Library Collection Development

3.1 General Statement

The Wake Technical Community College Libraries support the mission of the College by providing a collection of educational resources for the students, faculty, and staff across all departments, programs, and campuses. These resources include books, ebooks, periodicals, audiovisual materials, and electronic resources. To ensure the collection remains relevant and useful, a system is in place for the acquisition, maintenance, and deselection of library resources.

3.2 Introduction to the Collection Development Guidelines

The collection development guidelines describe the processes and procedures involved in creating and maintaining the library collection, including the principles for selecting and weeding library materials. The guidelines are made available to staff, students, and faculty via the Library website.

3.3 Overview of the Collection

The primary subject areas collected by the college libraries are those that support the instructional and research activities of the WTCC community. The collections are designed to meet the needs of library users from a wide range of literacy and research skill levels. In addition to maintaining a collection of materials supporting the general education programs of the college, each library branch curates a collection designed to support the specialized subjects and vocational classes taught on their campus.

3.4 Copyright

The Wake Tech Libraries comply with all provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library supports the Fair Use section of the Copyright Law (17 U.S.C.§107) which permits and protects citizens' rights to reproduce and make use of copyrighted works for the purposes of teaching, scholarship, and research.

3.5 General Selection Criteria

The library purchases titles to support current academic and vocational programs as well as course assignments. Librarians will utilize all resources that help to select and verify high-quality items, including their own personal judgment based upon education, experience, and knowledge of a subject.

3.6 Collection Management

A. Formats we collect

The libraries normally purchase only one copy of each item selected. Multiple copies are purchased only when the need can be documented or projected. Materials are typically selected in English and at the relevant reading level of the associated curriculum. This includes materials selected for ESL and EFL programs. It is intended that the reference collection not only support the research needs of the curriculum, but also the general reference requirements of the student body, faculty and staff, as well as

users from the surrounding community. A small collection of audiobooks is maintained to provide an audio option to the campus community, which includes many commuters.

- Books – print, electronic, and audio
- Serials, periodicals, newspapers – print and electronic
- Selected state and local government documents
- Audiovisuals – DVDs, streaming instructional video collections
- Research databases—periodicals, ebooks, streaming video
- Electronic devices (including, but not limited to: headphones, USB cords, phone charges, calculators)

B. What we do NOT collect

- Current textbooks and instructor manuals (instructors may place textbooks on reserve)
- Workbooks and lab manuals
- Photographs
- Maps
- Audio cassettes and vinyl records
- VHS videotapes
- Desk copies
- Microforms or microfiche
- CD-ROMs

C. Recreational reading

The library occasionally collects recreational reading materials in print and electronic form, including:

- Popular fiction and nonfiction
- Popular biographies
- Popular magazines, newspapers, and other periodicals

D. College Publications

The library receives course catalogs, meeting minutes, reports, and other documents published by Wake Tech and its committees. These documents are stored in the Wake Technical Community College Library Archives.

E. Languages and Translations

The library collects primarily English language materials. Occasionally the library collects foreign language studies and ESL materials to fulfill curriculum needs and satisfy student and faculty request. The library accepts gifts of foreign language fiction and non-fiction.

F. Gifts and donations

The library welcomes donations of books, DVDs, and other information media in good condition. Materials donated to the libraries become the property of Wake Technical Community College. Gift materials are accepted by the libraries with the understanding that the library will evaluate and retain items in the best interest of the libraries' collection. Gift materials are evaluated on the same basis as

purchased items. Limitations of space, processing costs, and physical conditions are other considerations in the decision to incorporate donated materials into the collections. Items not added to the collections may be sold, donated to other libraries or nonprofit organizations, shipped to state surplus, recycled, or destroyed in compliance with North Carolina Administrative Code 2C.0403. Upon request, a staff member will provide a completed donation form. If donors plan to use their donations as tax deductions, they may wish to have an outside authority evaluate each item's worth and consult Internal Revenue Service documentation for guidelines. Library staff does not appraise gifts.

Individuals wishing to make a financial donation to supplement the college's allocation for library collections, resources, and services are invited to contact the Director of the Wake Tech Foundation. Contributors should indicate their donations be designated for the library.

3.7 Collection Maintenance & Removal of Library Materials

Weeding is necessary to promote a collection strong in the subject areas it supports. Outdated, obsolete, worn and damaged materials detract from overall accessibility and use by patrons and can even foster dangerous misinformation in subjects such as health, law, science, and technology.

Various program areas are weeded on an annual basis scheduled in tandem with accreditation committee visits. Subject areas are also weeded on an ongoing basis by library staff while carrying out their daily duties and with invited input from department heads and faculty.

Weeded materials originally purchased from State or federal funds must be disposed of by an approved method according to the State Board of Community Colleges for North Carolina (1H SBCCC 400.2).

3.8 Challenged Materials

The library staff has the responsibility to provide materials and information to meet the needs of the college's curricula and programs. Collection development is carried out under the guidance of established selection policies based upon the needs of the user groups, service objectives, collection specifications, and current selection needs. The Wake Tech Libraries support the American Library Association in its endorsement of both intellectual freedom and the freedom to read as stated in its *Library Bill of Rights* and the *Freedom to Read Statement*. The choice to use library materials is an individual matter. While people may reject materials for personal use, no individual has the right to censor or restrict the freedom of others to read these materials. Requests to remove materials or resources from the library must be submitted in writing to the Dean of Library Services. The request will be reviewed to ensure that it provides full information about the nature of the complaint. All challenges will be reported to the Dean of Library Services.

3.9 Archives

The WTCC College Archives collects materials of permanent historical and/or cultural value generated by and for the administration, academic departments, faculty, staff, special programs, and student organizations. This includes artifacts, official records, correspondence, papers, and publications. Through its collections, the archives promote an awareness of the diverse history and culture of WTCC and our role in the community.

The WTCC College Archives was established as part of the Public Retention and Disposition Schedule adopted by the North Carolina State Board of Community Colleges. For a comprehensive list of all policies regarding the Public Retention and Disposition Schedule, see the North Carolina Government Records Branch website.

Complete Policy and Guidelines (opens in new window)

[Library Acquisition Request Form](#) (opens in new window)