Durham Technical Community College Library Collection Development & Management Guidelines

Durham Tech’s libraries support the mission of the College by providing a high-quality, relevant, and diverse collection of resources. The Main Campus library and branches at the Orange County Campus (OCC) and Northern Durham Center (NDC) support all of the educational programs offered by the College. Our libraries purchase resources in a variety of formats including databases, e-journals, e-books, and streaming video. The libraries also offer print book and periodical collections and media materials to support the College curriculum, course assignments, and literacy. The library director is responsible for the selection of library resources with input from faculty and library staff. Library staff ensure that all students and employees have convenient access to a broad range of resources to support teaching and learning at the college.

The following guidelines were adapted from library policies at other NC community colleges.

Materials Selection Criteria

- Importance and relevance to the curriculum
- Instructional need
- Faculty or staff requests
- Accreditation requirements
- Contribution to the development of a strong community college academic library collection
- Contribution to the development of a popular and recreational reading collection
- Timeliness and scope of subject coverage
- Importance of subject matter
- Authority, accuracy, and currency of material
- Reputation and significance of the author, artist, publisher, director, etc.
- Cost and availability of funds
- User demand
- Format
- Ease of use

Guidelines for Accepting Gifts and Donations
Durham Tech’s libraries welcome donations of books and audiovisual materials that are in good condition, have a recent publication date (if warranted), and that are of relevance to the library collection. Gift materials are accepted by the libraries with the understanding that the library will evaluate and retain materials of interest to the collection. If the library is unable to use certain materials, those items are offered to students, faculty, and staff or donated to Better World Books or similar book donation services.
Guidelines for Weeding and Discarding Materials

- Older materials not containing unique information or providing historical significance are replaced when newer resources become available.
- Materials that contain outdated or inaccurate information are deleted.
- Faculty are expected to regularly evaluate and review the collection in their subject areas, discard obsolete materials, and suggest new materials for purchase.
- Materials which no longer meet accreditation requirements due to age are weeded.
- Titles (except for classics) unused within a reasonable time period (i.e., ten (10) years) are subject to weeding. Some materials may be kept if the author has a reputation for being an authority in the field or expert on the subject.
- Materials which are no longer relevant to the College curriculum are discarded.
- Items in poor condition and beyond repair are discarded.

Guidelines for Replacement of Materials
The library will not automatically replace all materials withdrawn due to loss, damage, wear, age, or relevance. We will consider the following criteria to determine whether replacement is warranted:

- Number of duplicate copies
- Extent of adequate coverage of the field/subject in the collection
- Importance to the collection
- Usage
- Availability of material to purchase
- Availability of more recent publication or alternate format
- Cost of replacement