

Collection Development Policy
of
The Art Institute of Fort Lauderdale
Library

Revised and updated 2/3/2010 by Heather Payne

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COLLECTION DEVELOPMENT POLICY

Mission:

The mission of the library staff is to support the training and education of individuals for careers in the design, media arts, culinary arts, and business-related fields. To achieve this mission, the library staff instructs, coaches and supports students in fulfilling their learning needs both one on one and in classroom instruction. We develop and maintain a quality collection of resources consisting of books, periodicals, audio-visual materials and online databases that directly support student's learning needs. We provide access to remote resources through online resources and cooperative borrowing agreements with libraries throughout the United States.

PATRON COMMUNITY

The patron community of The Art Institute of Fort Lauderdale Library is composed of the students, faculty, administration, and support staff of the Art Institute of Fort Lauderdale.

The Art Institute of Fort Lauderdale has as its primary mission the training and education of individuals for careers in the design, media arts, culinary arts, and business-related fields. The college encourages the professional development of its students through curricula that emphasize the creative, communicative, interpersonal, reasoning, and technical skills necessary for their success.

Faculty are industry professionals who bring their knowledge of their chosen discipline to the school. Through interaction with the faculty the library builds and maintains a collection of resources that will support the student in their studies and access to the industry resources they will need in their chosen career.

CURRICULA SUPPORTED BY THE LIBRARY:

<i>Program</i>	<i>Level</i>
1. Advertising & Marketing	Bachelor
2. Animation	Associate/Bachelor
3. Broadcasting	Associate
4. Culinary Arts	Diploma/Associate/Bachelor
5. Digital Filmmaking & Video Production	Bachelor
6. Fashion Design	Associate/Bachelor
7. Fashion Merchandising	Bachelor
8. Game Art & Design	Associate/Bachelor
9. Graphic Design	Associate/Bachelor
10. Illustration	Bachelor
11. Industrial Design Technology	Bachelor
12. Interior Design	Diploma/Associate/Bachelor
13. Photography	Associate/Bachelor
14. Video Production	Associate
15. VFX & Motion Graphics	Bachelor

General Education: No degree

- English
- Math
- Science
- Social Sciences
- Economics
- Computer Science
- Humanities

FORMATS INCLUDED IN THE COLLECTION

The Art Institute of Fort Lauderdale Library collects materials in the following formats:

- Monographs
- Serials
- Audiovisual media (CD-ROM, DVD-ROM, Video etc.)
- Slides
- Online databases

INTELLECTUAL FREEDOM

In accordance with the principles established by the American Library Association ("... that all libraries are forums for information and ideas...") the service provided by the Library will adhere to ALA's Library Bill of Rights as follows:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Should a member of the user community bring complaint against any Library resource, a "Request for Reconsideration" form will be provided. The librarian will ask the patron to complete the form, and the material in question will be examined by the Library staff and the department chair of the subject area involved. (See Appendix A)

SELECTION POLICY

In order to ensure that the collection supports the curricula of the Institute, the professional staff of the Library will observe the following policy:

All materials will be assessed based on the goal of ensuring that students and faculty have access to resources in the range and coverage to support class assignments and professional (industry) research.

The role of the department librarian:

- Soliciting or processing faculty and departmental requests for additions to the collection to support classroom needs
- Meeting (at least annually) with department chairs
- Attending all academic departmental meetings
- Circulating publisher catalogs to departments for input and review
- Biennially complete a syllabi alignment. Over the course of two years each librarian will review the syllabi and meet with the faculty in each of the departments they serve. A detail of this process is available in Appendix C.

Other areas of collection development input:

- Requests for subject matter or specific titles that we are unable to fulfill from the current collection will be logged at the reference desk. These logs will be evaluated at the end of each quarter and materials ordered as determined.
- Requests for popular fiction titles will first be sought through the Library's leased book collection (from McNaughton). If it is unavailable through this route, it will be brought to the weekly staff meeting to be considered for addition to the collection. Number of students requesting title and relevancy to curriculum will be considered (i.e. a fiction title based in the Fashion industry will have more weight than a fiction title that has no connection to an industry we prepare students for).
- The director of the library will attend all campus meetings for chairs/directors to stay abreast of curriculum changes and reflect those changes in the Library holdings as efficiently as possible. In addition, a librarian will serve on the Curriculum committee.
- Department librarians will maintain a collection development grid for each department they serve. The grid details keywords used in searching our main jobber's (Ingram) holdings, industry journals browsed for title recommendations, industry websites browsed for title recommendations, subject specific publisher websites browsed, and other miscellaneous resources. These grids are available upon request.
- The serials order will be routed annually to department chairs and the library advisory committee for review and comment prior to the renewal so that changes may be made as requested.
- An annual review of interlibrary loan requests will be made to determine if requested materials are within the scope of the collection. Items identified will be added to the collection if still in print.
- An annual review of high use items (4 checkouts or more in a year) will be conducted and additional copies will be purchased of identified items
- An annual review of the items that had waiting lists at any time over the year will be conducted. Additional copies of items will be purchased if warranted.
- An annual review of items lost will be conducted and it will be determined if items

should be replaced.

MATERIALS COLLECTED

The following guidelines will be observed when adding materials to the Library collection:

1. Materials added to the collection support the curriculum and/or professional development of the students, faculty, and staff of the Art Institute of Fort Lauderdale.
2. Materials added to the collection are in English unless no other option exists. An example of this might be fashion or design journals which are in a foreign language, yet are considered important by the department as essential resources for their pictorial content.
3. The library does not purchase textbooks being used in classes on campus. Department chairs may donate a textbook to the library if they so choose to be added to our non circulating textbook collection.
4. Paperback books (excluding trade paperback) will only be added to the collection if there is a faculty request for the item and no alternative binding is available. Otherwise, paperback materials acquired through donation, etc. will be retained if deemed valuable as recreational reading.
5. Trade paperbacks, which have a short anticipated shelf life (e.g., books supporting computer software that will be upgraded thus rendering support materials obsolete), are preferred for reasons of economy.
6. Trade paperbacks deemed to have lasting value will be collected if no more durable binding is available. Additional rebinding in a more durable binding may be completed prior to adding the item to the collection if the subject of the material is determined to be such that longevity of the material beyond 2 to 3 years is desired.
7. In all other instances, Hardcover or, when available, library binding will be selected.
8. In-print materials will be obtained and added to the collection if:
 - a) They are requested by faculty and are consistent with the Collection Development Policy.
 - b) They are needed to fill voids in the collection that are reflected by ILL requests.
 - c) They are needed to fill voids in the collection as reflected by unanswered student requests for information. A log of such unanswered questions is contained in the "Quarterly Questions Asked Log" and is reviewed quarterly.
 - d) Need is shown for multiple copies based on reserve lists that are generated quarterly.
 - e) They are required in the judgment of the librarian.
9. Out-of-print materials will be purchased only if there is no current equivalent or are considered a classic in a particular subject area.
10. Audiovisual materials which are purchased for use in the classroom will be purchased with Public Performance Rights (PPR) in order for the library to maintain copyright compliance. Due to our unique environment, a proprietary educational corporation, we do not fall under educational use copyright policies and public performance rights are necessary for any material that is going to be shown in its entirety in the classroom. (see Section V, part B of the EDMC U.S. Copyright Law White paper May 20, 2005)
11. Online resources will be purchased only if library access licenses are available and remote login is possible.

LEVEL OF COLLECTING INTENSITY

As defined by the Research Library Group (RLG) numerical coding system for collecting levels, the Library of the AiFL will be collecting at Level 1 ("Minimal Level") in areas where there is no degree offered. In areas supporting degree programs the minimum collection level will be Level 2 ("Basic Information Level"). Level 3 ("Study or Instructional Support") and Level 4 ("Research level") will be pursued when possible. These are the levels required to meet the needs of diploma through Bachelors level students in an area of study. The collection will be focused in nature to meet the needs of the Institute's specialized areas of study. (See Appendix B for a full explanation of Collection Codes and a map of the collecting intensity of the collections).

EVALUATION

To determine if the collection of the Meinhardt Memorial Library is adequately supporting the institution's programs, the following evaluation methods will be utilized:

1. Annual Use of comparative statistics derived from peer library collection comparisons. These will consider:
 - Size of collection (either by specific subject or call number ranges)
 - Growth rate of collection
 - Size of student body (FTE)
 - Expenditures for library materials
2. Biannual syllabi alignment project – working with faculty to insure that the library has support materials for the subject areas covered by the course and for assignments that the students are given

Core collection lists for Academic libraries are reviewed as needed for new programs, but not used as a basis for collection standards. The collections for the subjects studied at the school are better evaluated using the following:

- Bibliographies obtained from professional associations that are related to the programs taught at The Art Institute of Fort Lauderdale.
- Lists of core materials whose subjects include the specific areas of collection dealt with by this Library (ex. Choice offers subject specific recommendations)
- Shelf lists or collection lists (compiled from Worldcat) of other libraries that are deemed exceptional in particular program areas (ex. We reviewed the Disney library's shelf list in our last analysis of our animation collection)
- Recommended reading lists from associations, potential employers, groups or individuals regarded as experts in the particular field
- Shelf lists from other Ai libraries

A comprehensive assessment of the collection occurs every four years. Specific departments may request comprehensive evaluation as needed for accreditation or self assessment needs.

DONATION POLICY

Donations of materials are accepted by the Library subject to the following conditions:

1. The materials are consistent with the collection development policy of the Library.
2. The person, group or organization making the donation agrees that the materials become the property of the AiFL and that their inclusion in the collection or disposal is at the discretion of the Librarian(s).
3. The person, group, or organization making the donation must be informed that The Art Institute of Fort Lauderdale is a for-profit institution and, as such, no donation will qualify as a charitable donation for tax purposes.
4. Library staff will not provide any estimate of the value of materials donated for any purpose.

WEEDING

Materials that no longer meet stated objectives of the library (including items that have become damaged or obsolete) will be systematically withdrawn according to accepted professional practices described in the publication, *CREW: A Weeding Manual for Modern Libraries*. Disposal of withdrawn library materials will be at the discretion of the library director.

Appendix A: Sample Request for Reconsideration Form

The Art Institute of Fort Lauderdale Library REQUEST FOR RECONSIDERATION OF MATERIAL

Please complete the following if you wish to have an item reconsidered as part of the collection of the Library.

Author:

Title:

Publisher (if known):

Your Name:

Your Address:

Your Telephone Number:

COMPLAINT:

1. Please specify your objection to the material. (If a book, please cite pages. If a magazine, please cite volume number, issue, date, and page number(s).)
2. What do you think would be the effect of this material on the user?
3. What do you think is good or useful about this material?

4. Have you read/viewed all of the material, or just portions of it?
5. What is the theme of this material?
6. Do you know what reviews have said about this material? If so, please cite the source.
7. What action would you like the Library to take regarding this material?
8. Would you recommend any material to replace the item in question? If so, please indicate your suggestion _____.

Your Signature _____

Date _____

Appendix B: Collection Codes

Collection Codes (WLN) Current Collection, Acquisition Commitment, Collection Goal¹

Use these codes for reporting *Collection Level, Acquisition Commitment, and Collection Goal*. The whole numbers serve as an umbrella description for the subdivided codes. For purposes of comparison within a cooperative project, librarians should determine in advance whether they will use either the broader five point, whole number scale, or the more precise ten point scale which uses the "1a"/"2b" subdivisions. Graphic comparison reports fail when the two different scales are mixed at the 1, 2 or 3 levels. In most instances, each succeeding level is understood to include the appropriate types of materials mentioned in the previous levels.

0 OUT OF SCOPE: the library does not collect in this subject.

1 MINIMAL LEVEL: A subject area in which few selections are made beyond very basic works. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

2 BASIC INFORMATION LEVEL: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

4 RESEARCH LEVEL: A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

5 COMPREHENSIVE LEVEL: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a 'special collection"; the aim, if not the achievement is exhaustiveness. Older material is retained for historical research with active preservation efforts.

¹Reproduced from pp. 32-33 of the *WLN Collection Assessment Manual* with the permission of WLN From: Joanne S. Anderson, ed. *Guide for Written Collection Policy Statements*, Chicago: American Library Association, 1996. p.13-14.

[Detailed map of LC ranges and collecting intensity for physical and online resources](#)

[Appendix C: Syllabi Alignment](#) (Program Departments) / [Syllabi Alignment](#) (General Education)