

Helena College Library Collection Management Plan Helena College – University of Montana

A. Introduction

1. Mission:

The mission of the Helena College Library Learning Hub is to enable student success in the programs and degrees offered at the college.

Professional Librarians and library staff, along with the Academic Coach/Tutor Coordinator, will achieve this mission by collaborating with faculty and the library community in the selection, purchase, and creation of information resources and services; and by providing tutoring and information literacy instruction targeted to the curriculum.

In addition, the Library Learning Hub offers an active community learning space as well as quiet space for study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

2. Purpose of the Plan:

This plan serves as a basis to guide the development and maintenance of library collections that are created to fulfill the informational needs of students and faculty. It will also provide a system of accountability for the institution, will describe how the collection serves its users, and will establish guidelines for library operations.

Our college community possesses a broad range of interests and prior educational experiences. Therefore, the collection also includes general information in subject areas that may not be covered in the classroom, but are supportive of lifelong learning.

The library, like the college itself, is a growing organism and as such is constantly evolving. We strive to meet the evolving needs of all of our users.

Objectives:

- To assist the librarians in developing library collections in support of the curriculum and life-long learning
- To provide access to materials in formats and numbers consistent with our fiscal resources
- To encourage all members of our college community to participate in developing our collections
- To serve distance learning students as well as those on campus in regard to appropriate

resources in the best formats

3. Community and User Groups Defined:

Helena College is a two year college located on two campuses, the main Donaldson Campus and the Airport Campus, in Helena, Montana. The primary users of the library are the students, faculty and staff of the college. Currently there are 713 full time equivalent (FTE) students, 31 faculty, 48 adjunct instructors, and 50 administrative and support staff. As a member of the Treasure State Academic Information and Library Services (TRAILS) and the Online Computer Library Center (OCLC), the library shares all of its resources with library users in Montana and selected resources throughout the United States of America.

As a library funded by taxpayers, Montana state residents are invited to use and/or check out the library's physical resources and to use its electronic resources onsite.

4. Patron Needs and Programs Defined:

In accordance with its mission statement, materials are purchased to enable student success at Helena College. In order to enable success, the informational needs of students, faculty and staff will be supported to enhance learning in coordination with its academic programs (see <https://helenacollege.edu/academics/default.aspx>).

A popular reading collection, which includes fiction, DVDs, as well as popular nonfiction, is maintained for recreational usage by Helena College patrons as well as the surrounding community.

5. Brief General Statement Describing the Collection:

The library collection encompasses the following items, most at a level appropriate for undergraduate and technical education:

- 9,708 books and audio-visual materials
- 1 print newspaper subscription
- 42 print journal subscriptions (archived 3–6 months if electronic as well)
- 197,464 electronic journals (available remotely)
- 156 electronic databases (available remotely)
- 612,548 electronic books (indexed in OneSearch and available remotely)

Since 2003, we have been working on a core collection of print and electronic materials fine-tuned for our college community. Our collection gravitates more each year toward shared electronic resources. The majority of these resources are selected collaboratively with our UM affiliates and TRAILS.

6. Cooperative Collection Management and Interlibrary Loan:

As a member of the TRAILS consortium, Helena College Library lends and borrows materials amongst 17 Montana academic libraries through a request system provided by the ExLibris Alma URM and the Primo OneSearch Discovery Tool. TRAILS holdings are considered when

selecting resources though this does not necessarily preclude a decision to purchase. As mentioned above, the majority of our electronic books and journals are selected and purchased collaboratively with other Montana academic libraries.

The library also lends and borrows materials on demand on behalf of its user groups using OCLC interlibrary loan protocols.

B. Collection Development Guidelines

1. Chronological Coverage:

Helena College Library's main focus is to make the appropriate current information available in areas pertaining to the college's academic programs and continuing education opportunities. Few materials are kept for archival purposes, with volumes in the literature, social sciences and history collections being the exception. Relying primarily on electronic journal databases for back files, only three to six months of back issues are retained in print with exception given to journals not available electronically which are kept for 3 years. Electronic materials, i.e. databases of books and journals, are selected with a primary focus on up-to-date information with the exception of those with necessary historical and literary information. The reserve collection is created anew each semester by instructor request.

2. Formats:

The library collects information in the following formats: print monographs and periodicals, CDs, DVDs and a variety of electronic resources. Electronic resources include web-based resources, licensed resources and databases, electronic journals, and e-books.

Textbooks and other classroom materials are not usually added to the collection by purchase or donation, but may be cataloged and placed on reserve as requested by instructors for student use.

3. Multiple Copies

In most instances only a single copy of a book or other material is purchased. Duplicates, either print or electronic, are placed in the collection for accessibility reasons or if warranted by high demand.

4. Funding Considerations

Institutional funds for the Helena College Library are obtained through biennial state legislative appropriation. This money is allocated to the Montana University System and then to the college based on enrollment. The funding for the Library Learning Hub is then budgeted annually by the college's Budget Management Team. Currently, the Library receives approximately \$49,000 annually for its print and digital collections. The mandatory student library fee provides a portion of this by charging enrolled students \$1.64 per credit with a maximum of \$19.68 per student.

5. Collection Responsibilities and Selection Procedures

Students, faculty, administration, and staff are encouraged to suggest materials for purchase at any time throughout the year, though periodicals are usually only purchased annually in May. The Director of the Library Learning Hub provides final authority for purchase selections.

Materials purchased for a specific instructional program that are to be housed outside the library will not be purchased from the library budget. All materials purchased with library funds will be added to the library collection and will be accessible to students, faculty, staff, and the general public.

Selection of electronic resources is primarily done in coordination with Mansfield Library at the University of Montana (UM) or our TRAILS consortium. We work with vendors, UM, and TRAILS in obtaining subscription trials to select packages of electronic resources.

Of concern when selecting electronic resources:

- Accessibility standards
- Unlimited access in preference to single user access
- Licensing considerations
- Authentication concerns

Selection criteria:

- a. Relevance of the subject matter to the collection, curriculum, target audience and library mission
- b. Currency and quality of content
- c. Balance in the collection; scarcity of material on the subject
- d. Accuracy and objectivity
- e. Ease of access use
- f. Professional reviews and recommended bibliographies
- g. Authoritativeness, literary merit, or author's reputation
- h. Timeliness and lasting value
- i. Appropriate format for information
- j. Cost

Selection aids will include:

- a. Recommendation of other professionals/instructors in the field
- b. Reviews and/or endorsements from recognized professional publications such as *Library Journal* and *Choice*
- c. Preview and examination of individual materials and databases
- d. Recommended lists from recognized authorities
- e. Requests by patrons
- f. Literary awards
- g. Electronic bookstores such as Amazon.com and Baker & Taylor which have reviews of items
- h. Publisher descriptions

6. Gifts:

The Library accepts only unconditional gifts. Gifts will be judged by the same criteria as other acquisitions and will be added to the collection at the discretion of the Director of the Library Learning Hub. Gifts that cannot be used will be discarded or passed on to the campus Book Exchanges, Better World Books, other libraries, schools, students, etc., without the donor's permission. Receipts for gifts shall indicate only the number and type of items donated, not the value, as the federal Internal Revenue Service's regulations forbid the appraisal of donations for tax purposes by the Library.

7. Collection Maintenance (Weeding and Withdrawal):

Items in the library that are outdated, severely worn, or no longer relevant to the curriculum will be withdrawn or replaced. The physical collection will be weeded, between semesters, by curriculum and in consultation with faculty. All items will be reviewed in regard to relevancy and evaluated individually on a rotating basis bi-annually.

8. Complaints and Collection Review

Let it be noted that the Helena College Library and its librarians support:

- “The Library Bill of Rights” (American Library Association)
- “Freedom to Read Statement” (American Library Association and Association of American Publishers)
- “Freedom to View Statement” (American Film and Video Association)

Materials included or excluded from the collection can be reviewed by the following procedure:

1. Contact the Director of the Library Learning Hub.
2. Submit a request in writing, including name and address, description of item to be reviewed and reason for request.
3. A committee consisting of the Executive Director of Academic Affairs and Transfer, staff and student representatives, and the Director of the Library Learning Hub will review any complaints or concerns.

C. Plan Implementation, Evaluation and Revision

1. This plan will be effective January 1, 2023 and will be reviewed prior to January 1, 2026.

2. It will be the responsibility of the Director of the Library Learning Hub, with input from the Executive Director of General Education and Transfer and the Library Advisory Council, to review this Collection Management Plan every three years so that it remains a relevant tool for collection evaluation.

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Director of the Library Learning Hub	Date

DocuSigned by: <i>Robyn L Kiesling</i> <small>2E1C4ED14D9E4D3...</small>	1/27/2023
Executive Director of General Education and Transfer	Date