

Collection Development Policy

1. Mohawk College Library Collection Development Policy

The Mohawk College Library Collection Management Policy communicates the collection goals and practices of the Library. The purpose of this policy is to work within the parameters of a changing academic landscape and evolving fiscal base.

This policy provides guidance for library staff working with the collection and intends to support discussions between librarians and faculty. The Collection Management Policy serves as one tool in identifying subject areas that should be increased or decreased. Mohawk College Library staff will continue to build upon the existing strengths of the collection while fostering meaningful discussion surrounding collaborative collection development.

2. Collection Selection

The Library collection supports the learning and information needs of the Mohawk College Community, including students, faculty, and staff. This policy provides guidance for ensuring a balanced coverage of subjects delivered in the POS (Program of Study). In addition to supporting the learning needs of students, applied research and program development, the scope of the collection policy aligns with the strategic plan of the College. Collaborative and embedded library liaison services allow for the opportunity to propose and implement resource-sharing initiatives, co-ordinated by the Director of Libraries and Learning.

Mohawk College Library acquires resources in various formats in order to support different modes of instruction delivery and learning styles. Content with a Canadian perspective and materials that reflect the College's diverse community is preferred.

Mohawk College Library purchases monographs when necessary in order to keep the physical collection relevant. Digital formats are preferred, eBooks, streaming videos and online journals and magazines offer convenient 24/7 access to content irrespective of location, and support blended and distance learning.

Purchased video content is closed-captioned in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) rules and guidelines. If existing streaming content is not closed-captioned, the Collections Librarian will seek the necessary permissions to close-caption or find suitable replacement material.

Liaison Librarians and the Director of Libraries and Learning regularly consult with faculty and vendors on the maintenance of the collection. Acquisitions are determined based on subject area, price, format and publisher. The Librarian team makes decisions on the selection of materials and de-selection of items in the collection. Liaison Librarians connect with faculty and students order to assess changing information needs, evaluate anticipated items for purchase and handle material donations. When requested research materials are unlikely to be highly used or of lasting value to the collection, or where funds are not available for purchase,

interlibrary loan will fulfill research requests.

The acquisitions process considers many factors, including:

- Interdisciplinary content
- Language
- Format
- Reliability of author or publisher
- Accessibility
- Remote access
- Currency
- Resource sharing
- Consortia offers

In addition to this, the library subscribes to a large amount of digital licensed materials. The criteria for the selection of online resources includes:

- Stability of content
- Adequate content coverage
- Licensing that allows for remote access and available at Mohawk College's three campus

In general, the digital services and collections team assist with order processing, preparation, and cataloging new items.

The Library collection budget takes into account changing curricular and research needs as well as exchange rate and pricing increases.

The process for collection development and material selection considers the following:

- **Audio CDs:** The collection includes CDs to support auditory based programs
- **Electronic Books (eBooks):** As with print books, the Library selects eBooks order to maintain relevance on current topics.
- **Electronic Periodical Databases and E-Journals:** Mohawk College Library purchases access to vendor databases of full-text periodicals, including magazines, newspapers and scholarly journals, covering a wide range of topics to support College programs
- **ESL (English as a Second Language Materials):** The collection complements the support offered to ESL students by other college departments and labs
- **Fiction:** Mohawk College Library may include some works of fiction
- **Open Educational Resources:** The Library curates current, accurate and reliable Open Educational Resources that meet curriculum needs
- **Periodicals (Print & Electronic):** Electronic formats are preferred where the full-text electronic version of a periodical is available and current
- **Reference Collection:** Each campus location maintains a small, interfiled Reference Collection for in-library use
- **Textbooks:** The Library may purchase required textbooks if they represent the best level of the subject. Donated, required texts will be accepted, and Instructors may put copies of a textbook on reserve in the Library for student use
- **Videos (DVD and Online):** The Library purchases streaming videos over DVDs and only content that is closed captioned will be selected for purchase

3. Deselection of Materials

The Director of Libraries & Learning, Liaison Librarians and Library Technicians consult as a team on deselecting, or weeding, materials from the collection. Keeping the collection current and space restrictions require the regular practice of weeding. With some exceptions, the library does not archive historic materials.

The process for deselection uses the [CREW method](#). This practice allows for the continuous review and assessment of the collection.

Weeding involves the removal of material for any or a combination of the following reasons:

- Low circulation
- Content coverage (outdated or irrelevant)
- Superseded by a newer edition
- Condition
- Information is available elsewhere or electronically
- Changes to the curriculum and program needs

Weeded items may be sold or discarded.

4. Copyright Compliance

Mohawk College Library complies with the [Copyright Act](#) (last amended 2017-06-19) in acquiring materials, and in [Mohawk College's Copyright](#) policies and practices. This includes but is not exclusive to in-classroom use of our audiovisual materials and our procedures for accessing reserve items.

5. Gifts & Donations

The Library welcomes gifts and accepts them with the donor's understanding that the materials are evaluated by the same standards as purchased items. A donor form documents all donations. Lack of staff time for processing, age, format, topic, physical condition or copyright considerations is a determinant for adding donated items to the collection.

6. Review of this Policy

In response to rapid changes in this field, and to remain responsive to user communities, the Collections Management Policy of Mohawk College Library will be reviewed annually or more frequently, as needed. This policy was last reviewed May 2018.