**NBCC Library Learning Commons Collection Development & Maintenance Guidelines**

**Purpose:**
To provide guidelines for the development and maintenance of NBCC Library Learning Commons collections, in print and non-traditional formats, in support of mission of the NB Community College. The goal of the guidelines is to ensure Library Commons collections are current, diverse, relevant, and meet the information needs of NBCC students.

**History:**
The New Brunswick Community College was created by an Act of the provincial legislature in 1973. Existing technology institutes, training centers, and the Carleton County Vocational School were incorporated into the new college system. In 2010, the college system was re-organized into two separate Crown Corporation structures, with NBCC being designated as the English-language College, and CCNB as the French-language College.

NBCC is a post-secondary institution offering vocational training and one and two-year diploma granting programs. NBCC Library Learning Commons is one library system composed of 6 campus libraries. NBCC offers over 90 regular programs across 18 sectors and provides other training in many apprentice trades, to corporate clients, and to individuals through part-time courses.

The aim of Library Learning Commons is to serve the informational needs of NBCC students, faculty, and staff in support of the current curriculum as well as life-long learning and the teaching of Information Literacy skills.

Input is welcomed from all faculty, students, and library and college staff in order to ensure the collection accurately reflects the learning needs of our entire community.

Due to fund limitations and space constraints Library Learning Commons is unable to accumulate all available materials in all subject areas and is unable to serve as an archive for historical material.

**Responsibility:**
Responsibility for Library Learning Commons’ collection selection and maintenance is shared by the 6 campus Library Learning Commons Coordinators, and the Library & Information Services Coordinator. Faculty is encouraged to recommend materials to support NBCC programs. Likewise, student and staff are encouraged to make suggestions. The NBCC Coordinator of Library & Information Services has final approval of all materials purchasing.

The scope of Library Learning Commons’ collection will be driven by the current college core curriculum and core instructional programs.

**Users**
Library Learning Collections are developed for the following users of the College Libraries:
- Students registered for courses that are part of core programs with the College
- While secondary clients are the Instructional staff, materials will not be specifically acquired for these individuals and groups.
Copyright
NBCC Library Learning Commons is committed to compliance with the Copyright Act of Canada and to the respect of the intellectual property rights of creators and content providers. Collection development and maintenance procedures will comply with copyright laws and NBCC Use of Copyright Materials Policy.

Selection Criteria: Print & Electronic
Includes:
- Currency & lasting value
- Relevancy to the curriculum
- Demand and recommendation of faculty
- Current coverage of the subject area
- User-friendliness
- Style, clarity, and reading level
- Cost
- Reputation of issuing body
- Usage by more than one college program

Format of Material:
- Wherever possible and appropriate, electronic format will be given priority. This includes the purchase of eBooks over print which provides access to all students instead of select campuses.
- Canadian content will be given priority.
- Textbooks not be purchased.
- Fiction will not be purchased unless it is relevant as support material for a current program.
- Reference Materials included but are not limited to, dictionaries, encyclopedias, handbooks, almanacs, standards and codes. Generally, reference materials are in-house use only and do not circulate. An annual review of reference materials is conducted to ensure the information is current and accurate. Reference materials are collected in print, electronic and online format with priority given to electronic materials where appropriate.
- Serials/Periodicals will be purchased in both print and electronic format via databases subscription. If a serial/periodical is available in the current databases as full-text. Print versions will not be purchased unless requested by Department Heads, budget permits. Academic Departments may purchase department specific serials. Physical Serials/Periodicals purchased by Library Learning Commons will be cataloged by and housed in the library and will be reviewed annually to determine necessity. Print serials/periodicals will be archived no longer than a 2 year period. Exceptions to archive academic journals longer than 2 years will be based upon Coordinator’s review, space availability, and current curriculum needs.
- Databases subscriptions will be purchased with the widest licensing agreements with database vendors, access will be limited to currently enrolled students, faculty and staff. Subscription purchases will be based on pricing and applicable use for current students.
- Video – DVDs will be purchased, where appropriate, to support curricula. However, whenever appropriate, streaming video subscription(s) will be considered.
Inter-campus Loans
The Library Learning Commons provides Inter-campus loans across all six campuses. NBCC Library Learning Commons is not part of an academic consortium. Inter Library Loans (ILL) from other academic institutions are not a regular service provided by the library. However, when/where the requested source is paramount to a student assignment and NBCC Library Learning Commons does not have a comparable alternative source, ILL from an outside academic institution may be considered. The charge for such a loan will be incurred by the requester.

Donations
NBCC Library Learning Commons uses the same guidelines to determine inclusion of donated materials as for purchased materials. Donated materials must be in good condition. Donated materials are accepted with the understanding they will be discarded if they do not meet NBCC Library Learning Commons’ selection criteria. Library Commons does not provide estimated value of donated items.

Deselection/Weeding
Weeding or removing items, both print and electronic, from the collection is necessary to maintain a relevant, up-to-date collection. Materials reviewed and deemed outdated, inaccurate, or in poor physical condition will be weeded on an ongoing basis by Library Commons Coordinators. Materials supporting course(s) no longer offered will be removed from the campus collection and either 1) sent to another campus that does offer the course 2) donated to local libraries or special interest groups. Weeded of the collection also improves the aesthetics of the collection and makes usage more efficient.

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