



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: LIBRARY SERVICES – COLLECTION DEVELOPMENT

Procedure No.	SS-211-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-211	Effective Date	January 9, 2024 (R3)

PROCEDURES

1.0 Definitions

Archival Material	Long-term storage for items of historic interest to the CNA community. Ephemera are generally printed items of short-term usefulness (pamphlets, brochures, etc.) that have been deemed of significant historical interest. Items identified as archival material are processed using Rules for Archival Description (RAD).
Assets / Fixed Asset	As per the Fixed Asset Inventory Policy (CS-306), an asset or fixed asset is defined as capital acquisitions with a useful life of more than one year and a dollar value exceeding \$1,000 and also tracked items with a useful life exceeding one year and a value between \$250 and \$1000.
Audio/Visual Material	Materials, such as films, CD's, DVD's, tape recordings, that present information in audible and pictorial form.
Censorship	The suppression or prohibition of any parts of books, films, news, etc., that are considered by some individuals or groups as being obscene, politically unacceptable, or a threat of some kind.
Challenge	An attempt to remove or restrict library materials based upon the objections of a person or group.

College of the North Atlantic (CNA) Community	Current students enrolled in a course or courses offered or sponsored by CNA, current employees, and alumni.
Collection Development	A process which includes formulation of selection criteria; planning for resource sharing; planning for new collections or collection areas; replacement of lost or damaged items; routine selection and de-selection decisions; and evaluating options for access. This process is usually constrained by budgetary considerations. The activities associated with this process include but are not limited to: ordering; receiving; claiming and payment; and evaluating supply sources.
Core Textbook	The textbook chosen by the instructor as the primary resource for the class.
Electronic Access Codes	Account-specific codes which are distributed by publishers given single-user access to additional online content relevant to the printed subject matter.
Electronic Resources	Material requiring a computer to access it. This includes software applications, CD-ROMs, streamed content, and journals and books in electronic format.
Ephemera	Single use items of cultural/community importance usually preserved and housed within an archival setting (posters, pamphlets, letters, brochures, etc.).
Government Documents	In the broadest definition, government documents are government publications or other information disseminated by a provincial or federal government.
Selection Aid	A professional resource or individual that aids library staff in the collection of materials relevant to the library.
Subject Specialist	A Subject Specialist possesses knowledge and expertise in a particular field and can provide reliable information relating to this subject area.
Supplementary Material	Any resource used by the instructor or student in addition to the core textbook. May be used to complete assignments, research papers, and course development.

2.0 Responsibility

Selection of materials to be housed in and circulated from the Library Learning Commons will be the responsibility of the Librarians with Library Services staff in consultation with the College of the North Atlantic (CNA) community.

3.0 Library Bill of Rights

Neither censorship nor challenge will constitute criteria for selection or withdrawal of material. CNA Library Learning Commons uphold the American Library Association's Library Bill of Rights, first adopted June 19, 1939, and last amended January 29, 2019, as stated herein:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

4.0 Guidelines for Collection Development

Collections will generally include books, government documents, periodicals, audio/visual materials, maps, vertical files, and electronic resources.

4.1 Selection Aids

- CNA Library Catalogue.
- Review publications.
- Professional resources.
- Subject specialists.
- Previews and/or trials.
- Other academic collections.

4.2 Criteria for Selection of Materials

- Strengths and weaknesses of current collections.
- Relevance to curriculum.
- Currency.
- Key work in the field.
- Major critical study.
- Substantial new contribution to learning.
- Lasting value.
- Reputation of author, publisher, or sponsoring body.
- Cost.
- Appropriateness of medium.
- Availability of material in other campus libraries.
- Quality of physical item.
- Anticipated use.
- Scarcity of materials available in subject area.
- Literary style and quality.
- Compliance with copyright legislation.
- Appropriate licencing model.
- Availability of hosting/platform.
- Accessibility through other means.

4.3 Materials Not Selected

The library will not normally purchase:

- Laboratory manuals;
- Textbooks which students are expected to purchase;
- Teacher's editions of core textbooks; and
- Books with formats unsuitable for multiple use, such as perforated/tear-out pages, workbooks designed to be written in, and electronic access codes.

4.4 Resource Material Purchased/Acquired by a Department

- Refer to 4.3 – Materials not selected.
- Library Learning Commons are not responsible for replacement of materials purchased from a program budget and placed in the collection.
- Library Services staff must be consulted in the selection of resources to be placed in the collection.

- Library Services staff reserves the right to limit copies.

5.0 Collections of Note

CNA Library Learning Commons may choose to maintain some of the listed collections:

5.1 Reference

Examples of a non-circulating reference collection include but are not limited to dictionaries, encyclopedias, atlases, almanacs, handbooks, and directories. Reference materials should be current and consist of both interdisciplinary and subject-specific works.

5.2 Government Documents

Appropriate Municipal, Provincial, Federal, and International government documents may be selected on the basis of relevance to CNA. Library Services staff will select government publications in the format (i.e., print, electronic) they deem most appropriate.

5.3 Archival Material

Archival material may include but not be limited to: history of CNA; publications by faculty and staff; campus calendars; programs of events; yearbooks; newsletters; other ephemera; photographs; newspaper articles; and audiovisual material. Materials are not limited by format or medium. In general, libraries and archives serve two different purposes; archival items may or may not be housed within CNA Library Learning Commons depending on available resources, budget allocation, and space. CNA Library Services cannot guarantee archive-level preservation of items considered to be important for long-term storage.

5.4 Newfoundland and Labrador Collection

Newfoundlandia can be anything written or published in Newfoundland and Labrador, about Newfoundland and Labrador, or by a Newfoundlander or Labradorian. It is not the mandate to comprehensively collect Newfoundland and Labrador materials. However, some materials may be acquired on a selective basis.

5.5 Audio Visual Collections

Physical and electronic/streaming media which support current curriculum and general interest.

5.6 Special Collections

Special Collections are groups of resources whose topics are outside the curriculum. The collections are typically driven by emerging social interests supported by CNA as special initiatives.

6.0 Gifts and Donations

The Office of Alumni and Advancement should be made aware of all donations offered to a Library Learning Commons. Refer to the CNA Donations Policy (PA-608) for general guidance on donations.

6.1 Items Added to Collection

Library Services staff will be consulted on whether a gift will be added to the collection as part of the assessment process under the CNA Donations Policy as appropriate.

6.2 Disposal of Items

Library Services staff reserves the right to dispose of gift materials which do not meet the criteria listed in Section 4.2 – Criteria for Selection of Materials. Donors are encouraged, whenever possible, to submit to the Library Learning Commons a list of items offered.

6.3 Tax Receipts

The Library Services staff does not issue tax receipts for donations made to its Library Learning Commons. Receipts for donations may be issued by CNA's finance department after an independent appraisal of the donated materials has been completed via the CNA Donations Policy.

7.0 Withdrawal of Material

Material will be withdrawn if it no longer meets the selection criteria outlined in Section 4.2. In addition, the following criteria are applied:

7.1 Applicability

An item must be checked for its overall relevancy to CNA and its programs and interests. Certain programs and interests may change their focus over time and the collection must reflect that change. In this case, it may be necessary to withdraw some of the collection, keeping the relevant items.

7.2 Currency

Assessment of an item's currency will be based on the professional judgment and subjective analysis of Library staff, considering such issues as continuing relevance, the subject matter or discipline, changes in curriculum, or the issuing of new editions.

7.3 Condition of Item

If the item is worn beyond repair, then it should be withdrawn. However, if it is still relevant to the collection, it should be replaced with a new copy.

7.4 Usage

If an item has not circulated in five years or appears to be used infrequently, then it may be withdrawn.

7.5 Multiple Copies

Multiple copies may be withdrawn if no longer required.

7.6 Departmental Purchases

Library Services staff will consult with the Instructor/Instructional Coordinator before withdrawing items purchased for the library by the department or jointly with the library (see Section 4.4 – Resource Material Purchases/Acquired by a Department).

8.0 **Disposal of Materials Withdrawn**

Materials removed from the collection in accordance with Section 7.0 will be disposed of using a specific process. These items would not be considered CNA fixed assets/assets.

8.1 Transfer Process for Items of Continued Value

CNA Library Learning Commons will, when appropriate, offer discarded items with perceived value to other campuses for addition to their campus collections.

Costs associated with transferring items to other libraries will be the responsibility of the discarding library (using the Canada Post library materials shipping tool).

8.2 Disposal Process for Items No Longer of Value

CNA Library Learning Commons will discard and/or recycle collection items which no longer have any value, based on the selection criteria outlined in Section 4.2.

Approval History

Approved By President	March 25, 1999
Reviewed	September 12, 2007
Revision 1	September 16, 2008
Revision 2	November 4, 2016
Revision 3	January 9, 2024