



Purpose

To provide policy regarding the College Library's criteria for the acquisition and de-acquisition of its holdings.

Definitions

“Weeding” is defined as the process of reviewing an item or items in a library collection to assess the item's continued value to that collection and which may result in the removal of that item.

“Challenged Materials” is defined as an item or items in a library collection to which a patron raises an objection.

“Circulation” is defined as the process of checking-out an item or items in a library collection to a patron for a specified period of time and checking-in that item or items at the end of that loan period.

“Interlibrary Loan” is defined as the process of one library lending or borrowing an item or items for use by a patron at a different library.

General Policy

GENERAL COLLECTION

The College Library staff endeavors to provide a dynamic collection of enduring value to its patrons. To achieve this goal, the library will apply certain criteria when considering new material to be added to the library collection.

Selection Priority Areas:

- Material that supports the curricula and/or programs of study offered at the College and meets the varied abilities, interests, diversity and maturity levels of the patrons served
- Material of an academic nature representing pertinent fields of study.
- Material related to the professional development of the College's faculty and staff.
- Material that is highly reviewed, award winning, or by a prominent author.
- Material that is authoritarian.

- Material representing various viewpoints on issues to aid in developing critical analysis skills and informed decisions.
- Material by and material about traditionally marginalized groups.
- Material in a variety of formats and from a variety of publishing venues, including self-published works and works published by independent publishers.
- Material that supports the accrediting standards of the various programs of study offered at JCC.
- Material that is frequently requested through interlibrary loan.
- Material that is appropriate to JCC patrons (readability, accessibility, style of writing, etc.).
- Material on a variety of recreational activities.
- Material that is cost-effective and in the appropriate format.

Faculty members and library staff share responsibility in selecting library materials. Faculty members are subject specialists and are encouraged to request materials that support their programs. Students, public patrons, and non-instructional staff are encouraged to make suggestions as well.

The library staff is responsible for selecting materials to balance and/or update collection holdings to ensure a balanced, well-rounded collection. Acquisitions are subject to final approval by the Library Director.

The College Library will not acquire multiple copies of the same title unless circulation demand necessitates the acquisition of additional copies. Likewise, textbooks for courses will not be acquired unless (on the rare occasion) a textbook is considered the primary authoritative work in a given field.

The College Library supports the [Library Bill of Rights](#), the [Freedom to Read Statement](#), the [Freedom to View Statement](#), and [United States Copyright laws](#).

NORTH CAROLINA COLLECTION

The College Library will curate a collection related to North Carolina itself. Items written/prepared by a North Carolinian and/or which has North Carolina as a subject or setting will be considered for acquisition. Additions to this collection may include works of scholarship, such as general reference material related to North Carolina, works of fiction, and works of a topical nature, such as those on local history, genealogy, folklore, sports, cooking, travel, politics, and education within the state; preference will be given to those items of an enduring nature which are

unlikely to become outdated/outmoded expediently. The collection will not endeavor to duplicate holdings easily accessible in other venues, such as through search engines, The Johnston County Heritage Center, or the State Archives of North Carolina.

CHILDREN'S COLLECTION

The Children's Collection at the Library is comprised of items suitable for children from birth to age five. The aim of the collection is to offer a balance of fiction and non-fiction materials for children for both recreational, informational, and cultural reading and use for assignments for the Early Childhood Education department, and for use by the Child Development Center. Material selection is based on educational merit, popularity, notable awards and accolades, and faculty/staff recommendations.

COLLECTION MAINTANENCE

Periodically, the Library staff will review the Library's collections to determine the vitality of the collection holdings. The purpose of this review is to ensure that collection holdings are in good condition, remain dynamic in supporting the College curricula and programs of study, remain current and are of continued value, and are pertinent to the Library's patrons. This review process will often necessitate the removal of certain Library holdings.

In reviewing the Library collection holdings, the Library staff will use the [CREW](#) (and related MUSTIE) guidelines as a guide. CREW provides the following *Checklist of Weeding Factors* to be considered for all materials:

- Date
- Author
- Publisher
- Physical condition
- Additional copies
- Other books on the same subject in the collection
- Expense of replacement
- Shelf-time
- Relevance of the subject to the community

Those items removed from the JCC collection will be sold and/or given away in accordance with state policy. Likewise, to ensure the accuracy of records and the accessibility of Library materials, the Library staff will

periodically complete an inventory of collections as well as such other tasks as reading Library shelves and shifting Library materials in the stacks.

GIFTS/DONATIONS

All donations to the Library are required to follow guidelines for selection priority areas within the collection development policy. Donations shall only be received in conjunction and coordination with the College's Advancement and Community Relations division.

Donated materials/gifts are accepted by the Library staff with the understanding that the Library staff has the right to display, house, handle, or provide access to the donated material/gift within the best interested of the College. The Library retains unconditional ownership of the donated materials/gifts added to the collection. In those instances when donated materials/gifts are not added to the collection and the donor has not requested such items be returned, the donated materials/gifts will be disposed of as deemed appropriate by the Library Director.

CHALLENGED MATERIAL

The Library holdings may contain materials whose content, themes, language, etc., are considered by some to be offensive but which remain in the collection due to the material's provenance or its historical and/or cultural significance. The College shall recognize that, in providing a public service, the Library may receive expressions of complaint and concern as well as formal challenges from members of the students, faculty, staff and community members, regarding the inclusion of particular materials as holdings. The College shall endeavor to address any such complaints, concerns or challenges in a deliberate, respectful, and professional manner. The College shall embrace and defend intellectual freedom as the right of every individual to both seek and receive information from all points of view without restriction, and thus to hold, receive and disseminate ideas.

Upon receiving a complaint or challenge, the Library shall follow the following review process:

- The Library Director shall meet with the person originating a written complaint on library material within five working days of receiving the complaint in an effort to resolve the complaint at this level and informally.

- If the complaint is not resolved in the meeting between the Library Director and the person originating the complaint against library material, the person originating the complaint shall meet with the Director of Academic Enrichment Services in consultation with the Associate Vice President of Foundational Studies and Academic Support within five working days of the meeting with the Library Director.
- If the complaint is not resolved in the meeting between the Director of Academic Enrichment Services in consultation with the Associate Vice President of Foundational Studies and Academic Support, the person originating the complaint may appeal to the Vice President of Instruction in writing within five working days of the meeting with the Director of Academic Enrichment Services in consultation with the Associate Vice President of Foundational Studies and Academic Support. The Vice President of Instruction shall convene and preside over a meeting of the Library Advisory Committee between five and twenty working days of receiving the written notification. The committee shall hear arguments in favor of retaining the library material in question as well as arguments in favor of removing the library material in question from the library's holdings and shall decide by a majority vote whether to retain or remove the material in question. The chairperson of the committee shall vote only when necessary to break a tie.
- The committee's decision may be appealed to the President of the College within three working days of the committee's decision. The President shall review the committee's proceedings, make additional inquiries as deemed necessary, and render a decision within ten working days of receiving the appeal.

JCC ARCHIVES COLLECTION

The collection development policy for the Johnston Community College Archives Collection is based on the [Society of American Archivists' Guidelines for College and University Archives](#). The College Archives relies on the support and cooperation of College administrators, faculty, staff, and students to ensure that records of permanent value are collected and preserved.

The College Archives Collection strives to collect, arrange, and preserve the history of the College and to make that history available to the students, faculty, staff, and community the College serves. With these aims in mind, specific guidelines exist to help determine what materials

the Archives should permanently house and maintain. Records and materials are collected in all media and formats; materials may be print, non-print, photographic, electronic, or another type artifact.

Collection Areas/Formats

- Artifacts and memorabilia of historical or cultural significance to the College.
- Audio and visual resources produced by or about the College, its students, employees, programs, services, events, and facilities.
- College event programs and promotional materials.
- College records of administrative units, instructional departments, programs, services, and student activities.
- Correspondence of historical significance or continuing Value.
- Maps, blueprints, and plans of campuses and buildings
- Newspaper and magazine clippings highlighting students, employees, programs, services, events, and facilities. (The College stopped newspaper clipping in 2019.)
- Oral history interviews and transcripts.
- Publications created by or for the College for informational Purposes or for marketing.
- Other areas as determined by the Library Director (or designee).

Retention and Preservation

The Library Director (or his/her/their designee) will assess the long-term historical value of all items transferred or donated to the Archives Collection based on the criteria set forth in this document. Preservation requires that some materials be migrated from one medium to another to ensure continued access. Digitization of selected materials housed in the Archives Collection is encouraged in order to provide safe and easy access to the materials without damaging the originals. However, digitized materials are not considered a replacement for originals. Following the lead of the United States National Archives and Records Administration, original materials will not be destroyed or de-accessioned if digitized for access. In addition to this policy, see the 2017 [Amended version for the Learning Resource Center Records](#) set out by the North Carolina Community College System.

Guidelines for Future Research and Use

The Archives Collection will be accessible under the supervision of a librarian; appointments are recommended.

Reference procedures will be designed to ensure the preservation of the records for future researchers. Archival materials are generally non-circulating and must be used under supervised conditions.

Only on rare occasions will original materials leave the Archives Collection. Upon request to the Library Director (or designee), the following persons will be permitted to remove original materials from the Archives:

- 1) The President of the College (or designee).
- 2) Others who can provide written justification to the Library Director (or designee) for the need to borrow the original material.

Responsibility for materials removed from the Archives Collection will rest with the person who borrows the materials.

Any action relating to the recovery or repair of archival materials will be the responsibility of the Library Director (or designee).

Donating to the Archives Collection

To donate to the Library's Archives Collection, one must contact the Library Director (or designee) and complete an Archives Deed of Gift (obtained from the Library Director) in conjunction with the Library Director (or designee).

All donations must satisfy guidelines for selection priority areas within the collection development policy. Donations shall only be received in conjunction and coordination with the College's Advancement and Community Relations division.