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information will be withdrawn. Classic or standard retrospective materials will be retained. This level supports the needs of general library users through the first two years of college instruction.

**Basic Study or Instructional Support Level**

A collection of material that provides resources adequate for imparting and maintaining knowledge about primary topics of a subject area. The collection includes the most important primary and secondary literature and a selection of basic representative journals.
This level supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner.

**Intermediate Study or Instructional Support Level**
A collection of material that provides resources adequate for imparting and maintaining knowledge about the primary topics of a subject area and beyond. The collection includes a broad range of works in appropriate formats, classic retrospective materials, all key journals on primary topics, and selected journals and seminal works on secondary topics. These materials are adequate to support advanced undergraduate course work. It is not adequate to support master's degree programs.

**Minimal Comprehensive Level**
A collection of material through which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge, in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection;" the aim, if not the achievement, is exhaustiveness. A minimal comprehensive level collection may serve as a local or national resource. Older material is retained for historical research with active preservation efforts.

**Guiding Principles of Selection**
The Library’s goal is to develop a collection of seminal works in each program of study. Priority for purchase is given to materials which meet the specific curriculum needs of courses and programs currently offered. Such needs include, but are not limited to, items required for class assignments, items which provide collateral reading, materials referred to in textbooks, items which supplement individual study, and items that contribute to lifelong learning.

After primary needs have been met, consideration may be given to other desirable materials which will further balance the collection or will meet the vocational, professional, and cultural interests of the student body and faculty.

While the Library has a certain responsibility to meet the research needs of the faculty, the primary responsibility of the Library is to support the curriculum at the undergraduate level. Material required for the personal research of individual faculty members generally will not be considered for purchase. In most instances, such specialized research needs can best be served through the use of the Library’s inter-library loan service.

The personal views and interests of the selector are not a factor when determining an item's value to the collection. When selecting items for addition to the collection, the following points will be considered:

- Relevance and significance of the material;
- Sufficiency of scope and treatment for the intended audience;
• Accuracy and effective presentation of the information;
• Timeliness or permanence of the material;
• Relation to works in existing collection;
• Reviews by experts in the field or other respected authorities;
• Social significance;
• Reputation of author;
• Reputation of publisher. Self-published books will not be purchased unless the title is the only book available on the topic and the author is a recognized expert in the field;
• Price;
• Format;
• System compatibility including ease of authentication;
• Accessibility, compatibility with screen readers, and general ease of use.

Considerations for All Subject Areas

Format Considerations

Audio - Only musical or vocal works available on CD will be purchased and only upon request of a faculty member. No vinyl recordings or individual digital music files will be purchased. Audiobooks will not be acquired. Patrons with visual impairments may access audiobooks through the Florida Division of Blind Services’ Bureau of Braille and Talking Books Library. All patrons may access audiobooks through the public library.

Bindings - When a book is available in both hardcover and paperback editions, it will usually be acquired in hardcover. The paperback edition will be selected if specifically requested, if the item is of minimal monetary value and limited use, if the cost of hardback edition is significantly greater than the cost of the paperback edition, or if a hardcover edition is no longer available. Spiral bound and loose-leaf editions will only be purchased when it is the sole binding option available.

Digital resources - The Library will select and purchase digital resources that can be authenticated through services provided by the Florida Academic Library Services Cooperative (FALSC). Content for which only IP authentication is possible may be purchased if the need is campus-based. Additionally, the accessibility of each digital resource by users with visual or hearing impairments will be considered before purchase. Streaming audiobooks, fictional eBooks, popular online periodical services, genealogy databases, and streaming popular music services are the purview of the public library. SJR State’s Librarians will assist patrons in accessing such digital resources through the local public library.
**Language** – Material written or presented in English will be the preferred selection unless the material provides English subtitles/dubbing or an English translation within the same volume. Instructional foreign language materials and foreign language literature (untranslated) will only be acquired in print for those languages the College offers as part of the curriculum.

**Multiple copies** - Multiple copies will be purchased as circumstances warrant or faculty request.

**Replacement copies** - Replacement copies will be ordered when an item is damaged or lost and the Campus Librarian or Dean feels the item merits replacement due to subject coverage and use.

**Video** - Feature films, documentaries, series, episodes, clips, and filmed performances will be purchased on DVD in the format that is compatible with College equipment and/or licensed via a streaming service that provides copyright compliant access for unlimited, concurrent users on and off campus via any digital device. VHS and BluRay will not be purchased. Films rated G through NC-17 will be acquired. Every effort will be made to acquire closed-captioned films. Public performance rights will not be acquired at additional cost unless requested by a faculty member and authorized by the Vice President for Academic Affairs.

**Genre-specific Considerations**

**Civil War Collection** - The B.C. Pearce Learning Resources Center houses the Civil War Collection which includes books and serials on the topic. This collection is curated exclusively by President Emeritus Dr. Robert L. McLendon.

**Fiction** - The Library recognizes the importance of contemporary fiction as a means of providing insight into the human condition. For this reason, contemporary novels selected by librarians or faculty members will be purchased either in hardcover or paperback format. Each Library determines the amount of shelf space that can be dedicated to contemporary fiction. Classic works of literary fiction are available at each Library with the Palatka Campus Library housing works of note that cannot be accommodated at a campus library due to space restrictions. Classic works of literary fiction are replaced or acquired as needed.

**Images** – Collections of images that are copyright compliant for academic use may be acquired through a digital service or database to support the instructional needs of students and faculty. Prints, posters, slides, or other physical formats of images will not be acquired by the Library for student or faculty use. Such material may be acquired for educational or informational displays produced by the Library for the College community.

**Magazines & Journals** – Periodical subscriptions are reviewed annually. Ideally, the Library will submit periodical subscriptions to the vendor in October and begin receiving the title in January. Faculty are encouraged to make requests within this timeframe. Periodical subscriptions will be added to the collection or renewed for another year after taking into consideration:
• Curricular needs;
• Inclusion in databases to which the Library already subscribes. Considerations include:
  o Indexing;
  o Full-text availability;
  o Publisher’s embargo;
  o Archives.
• Interest of students and faculty;
• Cost;
• Accessibility.

If a digital subscription is available for a title and the price of a digital subscription for unlimited, concurrent users approaches the total price of three print subscriptions, the digital subscription will be acquired in lieu of a print subscription or multiple print subscriptions. Back issues of periodicals will be saved for various amounts of time depending on the title and space considerations. The databases are intended to be the primary source of older periodical articles.

Models – Anatomical models may be acquired but only through vendors or manufacturers of scientific material to ensure the accuracy of depictions. Models acquired by the Library are for the use of students in all disciplines and remain in the library building.

Music – Musical classics referenced in humanities, art history, or musical appreciation courses may be purchased. Items requested by Florida Schools of the Arts, humanities, or social science faculty will be purchased. Sheet music may be acquired if requested by Florida School of the Arts faculty. Popular music or music of personal interest to faculty, staff, or students will not be purchased. Such titles are usually available at the public library. Librarians will assist patrons in accessing such resources through inter-library loan or a public library’s streaming service.

Newspapers - The Library will subscribe to representative local, regional, and national newspapers in print or digital formats, whichever is more cost effective given demand. Back issues or archives of newspapers may be subscribed to via online databases based on need, cost, and availability.

Reference materials - Reference materials have traditionally been a non-circulating collection of general and specialized sources which provide quick access to factual information on the entire range of human knowledge. This area of the collection will not be heavily developed in print since most reference materials, including encyclopedias and dictionaries, are available digitally through the Library’s database subscriptions. Reference materials which are not available online or for which the price of a digital equivalent does not justify the added accessibility of the format will be updated annually in print and may be added to the circulating collection. Current editions of the MLA, APA, and Chicago style citation manuals will be acquired in print. The adoption of digital equivalents will be explored annually. The Public Services Librarians may request titles for a desktop ready-reference collection as needed.
Textbooks – A textbook will be purchased when it supplies the only source of information on a particular topic. Current editions of textbooks used in courses at the College will not be purchased for the collection; instructors are encouraged to keep current textbooks and/or solutions manuals on reserve in the Library for student use.

Special Considerations for Collections Supporting Programs with Additional Accrediting or Reporting Agencies

Programs: B.S. in Early Childhood Education, EPI
The B.S. in Early Childhood Education and EPI programs are reviewed by the Florida Department of Education.

Selection of resources - The Early Childhood Education liaison librarian uses several selection resources to assist in acquiring appropriate materials including:

Current course textbooks – Cited titles and titles provided as recommended reading will be purchased.

Early childhood education journals and library journals - Reviews provided in relevant journals by subject specialists are consulted. For children’s books, sources of titles include School Library Journal starred reviews, annual “best of” lists from The New York Times, Kirkus Reviews, Publisher’s Weekly, Booklist, and National Public Radio, as well as annual national and state book awards.

Faculty recommendations - Recommendations or requests made by subject specialists including teaching faculty and program administrators.

Chronological span: 20th century and 21st century, primarily. For earlier materials about the history of education, acquisitions will be selective.

Geographical range: Primarily from the United States with some selective cross-cultural acquisitions.

Types of material included: Books, journals, digital resources, and audio-visual material will be purchased for the practitioner and classified in the general collection. Juvenile fiction and nonfiction books with the intended audiences of grades PreK – 3 or ages infant – 9 years old will be purchased and classified in the Children’s Books Collection.

Collection management: A clear, green call number label will be used to physically designate items that belong in the Children’s Books Collection.
Programs: A.S. in Allied Health including Emergency Medical Services, Health Information Technology, Radiologic Technology, and Respiratory Care

Allied Health programs are assessed by various accrediting agencies including the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, the Joint Review Committee on Education in Radiologic Technology, the Commission on Accreditation for Respiratory Care, and the Commission on Accreditation for Health Informatics and Information Management. A librarian will work with Allied Health program faculty and administrators to select items for purchase and to identify titles for weeding.

Selection of resources - The Allied Health liaison librarian uses several selection resources to assist the selector in acquiring appropriate materials:

- **Doody's Core Titles in the Health Sciences** – An online resource subscribed to by the division of Library Services that provides a yearly comprehensive list of core titles in 121 specialties in medicine, science, allied health, and other health disciplines. Books are selected by content specialists and scored on a scale of 0-3 on five key criteria by library selectors. Certain titles in each specialty are designated as Essential Purchase Titles.

- **Professional journals** - Reviews provided in journals by subject specialists.

- **Peer library collections** - Comparison of purchases at peer libraries in the area with similar Allied Health programs.

- **Recommendations/requests** – Recommendations or requests made by subject specialists including Allied Health faculty and program administrators.

**Language:** Only English language material is collected. Translations are seldom selected.

**Chronology span:** 21st century. The emphasis is on current practice and policies.

**Imprint date:** The emphasis is on current publications. Material older than five years is not considered unless it serves a significant historical/biographical purpose. Such material will be labeled as “Historical.”

**Geographical range:** The emphasis is on North America, although materials from the UK and other English-speaking countries are considered.

**Types of material included:** Books, journals, encyclopedias, dictionaries, digital resources (including streaming video collections, digital journal subscriptions, and eBook collections), government publications, and materials related to certification, licensure, and specialized education/training are collected. Out of print material will seldom be pursued.

**Types of material excluded:** Theses from other institutions, programmed texts, laboratory manuals, ephemera, and clinical software.
Multiple copies: Multiple copies will rarely be purchased for a Campus Library however each Campus Library will have a copy of core resources so there may be duplicate copies within the SJR State collection.

Collection management: A clear, pink call number label will be used to physically designate items that belong in the Nursing & Allied Health Collection. An “Historical” label will be placed on those undergraduate titles of historical and biographical nature that are more than 5 years old.

Preservation: Items should be carefully evaluated to determine whether de-selection is the more appropriate choice.

De-selection (Weeding): When a publication is 5 years old, the material will be pulled for deselection and will be sent for review to program faculty and administrators. Journal subscriptions will be reviewed annually.
**Programs: A.S. in Nursing, B.S. in Nursing, LPN Bridge Program**

These programs are assessed and accredited by the Accreditation Commission for Education in Nursing (ACEN). A liaison librarian will work with Nursing program faculty and administrators to select items for purchase and to identify titles for weeding.

**Selection of resources** - The Nursing liaison librarian uses several selection resources to assist in acquiring appropriate materials:

- **Doody's Core Titles in the Health Sciences** – An online resource subscribed to by the department of Library Services that provides a yearly comprehensive list of core titles in 121 specialties in medicine, science, allied health, and other health disciplines. Books are selected by content specialists and scored on a scale of 0-3 on five key criteria by library selectors. Certain titles in each specialty are designated as Essential Purchase Titles.

- **Nursing journals** - Reviews provided in nursing journals by subject specialists.

- **Peer library collections** - Comparison of purchases at peer libraries in the area with similar Nursing programs.

- **Recommendations/requests** – Recommendations or requests made by subject specialists including Nursing faculty and program administrators.

**Levels of Collection Intensity** – The levels of collection intensity were determined by Nursing program administrators and are defined as:

1. **Out-of-Scope, not collected**
2. **Minimal information level** - Only a few items have been purchased beyond very basic works.
3. **Basic information level** - Highly selective collection that introduces and defines the subject and indicates the varieties of information available elsewhere.
4. **Study or instructional support level** - Collection supports undergraduate or graduate-level coursework and sustained independent study.
5. **Research level** - Collection contains materials necessary for dissertations and independent research.
6. **Comprehensive level** - Collection is exhaustive.
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<tr>
<th>SUBJECT</th>
<th>LEVEL OF COLLECTION INTENSITY AT SJR STATE</th>
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<tbody>
<tr>
<td>Nursing Administration</td>
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<td>AIDS/HIV Nursing</td>
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<td>Alternative/Complementary/Holistic Nursing</td>
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<td>Cancer Nursing</td>
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<td>Cardiovascular Nursing</td>
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<td>Case Management</td>
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<td>Communication in Nursing</td>
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<td>Community Health Nursing</td>
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<td>Critical Care Nursing</td>
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<td>Nursing/Laboratory Diagnosis</td>
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<td>Nursing Dictionaries and Encyclopedias</td>
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<td>Nursing Education</td>
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<tr>
<td>Emergency/Trauma Nursing</td>
<td>1</td>
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<tr>
<td>Nursing Ethics</td>
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<td>Family Nursing</td>
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<td>Course</td>
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<td>Fundamentals of Nursing</td>
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<td>Geriatric Nursing</td>
<td>3</td>
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<td>Health Promotion</td>
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<td>Home Health Nursing</td>
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<td>Infusion Therapy Nursing</td>
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<td>Legal Aspects of Nursing</td>
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<td>Long-Term Care</td>
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<td>Maternal/Child Nursing</td>
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<td>Medical/Surgical Nursing</td>
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<td>Neurologic Nursing</td>
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<td>Nurse Anesthesia</td>
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<td>Nurse Practitioner/Advanced Practice</td>
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<td>Nursing Profession</td>
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<td>Nursing Informatics</td>
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<td>Nursing Theory</td>
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<td>Nursing Research</td>
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<td>Obstetric and Gynecology Nursing</td>
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<td>Orthopedic Nursing</td>
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<td>Patient Education</td>
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<td>Pediatric Nursing</td>
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<td>Perioperative Nursing</td>
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<td>Nursing Pharmacology</td>
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<td>Practical Nursing</td>
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<td>Psychiatric Nursing</td>
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<td>Rehabilitation Nursing</td>
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<td>Terminal and Palliative Care</td>
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<td>Transcultural Nursing</td>
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<td>Transplantation Nursing</td>
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<td>Urologic Nursing</td>
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Language: Only English language material is collected. Translations are seldom selected.

Chronology span: 21st century. The emphasis is on current practice and policies. The journal literature reflects the cumulative body of nursing knowledge.

Imprint date: The emphasis is on current publications. Material older than five years is not considered unless it serves a significant historical/biographical purpose. Such material will be labeled as “Historical.”

Geographical range: The emphasis is on North America, although materials from the UK and other English-speaking countries are considered.
Types of material included: Books, journals, encyclopedias, dictionaries, digital resources (including streaming video collections, digital journal subscriptions, and eBook collections), government publications, and materials related to certification, licensure and specialized education/training are collected. Out of print material will seldom be pursued.

Types of material excluded: Theses from other institutions, programmed texts, laboratory manuals, ephemera, and clinical software.

Multiple copies: Multiple copies will rarely be purchased for a Campus Library however each Campus Library will have a copy of core resources so there may be duplicate copies within the SJR State collection.

Collection management: A clear, pink call number label will be used to physically designate items that belong in the Nursing & Allied Health Collection. An “Historical” label will be placed on those undergraduate titles of historical or biographical nature.

Preservation: Items should be carefully evaluated to determine whether de-selection is the more appropriate choice.

De-selection (Weeding): Nursing literature does not have a long shelf life. Materials will be pulled for deselection when the publication is 5 years old. Journal subscriptions will be reviewed annually.
Programs: A.S. in Theatre Technology, Performing Arts, Studio Arts, or Graphic Design & New Media from Florida School of the Arts

Florida School of the Arts is seeking accreditation from NASAD.

Selection of resources - The Florida School of the Arts liaison librarian uses several selection resources to assist in acquiring appropriate materials:

- Current course textbooks – Cited titles and titles provided as recommended reading will be purchased.
- Journals purchased to support FloArts programs and library journals - Reviews provided in relevant journals by subject specialists.
- Faculty recommendations - Recommendations or requests made by subject specialists including teaching faculty and program administrators.

Language: Unless the item is subtitled, musical, or primarily visual in nature, only English language materials will be acquired.

Chronological span: 19th century, 20th century, and 21st century primarily. For earlier materials about the history of theatre, costuming, acting, and dance, acquisitions will be selective.

Geographical range: Primarily from the United States with some selective cross-cultural acquisitions.

Types of material included: Books, journals, digital resources, and audio-visual material.
ACQUISITIONS

Purchases
At the beginning of each fiscal year (in July), the funds in 67002 (Periodicals), 67003 (Books), and a portion of 67005 (E-resources) are divided among the three campus libraries as determined by the Dean of Learning Resources and the Campus Librarians. The Dean of Learning Resources and the Campus Librarians are responsible for encumbering Library funds earmarked for his/her campus library for books, media, periodicals, and digital resources. Liaison librarians are responsible for encumbering Library funds earmarked for his/her subject area. Funds for shared digital resources are encumbered by the Dean of Learning Resources after consulting with library faculty. All funds in 67002, 67003, and 67005 should be encumbered by the first week of May. After that date, the Dean is responsible for encumbering the remaining funds and may select any campus library to house the material. Purchase requests cease in June upon official notification from the Business Office.

The Dean of Learning Resources, library faculty, and the Learning Resources Office Specialist have access to approved vendors’ platforms and place requests for books and DVDs directly on those sites. The requests are then processed by the Learning Resources Office Specialist who submits the order to the vendor, creates requisitions in Banner, obtains the Dean’s approval for each, submits purchase orders, reconciles invoices, and monitors all acquisition processes through material receipt and final payment. The Learning Resources Office Specialist is responsible for executing and adhering to acquisitions procedures and policies which are in keeping with practices developed by the SJR State Business Office and Purchasing Department and as codified in the SJR State Operating Guidelines and Procedure Manual.

Preference for orders of books and physical audio-visual materials is given to vendors who can fill at least 85% of a given order within a 90-day period. Orders for items not received within the 90-day period will be cancelled so the purchase order can be resolved. The item(s) will then be ordered from other sources or re-ordered at a later date with a new purchase order.

When feasible, orders for periodicals (print or digital) will be placed through a subscription agency. Individual titles will be ordered directly from the publisher if that is the only means of acquiring the title. The Public Services Librarian in Palatka, with assistance from the Library Technical Assistant in Technical Services, manages subscription orders and resolves claims directly through the agency or individual publishers for all campus libraries. The Learning Resources Office Specialist processes periodical orders and arranges for payment.

The Learning Resources Office Specialist is responsible for placing orders with vendors directly for all remaining resources as approved by the Dean of Learning Resources.

Approved Vendors
The Library uses vendors who are approved by the College and exploits the services of vendors already on-file and listed in Banner first. If a resource or service is not available from a vendor on-file, the Dean of Learning Resources may pursue a new vendor.
Recommendations from library and teaching faculty are encouraged but the Dean and the Learning Resources Office Specialist will coordinate the addition of a new vendor and serve as the point of contact for the approval process. A new vendor must complete the College’s Vendor Business Profile form and provide a W-9 to the College’s Purchasing Department before the Library can engage in business with the vendor. Inability or unwillingness to provide required information and documentation will remove the vendor from consideration even if they are the sole provider of a service or resource.

It is the official policy of the Library not to accept unsolicited sales calls from vendors. Vendors may send printed information or an e-mail introducing their product to library staff but no sales or "product pitching" will be conducted over the phone.

Vendors who visit the library in-person must have an appointment. Vendors who come to the library without an appointment may leave printed information about his/her product for staff to review as their schedules permit.

The Dean of Learning Resources will initiate contact with vendors for information about resources of interests to the Library and may designate a librarian to do so on his/her behalf.

**Gifts and Donations**

The Library welcomes monetary gifts made to the SJR State Foundation to improve its collections, programs, and services. However, no commitment to accept monetary gifts will be made by anyone other than the Vice President for Development and External Affairs. All inquiries about making monetary gifts to the Library must be directed to that office.

Each campus library accepts donations of physical items. An itemized list of donated material may be prepared for the donor upon request but no monetary value will be assigned. Any appraisal of donated materials needed for tax purposes is the responsibility of the donor.

The use of material, once donated, is left to the discretion of the Library and will not be reported to the donor. The Library will not accept any item if, as a condition of donating the item, the donor insists upon its inclusion in the collection, any sort of special display or prominence of the item, a report of its subsequent use, etc.

The Campus Librarian and/or Dean of Learning Resources will determine if donated books or DVDs should be added to the collection. Each item will be examined and several factors will influence the decision to add it to the collection including:

- If the item meets the selection criteria established in the *Collection Development Policy*;
- The condition of the item;
- Space requirements.
The Dean of Learning Resources has the final prerogative to determine if a donated item should be added to the collection.

If a donated item is determined to be a useful addition to the collection, the item will be barcoded, cataloged, and processed with College stamps and labels. The library staff will determine the classification, housing, circulation policy, and shelf-life of all donated items.

Magazines, journals, newspapers, ephemera, slides, maps, posters, VHS, and microfilm will not be added to the Library’s collection. Donated textbooks will not be added to the Library’s collection unless an instructor requests its inclusion. If displeased with this arrangement, donors are encouraged to donate such material to the public library, a local historical society, or a charitable organization. Library staff may offer a donor contact information for alternative donation sites if asked.

Items that are not added to the Library’s collection will be made available for students, faculty, staff, and any library patron to take and keep free of charge. Items that are not taken home by a library patron after 6 months of being made available will be donated to Better World Books for reuse or recycling.

**COLLECTION GROWTH AND MAINTENANCE**

**Cataloging**
When an item is said to be “added to the collection,” this means the item is cataloged and a record of that item is made accessible to all users of the Library’s catalog at the local and state level. SJR State Library records may also be loaded into the OCLC database and made accessible to users anywhere with internet access via WorldCat, a publically-accessible catalog of materials held by libraries of all types that are located worldwide.

Designated librarians and staff at each campus library are responsible for cataloging books and multimedia for their respective location. Catalogers will adopt the latest and most appropriate standards and guidelines set forth by RDA, AACR2, MARC21, DCMI, and state consortia for cataloging items. Catalogers will attach SJR State’s holdings to records found in the union bibliographic database maintained by the Florida state agency responsible for storing and making accessible the records in the shared, state catalog (currently FALSC). If a record is not available in the state’s bibliographic database, catalogers will import records from OCLC, the Library of Congress, or other compatible catalogs or record services which provide records for import into the state’s bibliographic database and then attach SJR State’s holdings. Original cataloging will be done for those items which do not have an importable record in an available bibliographic database using a record from WorldCat as a guiding point if possible. That original record will become part of the state’s bibliographic database with holdings ascribed to SJR State.
Processing and Systems of Organization
All material in the Library’s collection, regardless of acquisition method, is barcoded for inventory and circulation purposes. All material acquired with Library funds are stamped or marked with the College name and address of the library that houses the material. Physical circulating items are also affixed with spine labels printed with call numbers.

The physical collections are organized using the Library of Congress Classification System. Items may also be assigned a collection designation unique to the SJR State Library which is indicated on the item’s record in the catalog. The collection designation determines the organization/location and accessibility of said collection in the library. Each campus library maintains an open-stack system which provides independent, user-driven access to all items except for reserves (which is customary).

Each collection designation has unique circulation policies associated with it dictating loan periods and patron privileges. The Circulation Services Policy defines these parameters for patrons of the SJR State Library.

<table>
<thead>
<tr>
<th>Collection Designation</th>
<th>Physical Markers, Organization/Location, and Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio-Visual</td>
<td>Items in this collection are physical media. DVDs are shelved together in the open stacks. Documentaries are denoted with yellow spine label covers. All CDs are housed at the Palatka Campus Library where they are shelved together in media units located in a patron-accessible area.</td>
</tr>
<tr>
<td>Children’s Books</td>
<td>Books in this collection have green spine label covers and are shelved together in the open stacks.</td>
</tr>
<tr>
<td>Circulation</td>
<td>All items in this collection are shelved in the open stacks.</td>
</tr>
<tr>
<td>Civil War Collection</td>
<td>Books in this collection have a CWC designation on the spine labels and are shelved together in the open stacks. This collection designation is only used at the Palatka Campus Library.</td>
</tr>
<tr>
<td>eResources</td>
<td>Items in this collection are digital resources with access limited to authorized users.</td>
</tr>
<tr>
<td>Library Reserves</td>
<td>Items in this collection may have a Reserves sticker in addition to a barcode and label. Library Reserves are kept in a staff-only area to ensure the security and limited circulation of the material.</td>
</tr>
<tr>
<td>Nursing &amp; Allied Health</td>
<td>Items in this collection have pink spine label covers and are shelved together in the open stacks.</td>
</tr>
<tr>
<td>Collection Type</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Paperback</td>
<td>Books in this collection are trade or mass market paperbacks that are shelved together in a display case or rack located in a patron-accessible area. This collection designation is not used by all campus libraries.</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Print magazine and journals in this collection are shelved together in display shelving located in a patron-accessible area.</td>
</tr>
<tr>
<td>Popular Fiction</td>
<td>Books in this collection may have POP FIC on the spine labels and are located in the open stacks. This collection designation is not used by all campus libraries.</td>
</tr>
<tr>
<td>Reference</td>
<td>Books in this collection are marked with round blue stickers and are stamped For Reference Use Only. Reference materials are shelved together in the open stacks or Ready Reference area of Public Services.</td>
</tr>
<tr>
<td>Reserves</td>
<td>Items in this collection may have a Reserves sticker in addition to a barcode and label. Reserves are kept in a staff-only area to ensure the security and limited circulation of the material.</td>
</tr>
<tr>
<td>Shared eResources</td>
<td>Digital resources in this collection were acquired by FALSC for use by all FCS students and faculty. Access is limited to authorized users.</td>
</tr>
</tbody>
</table>

**Collection Evaluation**

In order to determine whether the materials comprising the Library's collection are of sufficient quality and scope to meet the needs of students and faculty, it is necessary to annually evaluate the current holdings.

Several assessment and evaluation methods will be employed including:

- Determining adequacy of coverage in each curricular subject area using the current College textbooks’ recommended reading selections and citations as guides;
- Examining usage statistics of the Library’s collection in a particular subject area;
- Reviewing inter-library loans requests to identify gaps in the collection;
- Comparing library holdings against reputable subject guides, bibliographies, and reputable collections in other libraries;
- Consulting with faculty to identify gaps in a subject area;
• Calculating the age of the collection as a whole, by campus, and in each call number range;

• Reviewing results of SJR State’s annual Spring Student and Graduate surveys indicating sufficiency of/satisfaction with library resources.

The results of these efforts will be used to construct acquisitions lists for the next fiscal year, set long-term collection development goals, and ensure the collection is inclusive and representative of current practices, pedagogies, developments, and issues in all disciplines.

**Weeding and Withdrawal of Resources**

Weeding refers to the process of removing materials from the collection. The collection is evaluated annually for currency, relevance, and condition by professional library staff. As individual items in the collection are cycled through the evaluation process, those meeting certain criteria including age, accuracy, and condition will be singled out for closer examination as candidates for weeding and subsequent withdrawal from the collection.

Candidates for weeding are materials which are physically damaged, factually obsolete, or superseded by later editions. Additionally, duplicate copies may be weeded if space is an issue. Consideration will also be given to the demands of certain programs, such as Nursing, Allied Health, and other medical fields, that require materials with a publication date older than five (5) calendar years be weeded from the collection.

Librarians from each campus library maintain a Withdrawal List, including both purchases and gifts. The list is submitted to the Dean of Learning Resources for approval to permanently withdraw/delete the items from the collection as needed. After the Dean approves items for withdrawal, designated staff delete the SJR State holdings from the state’s bibliographic database. Location stamps are covered by a red WITHDRAWN stamp. The items are then included in the annual campus Depletions List. The annual campus Depletions Lists are submitted to the Board of Trustees for their information upon completion of the fiscal year.

Items withdrawn from the collection are disposed of in accordance with Florida Statutes 274.06 and 1006.41 in the manner described in this policy. Withdrawn items are made available as donations to students, faculty, staff, and community patrons. Withdrawn items are displayed in each campus library with signs that indicate patrons are free to take any item. If an item is not adopted by a patron after 6 months, the item will be sent to Better World Books for sale, donation, or recycling.

**Annual Inventory**

Annual inventory is performed at each campus library, ideally during the intersession between the end of spring term and the beginning of the summer term to keep disruption to patrons at a minimum. Inventory is performed by scanning the barcode of each item in the physical collection, uploading the data sets to FALSC, and running reports for each batch of data. The generated inventory reports confirm if materials are on the shelf, are checked out, or are missing.
As part of this annual process, a College-wide recall of material loaned to faculty and staff is made. Due to the extended loan periods granted to faculty and staff, they are asked to bring library items they have on loan back to the library during the time period inventory is being conducted so each item’s status can be confirmed or lost items can be reported.

Once all items in the physical collection have been scanned and had inventory reports run, a summary inventory report is submitted to the Dean of Learning Resources specifying the number and titles of missing items, if any. Items that are not found are marked with the status of “missing” in the catalog. If the same item is still missing in the next inventory, the item will be deleted from the bibliographic database so it no longer appears in the catalog. Titles deleted due to loss are included in the annual campus Depletions List.
APPENDICES
Appendix I: Request for Reconsideration of Library Material

PATRON: Click here to enter text.

ADDRESS: Click here to enter text.

PREFERRED CONTACT METHOD

EMAIL ADDRESS: Click here to enter text.

PHONE: Click here to enter text.

IN SUBMITTING THIS REQUEST, DO YOU REPRESENT (select one):

Yourself

An organization (name) Click here to enter text.

A group (name) Click here to enter text.

MATERIAL TYPE (select one):

Book

Periodical

DVD

Other (specify) Click here to enter text.

TITLE: Click here to enter text.

AUTHOR: Click here to enter text.
DATE OF PUBLICATION: Click here to enter text.

PUBLISHER: Click here to enter text.

CAMPUS LIBRARY WHERE MATERIAL IS LOCATED: Click here to enter text.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

To what in this material do you object? Please be specific and cite pages. Click here to enter text.

Did you read the entire work? Click here to enter text.

If you did not read the entire work, what parts did you read? Click here to enter text.

How were you made aware of this work? Click here to enter text.

Are you aware of the opinions of critics or subject specialists regarding the value of this material? Click here to enter text.

What would you like the library to do about this work? Click here to enter text.

What resources would you recommend to provide information on this topic? Click here to enter text.

Signature of patron

Date

_________________________________________  ____________

Signature of library staff member accepting form

Date

_________________________________________  ____________

Date received by Dean of Learning Resources: ______________