Collection Development at Red Deer College Library

This document provides guidance for the development and maintenance of the Library’s collection. It helps to ensure that the Library collection remains relevant to the changing needs of faculty and learners in accordance with the Library’s mission and the guiding principles of the College.

Last updated: April 2019

Guiding Principles for the Collection

The collection is developed according to the following guiding principles:

- **Institutional alignment**: The Library supports the direction and priorities of RDC as expressed in the college’s Business and Strategic Plans and other relevant documents.
- **Learner-centredness**: Materials are acquired and retained if they are in regular use or likely to be so for teaching, learning, and research.
- **Intellectual freedom**: In accordance with the Statement on Intellectual Freedom and Libraries put out by the Canadian Federation of Library Associations (CFLA), the Library recognizes an obligation to present a balance of viewpoints on various subjects or beliefs in order to support academic inquiry and public awareness.
- **Accessibility of resources**: Materials will be acquired in formats that meet the needs of different users. When possible, resources will be purchased in formats that support the principles of universal design and unmediated access. Efficient document delivery systems will complement the Library’s own resources.
- **Collaboration**: Partnerships with local and provincial organizations are encouraged and supported in order to enhance the collection.
- **Community engagement**: Suggestions, recommendations, and feedback from users are encouraged and taken into consideration.
- **Support for RDC scholarship**: Materials written or produced by the faculty, staff, and students of RDC while they are employed at RDC, are actively acquired by the Library.
- **Open Access**: The Library supports access to high-quality free information. More information on Open Access can be found in the International Federation of Library Associations and Institutions (IFLA) Statement on Open Access to Scholarly Literature and Research Documentation.

In cases of conflicting demands and resource limitations, decisions will be made by School Librarians on the basis of use of materials, relevance to curriculum, and cost; i.e., decisions will favour materials that are used most frequently or will benefit the greatest number of learners.
Format of Materials
The Library obtains and/or provides access to information in the most suitable format based on availability and user needs.

Electronic format is preferred where it provides:
- Faster access
- More sophisticated searching tools
- Multi-user access
- Remote access from outside the college

Selection Criteria

Materials to Support Courses
The Library will purchase materials that meet the discovery and research needs of all courses taught at RDC. The Library buys materials recommended by librarians and instructors; while we value the subject expertise faculty possess, the final decision-making authority rests with librarians. Materials are purchased to support courses according to the following guidelines:
- The resource supports a subject or fills a gap.
- The resource encourages study of a wide range of materials relevant to subjects taught.
- The resource assists instructors in keeping pace with developments in subjects they teach.

Duplicate Copies
The Library will only purchase one copy of an item unless there is strong evidence to support the need for more than one copy.

Different Editions
The Library will retain only the latest edition unless there is value in keeping the previous edition e.g. an anthology where the information included is not available in the newer version.

Textbook Collection
The Library will purchase a selection of current print textbooks for the Reserves collection, funds permitting. Purchases will prioritize required textbooks for introductory courses, serving classes of more than 30 students, and that cost $100 or more. Texts only available in looseleaf format are not being acquired at this time.

Leisure Reading
The Library will purchase materials to encourage and facilitate a culture of leisure reading at Red Deer College, giving our students, staff, and faculty, and the Central Alberta community, the researched benefits that accrue to readers, including positive impacts on health, happiness, and academic success. These materials will be selected by library staff with input from our users.
Curriculum Collection
See Appendix A for more information on this collection and its development.

Collection Assessment
Ongoing evaluation of the collection ensures that the collection is vibrant and reflective of user needs. This evaluation takes into consideration a balance of subject experience, learning trends, and student needs. Maintenance of the collection includes both the deselection of materials as well as the addition of new materials.

Assessment activities include the analysis of the use and relevance of electronic and print resources. Amongst other factors, electronic subscription resources may be considered for cancellation if their cost outweighs their use, if similar content is available through another resource currently held by the Library, or if the licensing terms of the resource become unfavorable for an academic learning environment.

Criteria for Deselection of Physical Materials
Materials will be considered for deselection when:
- Old editions are superseded by new ones.
- The item has not been borrowed over the past 10 years.
- The text is out of date or obsolete.
- The resource no longer supports the program directions of the institution.
- The resource is a duplicate copy and not being borrowed.
- Materials are badly worn or damaged (dependent on the relevance of the item, it may be repaired or replaced).

Disposal of Deselected Materials
Materials which are removed from the collection are given away, recycled, or may be sent to the University of Alberta as part of the NEOS last copy initiative. More about the last copy procedure can be found on the NEOS website.

Recommendations & Donations
Recommendations
The Red Deer College community is encouraged to suggest additions to the Library’s collection. Requests will be evaluated by the Collection Librarian or by the appropriate School Librarian based on the principles outlined in this document and the availability of funds. Materials that support the teaching and research programs of Red Deer College will be given priority.

Donations
The Library does not accept donations of physical materials. The RDC Foundation would be happy to help with other ways of giving to the Library and to RDC students.
Challenges

Material of a controversial nature may be added where the material supports courses and critical thinking around a controversial subject, has academic merit, and is not expressly designed for sensationalism or pornography.

Challenges to materials in the collection will be considered by the School Librarians and the Library Director. Challenges will be evaluated according to the guidelines in this document and the Library's support of the principles of intellectual freedom in accordance with the CFLA’s Statement on Intellectual Freedom and Libraries and RDC’s policy on Academic Freedom. Challenges may be submitted via the “Submit a Challenge” form.
Appendix A

Curriculum Collection Development Guidelines

The Curriculum Collection Development Guidelines have been established to promote the systematic development, evaluation, and maintenance of materials in this collection.

Purpose
The Curriculum Collection primarily supports teacher education programs and courses in the RDC School of Education. The collection provides future teachers with access to instructional materials that will enhance lesson preparation and classroom teaching experiences, as well as provide exposure to the types of educational materials that they will encounter as professional educators. Access to RDC Library, including the Curriculum Collection, is extended to Central Alberta teachers.

Scope
The Curriculum Collection is a stand-alone collection; curriculum materials are not interfiled into the Main Collection. The collection is practical in nature and contains the following materials:

Authorized Materials: Alberta Education Authorized Teaching and Student materials, as well as supporting materials for the Alberta Education K-12 Program of Studies. The focus of this collection is the middle years (grade 4-9).

Supporting Materials: These materials are intended for classroom use; materials on the theory and practice of education fall within the scope of the Main Collection.

Children's and Young Adult Literature: The PZ area of the Curriculum Collection includes literature for children and youth, birth through grade 12. This includes fairy and folktales, picture books, fiction, comics/graphic novels, and beginning readers. Titles include children’s classics, select award winners (Newbery Medal, Caldecott Medal), and titles of topical, regional, and social relevance that support the curriculum.

Other Materials: Other materials as selected by the School of Education Librarian or recommended by the School of Education. This may include formats such as sound and video recordings, games, manipulatives, models, and kits.

Materials Not Included: The collection will generally not include formats that require installation or licensing, such as software and apps. Items specific to the theory and practice of education are collected in the Main Collection.

History
The Curriculum Collection was established in 1996 to support the collaborative Bachelor of Education degree program with the University of Alberta; the focus of this degree is the middle years (grades 4-9). Initially, the collection was limited to authorized and supporting student and teacher materials that support the Alberta Program of Studies, as identified by Alberta Education.

Selection Criteria
The following criteria, not in order of importance, serve as guidelines in the selection of resources for the Curriculum Collection:
• **Curriculum Support**: value in supporting concepts taught in the (pre) K-12 classroom
• **Gaps in Collection**: strengths and weaknesses of existing collection
• **Format Consideration**: supports practical, hands-on use by future teachers
• **Evaluation Considerations**: accuracy, currency, and objectivity of content, favorable reviews
• **Requests and Recommendations**: from faculty and/or students
• **Cost Implications**
• **Language**: collected in English, with an exception being classroom materials, such as textbooks for foreign-language instruction taught in Central Alberta, as per the Alberta Education Program of Studies
• **Size**: shelf space currently assigned to this collection will define parameters around size of materials collected

**Maintenance**
The Curriculum Collection undergoes periodic review and evaluation to ensure that the collection remains current, useful, and vibrant. Curriculum materials are deselected using criteria set out in the RDC Collection Policy. Considerations specific to the Curriculum Collection include:

1. **Deauthorized Materials**: Alberta Education titles that have been deauthorized will be removed from the collection; approved items will remain in the collection until they are deauthorized, regardless of other factors, such as date and checkouts.
2. **Circulation of Materials**: Usage will take into account factors in addition to checkouts (such as table counts, reshelving counts, course usage).

**Responsibility**
Responsibility for coordinating the development of the Curriculum Collection is assigned to the Education School Librarian. The collection is developed in collaboration with the School of Education through requests and recommendations.