Introduction to the policy statement
The collection development policy was created with the goal of guiding decision-making, managing and developing the materials of Athens Technical College Library.

The Vision for the library is:

*Our Libraries exist to uphold the mission of the library, and to support the Goals of Athens Technical College. In particular, the library strives to be a vital component in the education of our students, through services and resources we provide, and also collaboratively, through the support, training, and resources we provide for all faculty and staff. The vision of the library, as outlined below, is to grow and develop into a hub for all to connect, contribute, share, evaluate, collaborate, and engage, in both traditional and non-traditional ways, as technologies continue to emerge and the needs of both educators and students continue to evolve.*

General purpose

This policy is designed to be an overview to guide decisions made to develop and manage Athens Technical College Library’s collections of electronic, print, and audiovisual materials. The policy is designed to provide a fluid structure, and will be adapted as technology, curricula, budgetary constraints, programs of Athens Technical College, and other factors change. The policy is intended to define and structure the collection development process, and meet the following objectives:

- To assist librarians in providing a balanced and up-to-date collection that serves to support the instructional needs of faculty and staff, and the individual needs of students and the Athens Technical College community
- To provide appropriate materials with the greatest availability of access, including formats such as print, online resources, database materials, consistent with the resources and budget available to the library
- To nurture collaborative and coordinated resource sharing between TCSG schools, ATC campuses, and other academic institutions
- To serve all students, focusing upon distance education students as electronic resources are unrestricted by time or physical locale, and are readily available to all users. By serving online and distance learners, the library is serving all learners
- To have framework in place to consult during decision-making, assisting with both long and short term goals for purchasing or eliminating material
The collection development policy was devised to support the mission of the Athens Technical College Library, which is:

**The purpose of the Athens Technical College library is to promote the mission of the College by teaching traditional and digital information literacy through access to a variety of resources and quality services in a culture of intellectual freedom to students, faculty and staff.**

Goals and Objectives for Athens Technical College Library

The Goals and Objectives of the library also are guided by and reinforce the Collection Development Policy.

**Goal 1 Student learning**
Objective 1
Provide accessible and quality resources and services
Objective 2
Provide a streamlined library virtual presence
Objective 3
Work with distance education to offer electronic services and resources to provide equal access

**Goal 2 Increase faculty and staff knowledge and use of library resources**
Objective 1
Increase outreach to faculty
Objective 2
Collaborate and connect with faculty to create materials and workshops to support curricula
Objective 3
Support faculty and staff professional development

**Goal 3 A welcome environment functioning as the center of the college and community**
Objective 1
Establish a learning commons environment to be a visible hub for students, faculty, staff, and resources to intersect
Objective 2
Add new resources, including popular and current items, to draw students to the library
Objective 3
Identify and build partnerships with internal and external communities of the college.
**Goal 4**  
*Library technology that supports increased library use and the mission of the college*

Objective 1  
Provide students and ATC community with access to technology

Objective 2  
Implement new technologies to enhance learning and development opportunities

Objective 3  
Maximize existing technology to enhance library services and improve workflow and assessment

**Goal 5**  
*Sustainability*

Objective 1  
Identify and maintain resources and services that encourage sustainability and long-term success

**Brief note about the library**

The Athens Technical College Library has 5 campus locations: Greene, Walton, Elberton, the Athens Campus, and the Career Academy, a joint project with the Clarke County School District. All campuses share materials, though the library makes the attempt to distribute collections appropriately.

**Responsibility**

Collection development is coordinated by the Director. The library staff from all campus locations of Athens Technical College Library work to recommend materials. Standard reviewing journals and websites are used by library staff and the director to guide purchases. All faculty, staff, administrators and students are invited to make suggestions and recommendations. An electronic form is housed on the library website, on the Forms page, and it may be printed or submitted electronically. Notices are sent to faculty via e-mail, written memos, and by telephone requesting faculty suggestions. All suggestions for materials are reviewed, evaluated, and purchased or put on a waiting list by the Director who has final authority in the selection of materials. The popular books collection is an exception; library staff may order these books for the leisure leased collection upon notifying the director.

**Types of materials collected**

**Print books** - Books will be selected which meet the criteria in the “Areas for Selection” section of the collection policy.
Electronic Books-Priority is given to Electronic books when available, as these books serve all students. The library considers E-Books in the following order of format:

- Packages or collections- ATC Library finds this to be one of the most efficient ways to target particular divisions or subject areas.
- Single purchase from vendors- These are typically added upon request.
- Patron-Driven Acquisition- ATC Library is currently exploring the possibility for these as vendors are developing more sophisticated ways of providing and billing for these as options.

Popular/Leased Collection Books- Bestselling, frequently requested, and award-winning fiction and nonfiction will be ordered according to a lease agreement and/or purchased for addition to the circulating collection.

Periodicals/Serials/Journals (Electronic)- Periodicals will be selected to add depth to the other resources of the library, support academic programs, and provide users with current information on a variety of subjects. Databases in GALILEO will be reviewed to ensure no duplication of titles or coverage.

Periodicals/Serials/Journals (Print)- Periodicals will be selected to add depth to the other resources of the library, support academic programs, and provide users with current information on a variety of subjects.

Newspapers- Newspapers represent a significant source of information for local, state, regional, national, and international events. The library will subscribe to local newspapers from the counties served by ATC, as well as selected titles from larger metropolitan areas in the state and country.

Audiovisual Materials- Materials in video formats, as well as other non-print materials are important resources for students and faculty and will be provided in the collection. Priority will be given in ongoing acquisition to streaming or electronic formats.

Multiple Copies- Multiple copies of heavily-used materials may be purchased when there is significant demand. Ordinarily, multiple copies will not be purchased.

Textbooks- As a general rule, texts for courses taught at the institution will not be purchased.

Gifts- The library welcomes appropriate gifts. All gifts will be reviewed to determine their value to the collection. Gifts will not be added when their content is outside the scope of the collection policy, their physical condition is poor, their content is outdated, or they represent unnecessary duplication of material in the collection. Gift material not added to the collection will be donated to other libraries or discarded in an appropriate manner.

Detailed subject areas
- Academic Achievement--Materials that support course offerings will be provided in the library. Technical materials that provide current state of the art information for the academic programs will be selected in a variety of formats.
• **General Education**—Materials that contribute to the development of educated men and women will be selected for the collection. These materials will cover the spectrum of subjects from the natural sciences to history and the arts and humanities.

• **Career and Employment**—Materials and access to online information on careers, resume and cover-letter writing, as well as interviewing strategies and employability skills will be available in the collection.

• **Literacy Education**—A variety of resources to support literacy education at appropriate reading levels will be available in the library. GED study aids and ESL materials will also be available.

• **Continuing Education**—Continuing education for adults is a commitment of the Athens Technical College. The collection will support the curriculum of courses offered through Continuing Education at ATC. In addition, materials that provide opportunities life-long learning for adults will be selected for the collection.

• **Cultural Development**—American society and culture in all its diversity, as well as world cultures will be represented in the library. Materials that offer knowledge to enhance appreciation and understanding of cultural differences also will be included.

• **Professional Development**—Educational and professional materials to aid instructors and staff to develop their full potential as educators will be available in the library. Resources in all formats will be regularly purchased to meet that need.

• **Leisure Interests**—As funds permit, popular fiction and materials relating to the leisure interests of the ATC community will be purchased.

**Weeding and deselection**
Materials that contain out-of-date or incomplete information will be weeded from the collection. The Director of Library Services will regularly provide faculty with lists of materials in their program areas and solicit input from them on items to be updated with newer edition or to be discarded. The following criteria will be considered in making decisions for collection weeding:

• Poor physical condition
• Obsolete information
• Replacement by new edition
• Lack of value to the collection
• Excess copies of seldom-used titles
• Outdated format