The Mission of Garrett College

Garrett College provides accessible, quality education in a supportive environment to a diverse student population. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the ongoing development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world.

Introduction:

The Library at Garrett College is an essential part of the educational program of the College. The Library’s collection is designed to support the educational mission of the College and to meet the educational needs of the community. In accordance with that mission, the Library collection will support one and two year transfer programs, Associate in Arts degree programs in Arts and Sciences Education, General Studies, Business, and Technological programs. The Library supports the College’s programs by providing pertinent materials and information by promoting the importance of libraries as a vital resource in the evolving age of information and by educating users in gathering, evaluating and utilizing information. It will also provide materials for extended learning programs and lifelong learning opportunities when financially feasible.

Students, faculty, staff, and administration are the Library’s principle clientele. Materials and services provided to faculty and students by the Library support their classroom activities and intellectual development. The Library’s collection is the major source of these materials. Supplementary sources are also available through other library cooperative agreements.

Garrett County residents not enrolled at the College will be accommodated as far as the Library’s resources will allow. Requests through cooperative agreements will be honored if resources are available. The purpose of this policy is to serve as a guide in assuring quality and appropriateness in the acquisition and retention of titles in the collection.

Scope of the Collection:

The Garrett College Library’s collection is comprised of a variety of formats. Print formats include books, periodicals, newspapers, documents, pamphlets, etc. The non-print collection consists of DVDs, audiotapes, videotapes, and electronic resources. The Library’s basic collection represents the subject fields of courses offered at the College. The majority of materials are at a level appropriate to the courses offered. In addition, representative works of high caliber in subject fields not directly related to the College’s curriculum are acquired to insure that a well-rounded collection be available for personal development and to stimulate intellectual curiosity.

The GC Library and the Ruth Enlow Public Library attempt to avoid unnecessary duplication of collections. Because popular reading materials are readily available through Ruth Enlow, the GC Library will keep only minimal materials of this sort. Exceptions are when outstanding reviews indicate the author or work is of significant importance. The Library will acquire material for Continuing Education only to the extent practical. The Library staff will aid students and faculty in obtaining materials from Ruth Enlow as necessary.
Research materials intended for upper-graduate or graduate level will not be purchased because of limited readership and budget. If a student or faculty member has need of such materials, the Library will make every effort to obtain these materials through other cooperative agreements.

**Objectives of the Collection:**

1. To support and enrich all subject areas of the curriculum.
2. To take into consideration the varied interests, learning abilities, and maturity levels of students.
3. To provide faculty with resources useful for program/classroom support and preparation.
4. To provide extensive general background information and factual knowledge that:
   a. Promotes interest in learning and stimulates critical thinking on the part of the students.
   b. Enables students to make informed judgments affecting their lives.
   c. Presents all sides of social, economic, and political issues without regard to their popularity.
   d. Reflects a balanced view of the cultural, racial, ethnic, and religious pluralism of the world.

**Collection Priorities:**

The Library obtains pertinent library materials in accordance with the following priorities, ranked in descending order of importance, and in accordance with the criteria for collection development and evaluation:

1. Materials to support College courses and curricula.
2. Materials to help College faculty perform their duties.
3. Materials not directly related to College programs but of importance for an educated and informed college community.
4. Recreational materials, as funds permit.

**Criteria for Evaluation and Development:**

1. Appropriate statistics are compiled by the Library staff on a regular basis. These statistics include such items as: number of volumes in the collection, number of volumes added annually, number of volumes held by broad subject areas, amount spent annually on new acquisitions, average cost per volume of new acquisitions, circulation of books by broad subject areas, circulation of other materials by types, interlibrary loan requests sent and filled. Such statistics are utilized by the Library staff in noting trends or patterns that would aid in evaluating the collection or planning for its development. Materials in the collection are selected on the basis of their potential use.
2. Standard lists such as bibliographies, catalogs, current reviews, etc., are used regularly by the librarian. When available and appropriate, subject bibliographies are used to select materials that are authoritative and up-to-date. Current reviewing sources, such as **Choice**, **Booklist**, and **Library Journal** are used to select new titles to keep the collection current with advances in subject areas. Other authoritative reviewing sources are used when appropriate, including periodicals such as **New York Times Book Review**, **The Washington Post Book Reviews**, etc. If necessary, reviews in specific subject periodicals are consulted. In general, the librarians select only books on which they have information that would recommend the book for the collection.

3. The Library relies upon faculty, students, and other readers for purchase recommendations. Because the Library Director and staff can best judge the balance of the total collection and have daily access to current reviewing materials, they coordinate acquisitions and provide bibliographic aid to faculty and other readers. The faculty are subject specialists in their disciplines and are best qualified to select materials appropriate for courses they teach. It is a professional responsibility of the faculty to make recommendations in their respective disciplines and to incorporate library materials in their course development. Faculty members are encouraged to evaluate the collection continually and make suggestions to remedy weaknesses. In addition to informal contacts between the teaching faculty and the librarians concerning the collection, program coordinators are contacted at least annually and asked to determine if faculty members in that program feel that the collection is adequate for their needs. All faculty requests for book purchases will be ordered as soon as possible within budgetary restraints and will be given preference over books selected for collection maintenance by the librarian.

4. Student recommendations for book selection will be given consideration. Input concerning the adequacy of the collection from the student’s viewpoint is received at the circulation/reference desk.

5. The Library Director shares responsibility for selection decisions with the Acquisitions Librarian and assigns to the Acquisitions Librarian the duty of coordinating and carrying out the selection activity.

6. The Library maintains day-to-day control of its book budget and does not assign annual allotments to subject areas or academic departments. This provides the necessary flexibility to meet unanticipated reader demands and to take advantage of economical purchase opportunities.

### Policy by Format of Material

**Reference Books:**

The purpose of the reference collection is to provide ready reference to information in all fields of knowledge; therefore, the selection of books for addition to the reference
collection must extend well beyond the confines of the regular curriculum offerings of the College. Efforts will be made to purchase those standard reference works, periodical indexes, and bibliographies that are appropriate to the needs of an institution of the size and diversity of Garrett College. Primary consideration is given to purchase electronic versions of reference works that are downloaded into the Library Online Catalog to allow students 24/7 access to these works. Currency of these works is of prime importance.

Nonfiction Books:

Works of nonfiction will be evaluated prior to their purchase on these qualities:

1. Scope and authority of subject matter.
2. Qualification of the author in subject field.
3. Quality of writing (style, readability, interest level).
4. Relationship to the collection.
5. Date of publication.
7. Arrangement of materials (indexes, bibliographies).
8. Physical characteristics (binding, print, size, illustrations).

Hardbound editions are purchased when the material is considered to have long-term value and is expected to receive heavy use. If either of these conditions is not satisfied, a paperback version is purchased, if available. Duplicate copies of materials for inclusion in the collection will not be purchased unless an instructor can show specific need for a course or program or if circulation demand is so high that another copy would be feasible. Purchases of current imprints have a higher priority than out-of-print materials.

Fiction Books:

The purchase of fiction is limited to those works covered in the curriculum or recognized for their literary value, or social or cultural significance. Popular fiction, intended for leisure reading, is usually not considered for purchase unless funds allow.

Lost Books:

The Library replaces lost books if they meet current criteria for selection and if they are available through the usual book ordering sources.

Periodicals:

Periodicals are recognized as having significant informational value in their own right. They provide the widest range of opinion on topics of current interest and in many fields are acknowledged as the primary resources for research and study. Priority consideration will be given to those titles that are in greatest demand. New subscriptions are evaluated according to the collection priorities previously stated, but the following criteria also apply.
1. Usefulness of subject in terms of College programs.
2. Similar materials already received.
3. Cost of subscription related to use.
4. Inclusion in periodical indexes.

Newspapers:

The Library subscribes to a selection of local, regional, and national newspapers in an effort to provide up-to-date information regarding current events and opinion. Titles are selected primarily on the basis of their authoritativeness and the comprehensiveness of their news coverage.

Nonprint Media:

Nonprint media, such as motion pictures, videotapes, multi-media kits, slide sets and filmstrips, can enrich curricula and serve specific instructional purposes in many ways that print media cannot. In selecting nonprint media, primary consideration will be given their appropriateness in fulfilling specific instructional objectives. The overall quality of production and its compatibility with the College’s existing audiovisual hardware will be considered in the selection of nonprint media.

Musical Recordings:

Acquisition of musical recordings will be considered if they are warranted by specific curricular needs. Attempts will be made to add to the collection – when available funds allow – recordings, sets, or anthologies that are widely recognized as being outstanding examples of musical types.

Out-of-print materials:

The same general criteria applied to the selection and purchase of current materials also apply to the acquisition of out-of-print materials. However, additional consideration will be given the question of cost versus demand for a requested item, since out-of-print materials are generally more expensive and require more staff time for searching and acquisition than do materials in print. If available, a less expensive reprint edition will usually be purchased in the place of a more costly out-of-print edition.

Local History Collection:

Materials are selected for addition to the Local History Collection based on the extent to which they further knowledge of Garrett County and the local tri-state area. Many of the items added to this collection come to the Library as unsolicited gifts. The purchase of items for the Collection will generally be limited to those items likely to be in demand by Library patrons.
Gifts:

Gift materials are subjected to the same criteria that apply to the acquisition of new materials. They are accepted only when they add strength to the collection and when the donor places no significant limitations on housing. Gifts frequently require more time to screen, organize, catalog, and process than new materials. Storage space and staff time requirements will be considered in accepting gift materials.

All gifts presented to the Library become the property of Garrett College, and their eventual removal will be at the discretion of the Library personnel. As a general rule, the Library does not accept for deposit or temporary possession materials which are not outright gifts.

Materials received as gifts by the Library, but deemed inappropriate for addition to any of its collections, will be returned to the donor, if he or she desires, or offered to other libraries or to interested faculty or students.

Gift books added to the Library's holdings will bear gift plates, when appropriate, containing the name of the donor and, in the case of memorials, the name of the person(s) being remembered. Donors of materials added to the Library's holdings will receive letters of acknowledgement and appreciation. Monetary gifts will be used by the Director for the purchase of Library materials. A letter of acknowledgement and a list of purchased items will be sent to the donor if requested.

Complaints:

If any clients have a complaint about an item in the collection, they are to submit the complaint, in writing, to the Library Director, specifying why they think the material is inappropriate for the collection. This complaint will be reviewed by appropriate members of the Library staff, a faculty member who teaches in the discipline most closely related to the item, and other members of the college community as deemed necessary. The client will be notified in writing of the action taken, if any, after the review is completed.

Intellectual Freedom:

It is the responsibility of the librarians and all other faculty selecting materials to insure that diverse points of view are represented in the collection and that materials are not removed from the collection because of partisan or doctrinal disapproval. The Library takes special care to include representative materials related to the needs of cultural or racial minorities, as well as materials reflecting diverse social, religious, political and moral viewpoints. The Library will attempt to provide both, or all, points of view on controversial subjects and will challenge all attempts to impose censorship on the collection. The Library endorses the American Library Association's Library Bill of Rights and the ALA's Library Code of Ethics and the principles of these documents are considered part of this policy statement.