

CMCC Library Services Collection Development Policy

Mission Statement:

The Library supports the mission and curriculum of the College and works in partnership with the faculty, staff and students to create lifelong learners and experienced information users. Recognizing the vital role the Library plays in the educational development of the student, the Librarians acquire, store, disseminate, and interpret information in multiple formats to support the academic goals of the College. (Mission Statement from the self-study for NEASC CHIE, Spring 2000.)

The Collection Development Philosophy:

This philosophical statement serves as a framework for the collection development policy at CMCC's Library. It should be used in conjunction with the more specific criteria outlined in Collection Development Policy section.

Who is responsible:

The Director of Library Services will be responsible for overseeing the Library's collection and will actively seek advice from the faculty, students and staff when selecting material to be added to the collection.

All questions concerning the Library's Collection Development Policy should be taken first to the Director of Library Services, then to the IRaT Committee and then the Administration, if necessary.

Controversial Material:

It is important for the collection to represent all sides of controversial issues. If a Library patron has some question about a resource they should:

- Obtain from the Director a form that requests a review of the material found objectionable by the Library user.
- The IRaT Committee will hear any requests for review.

Donations:

Gifts will only be accepted if the Library is free to dispose of the material appropriately or returned it to the donor if the material is not appropriate for addition to the Library's collection. Donors will receive a letter acknowledging their gift, but no monetary value can be given to them per Internal Revenue Service regulations.

Weeding:

All materials are subject to review on an annual basis. Materials that no longer meet the selection criteria may be discarded from the collection. Any material removed from the collection will be handled in a manner consistent with the College and State property regulations.

Collection Development Policy

The Library's collection will consist of print, non-print and electronic resources and the selection criteria will be the same regardless of format. Although information of an historical nature may be collected for reference use, emphasis will be on a contemporary collection in most program areas.

General Parameters

The following outlines some general parameters that will guide the Director, the Library Staff and CMCC's faculty, students and staff when choosing material to add to the collection.

- Purchases will usually be limited to one copy unless the Director approves multiple copies to support the curriculum.
- Materials that will generally be excluded from the collection are rare books (due either to cost or format), congresses, symposia, meeting reports, consumable workbooks, textbooks that must be purchased by students for their classes and other ephemeral materials (if this material can be acquired in another format).
- The primary language for most material purchased will be English. Exceptions will be made for dictionaries and material required to support any foreign language courses being taught.
- Publications by CMCC faculty, staff, and alumni that meet the general selection guidelines will be added to the collection.
- Students should not have to go to other libraries for general material necessary for their studies, except when doing highly specialized research. Critical subject material to be taught in a class should be represented in the Library.
- Faculty should be able to obtain information required for the preparation of classes.
- Admissions and support staff should be able to obtain information necessary for the conducting of college business.
- The library will not duplicate material that is available to students in specialized collections in the area unless essential for a specific program.

Specific Parameters

The Library's Collection Development Policy is designed to meet five criteria -- Leadership, Technical (Associate of Applied Science, Associate of Science, Certificate or Diploma), Associate in Arts, General Reference and Community Enrichment.

As the College develops the Associate in Arts degree, the library will need to expand its resources to meet this mandate. This goal can be reached in a variety of ways. One method is to define the level of collection intensity that is spelled out under the five criteria and purchase materials that fulfill the level designated, and the other is in the collaboratively sharing of resources between the other libraries in Maine.

The Five Criteria

- * Leadership/Professional Comprehensive
There are programs in which CMCC performs a special role in the State. In order to maintain the information level needed to support these roles, the Library collects all necessary material in all appropriate formats (print, audiovisual, computers, graphics and three-dimensional material).

- * Associate in Arts Level I
For all courses in this program, the Library will develop a collection both contemporary and historical in nature sufficient to support each course, using all appropriate media. This program will need a strong, up-to-date reference collection, material on current topics and a variety of print and non-print resources sufficient to meet the curriculum.

- * Technical Programs Level II
For all of the Technical programs provided by the College, the Library must maintain all of the basic information resources essential to each program in all appropriate media. Information resources acquired in this area will have a strong emphasis on contemporary and future technologies.

- * General Level III
Providing access to reference publications, including publications on current topics, social sciences literature, and science, developed to support assigned research projects.

- * Enrichment Level IV
Basic materials for "personal enrichment."

Development formula:

Technical Programs:

AS (Associate of Science); AAS (Associate of Applied Science); C (Certificate); D (Diploma)

Technical Program (22 programs)	Type of degree	Level
Accounting	AS	I
Architecture and Civil Engineering Technology	AAS	II
Automotive Technology	AAS	C
Building Construction	AAS/C/D	II
Business Administration	AAS/C	II
Clinical Laboratory Science	AAS	II
Computer Science	AS	II
Culinary Arts	C	II
Early Childhood	AAS/AS	II
Electromechanical Technology	AAS/C/D	II
General Technology	AAS	II
Graphic Arts/Printing Technology	AAS/C/D	II
Machine Tool Technology	AAS/C/D	II
Mechanical Engineering Technology	AAS/C/AS	II
Medical Transcription	C	II
Nursing	AAS/D	II
OHSA	AAS/C	C
Office Administration	AAS/C	II
Radiologic Technology	AAS	II
Telecommunications Technology	AAS	II
Trade & Technology	AAS	II
Work Place Technology	AAS/C	II

Associate in Arts Degree

Associate in Arts Degree Program (AA)	Level
Advanced Composition and Research	II
Algebra	III
American History	II
American Literature	II
Anatomy & Physiology	III
Biology	III
Business	II
Business Communication	II
Business Mathematics	III
Calculus	III
Chemistry	III
College Writing	II
Computer Science	II
Communications	II
Critical Thinking	II
Developmental Psychology	II
Economics	III
English	II
Ethics	II
Geometry & Trigonometry	III

Grammar & Editing	III
History	II
Humanities	II
Interdisciplinary Seminar	III
Interpersonal Communication	II
Maine History	C
Maine State Government	C
Mass Media & Popular Culture	II
Numbers & Logic	III
Philosophy	II
Physics	III
Political Science	II
Pre-calculus	III
Psychology	II
Psychology in the Workplace	II
Short Story	II
Sociology	II
Speech	II
Statistics	III
Technical Physics	III
Technical Writing	III
Technology & Society	II