

FSCJ Library/Learning Commons

Collection Development and Maintenance Plan

Purpose

The goal of the Library/Learning Commons (LLC) is to implement, enrich and support the College's educational objectives in a manner consistent with the stated Philosophy, Mission Statement, and Institutional Goals by ensuring a rich, authoritative collection of library materials and resources.

Audience

The LLC is an instructional area open to faculty, staff and students currently enrolled in a Florida State College at Jacksonville course for which academic support services are provided. The Nassau Center LLC operates under a memo of understanding as a joint use facility with Nassau County Public Library.

Responsibility

Responsibility for site-based collection management resides with the LLC's Library Services team at each campus and center. Members of the Library/Learning Commons Council Executive Committee request recommendations from LLC personnel to identify the collection of eResources and collegewide acquisitions.

General Guidelines for Selection

The selection of materials is a collaborative process. Any student, faculty or staff member may recommend materials be added to the collection. Final selection of materials is made on the basis of reviews, recommendations, listings of notable books and subject bibliographies. Librarians use both qualitative (faculty response) and quantitative (size, age, potential use and cost) in the selection of materials.

Cooperative sharing of resources is considered in both selection and retention of materials.

The LLC does not purchase textbooks or access to electronic textbooks for the library collection.

Criteria for Selection

Materials are chosen based on the following criteria:

- Materials that are relevant to the college curriculum and strengthen the collection;
- Materials that meet high standards of quality in content and format;
- Materials that are current or have enduring value; and
- Materials that represent diverse viewpoints.

Deselection

Weeding is essential to collection management. Outdated, inaccurate, lost, damaged, duplicate and seldom used materials will be considered for withdrawal.

Shared Collection and Cooperative Agreements

In addition to holding a robust shared collection of all FSCJ LLC locations, the LLC participates in reciprocal borrowing with academic libraries in Florida as outlined in the State University System of Florida and Community College System of Florida Library Borrowing Privileges Agreement. The LLC is also a member of the Florida Library Information Network for the purposes of reciprocal interlibrary loan privileges for member institutions.

Intellectual Freedom

The LLC pledges to uphold the principles of intellectual freedom as denoted in the American Library Association's Library Bill of Rights and Freedom to Read Statement.

Challenges/Reconsideration of Library Resources

Patrons may register a concern over library materials by filing a formal [Request for Reconsideration of Library Resources](#). The Library/Learning Commons Council Executive Committee coordinates the reconsideration procedures, reviews the challenge and informs the patron of the Executive Committee's decision.

Acquisitions

Acquisitions processes are collaboratively managed by library services staff and faculty members at each campus and center, with guidance and assistance from Technical Services staff and members of the LLC Council Executive Committee.

A manual outlining site-specific LLC acquisitions processes is maintained for use by staff and faculty at each physical facility.

Faculty and staff are encouraged to submit a [Material Recommendation Form](#) for materials to support the College's curriculum and community.

Gifts to the LLC

Holdings in the library collection may be supplemented by donation of materials from individuals or groups.

Gifts to the library will be evaluated using the same criteria as the selection of new materials outlined in the LLC Collection Development & Maintenance Plan.

The LLC does not accept instructor's editions of textbooks, review copies of textbooks, and other proofs, embargoed, or proprietary materials for the library collection. This includes material labeled Instructor's Edition, Annotated Instructor's Edition, Teacher's Manual, Review Copy, or Not For Sale.

The LLC reserves the right to dispose of gifts that do not support or enrich the library collections. The donor will be informed of this practice when the materials are received.

Materials become property of the College only after being catalogued and processed for integration into the permanent library collection.

The LLC issues no statement as to the value of the materials donated, yet an acknowledgement of the gift materials may be requested by the donor.

The FSCJ Foundation accepts noncash gifts, including materials for the library collection. For more information about Foundation policies, contact the [Foundation Offices](#).

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

FSCJ provides equal opportunity for educational opportunities and employment to all. Contact the College's Equity Officer at (904) 632-3221, toll-free at (877) 578-6801 or via email at equityofficer@fscj.edu for information.