

Satellite Collections – Collection Development

Martha Luck Comer Learning Commons

Goals and Objectives

The Martha Luck Comer Learning Commons is a unit of High Point University Libraries, and supports material appropriate to and of interest to young adult readers. Clientele served are primarily students, however, resources are available (through holds) to all members of the university community.

Due to space considerations, (The Martha Luck Comer Learning Commons currently has a collection of books consisting of just over 1100 items), particular emphasis is placed on currency of the collection. Older examples of materials appropriate to young adult readers are housed at Smith Library.

Reference services, information services, and bibliographic instruction are offered as a provision of outreach to the segment of student population that lives in the vicinity of and that frequents the Learning Commons.

Scope and Boundary

This collection's niche is the young adult market of readers between the ages of 13-21 years. The Learning Commons collection development policy is to collect material appropriate and of interest to young adult readers. The primary focus is on young adult fiction books, but sometimes the lines between young adult literature and material that is popular for young adults can be blurred. So, we collect materials of interest to our college student population, which includes popular new books. Therefore, the collection does have some crossover into other genres, including popular science fiction, romance, historical fiction, graphic novels, and other young adult themed material.

New popular fiction novels and trendy/buzzworthy books are collected because they are of interest to our HPU students and may produce large circulation numbers. The majority of the books that are in the collection besides YA titles are popular fiction titles and books that are being made into TV shows or movies.

The collection does not include books such as:

- Cooking/cookbooks
- How-to/sports/yoga books
- Games
- Materials other than books and magazines

The Martha Luck Comer Learning Commons Reference collection (building use only) consists primarily of appropriate dictionaries, disciplinary related encyclopedias, directories, and handbooks, testing guides (GMAT, MCAT, LSAT, GRE), and style guides (APA, MLA, Chicago, etc.)

The Martha Luck Comer Learning Commons also circulates laptops, calculators, headphones, etc.

The Learning Commons also has a collection of magazines for browsing (building use only).

Collection Maintenance and Evaluation

All collections need periodic evaluation. Regular evaluation of the collection will insure the Learning Commons Collection's currency.

- Weeding: Weeding is the removal of materials from the collection for discard or for placement in a historical collection. For the Learning Commons, Popular fiction and nonfiction books will be reevaluated after being in the LC circulating collection for 2 years, and most of these titles will be sent back to Smith Library.
- Replacement: Consideration may be given to replacing items lost from the collection, as identified by inventory-taking, patron requests, or other means. Items in poor physical condition may warrant replacement if justified by high circulation statistics.
- Inventory: Inventory is simply done as a method of determining what is missing. Inventory will be done each year during the summer.
- Gifts: Donations and gifts are considered for inclusion in the collection in keeping with the overall gift policies of HPU Libraries. Only gifts which meet selection criteria in the collection development policy will be accepted for inclusion into the Martha Luck Comer Learning Commons.

School of Education Resource Center

Goals and Objectives

The School of Education Resource Center is a unit of High Point University Libraries, and supports the teacher education programs of High Point University's School of Education. Clientele served are primarily students and faculty within the School of Education, however, resources are available to all members of the university community.

The resource center makes readily available current, high quality materials produced for use with children from pre-school through grade twelve. Due to space considerations, particular emphasis is placed on collecting materials with immediate classroom application, supporting primarily practicum as well as children's literature courses.

Priority is given to materials which most directly support coursework preparing students to meet requirements of education degrees and credentials. While some materials in the IMC collection may be used to support education research, the majority of our educational theory, methods, and leadership books are housed at Smith Library.

Reference services, information services, and bibliographic instruction are offered both to better integrate education coursework with library resources and to prepare pre-service teachers to model information literacy for future generations.

Scope and Boundary

The scope of the collection covers a broad variety of classic and contemporary juvenile books as well as periodicals, textbooks, kits, games, puppets, audiobooks and other assorted instructional materials for use with PK-12 children. In accordance with the common core standards, an extensive non-fiction collection will be developed to align closely with changes to the North Carolina curriculum. Reading, language arts, literature, science, health, mathematics, history, social studies, special education, and multicultural education are examples of subject areas included in the collection.

JUVENILE COLLECTION

Juvenile literature for immediate classroom application is a top priority in developing the collection. Current practice is to classify non-fiction in the Dewey Decimal Classification, including a Dewey number, a cutter, and year. Fiction materials are broken into several categories with a cutter classification.

Formats collected include:

- Picture books: new and old Caldecott and Geisel award winners and honor books, wordless books and “easy reader” fiction.
- Big books: popular picture books in a large format for read-aloud.
- Novels: new and classic Newbery medal winners and honor books along with easy chapter books to accommodate all reading levels.
- Graphic Novels: new graphic novel series recommended by the Junior Library Guild.
- Informational Books: Children’s non-fiction, juvenile reference books, Sibert and Orbis Pictus award winners and honor books, biographies and books aligned with common core standards.
- E-books: Preference is given to collecting physical books; however, many juvenile e-books are made available through the library’s online resources—primarily via Open Library and EBSCO.
- Children’s Periodicals: Subscriptions to children’s educational magazines in print are maintained at the request of SOE faculty, while many online subscriptions are available through EBSCO. Print magazines are placed on reserve and have a 2-day loan period.

INSTRUCTIONAL MATERIAL COLLECTION

The instructional materials, or IMC collection is divided into 2 parts: circulating, and non-circulating, or reference. These collections should contain items that teachers find useful for classroom management or lesson planning. Items likely to be in high demand should be designated Reference, which is building use only. Formats collected include:

- Reference books: non-circulating volumes intended for use only within the resource center are designated IMC Reference. These include teacher reference books but not juvenile reference books.
- Testing/assessment materials: testing kits are included in the IMC R collection, as they are non-circulating unless placed on reserve.
- Professional literature: professional books for educational research are housed at Smith Library; however, books which focus on classroom leadership and prospective teacher development are kept at the resource center with the designation "IMC." Many more are made available online as e-books.
- Curriculum and activity guides: subject-specific teacher guides with activity ideas and reproducible handouts.
- Literacy kits: kits containing multiple copies of a book for reading circles or several books on one topic for lesson planning.
- Puppets: a small collection of puppets enhances storytelling and stimulate interest in younger readers.
- Games/resource boxes: educational board games and lesson resource boxes are collected as space allows.
- Manipulatives: blocks, counting bears and other interactive objects for hands-on student learning.

TEXTBOOK COLLECTION

The education textbook collection contains K-12 textbooks adopted by the state of North Carolina that are requested or purchased and donated by the School of Education. The materials are classified in a non-Dewey, alphabetical classification, originally specified by the Education Department, that organizes the collection by subject and grade level. All education textbook materials have a call number prefix of EdT. Due to space and cost considerations, the scope of this collection is limited. Subjects collected include:

- Art/art history
- Foreign Language/ESL
- Health
- Mathematics

- Reading/literature
- Science
- Social Studies

Textbooks in specialty areas, including high school level vocational textbooks are not collected. Emphasis is on collecting textbooks published within the last ten years, though some older textbooks may be retained if deemed relevant.

RESERVES

Placing items on reserve in Smith Library will offer greater access to materials as it is open 24 hours a day. However, the School of Education Resource Center can offer a small reserve section to each faculty member, subject to shelving limitations.

Many items fall outside of the collection development parameters of the School of Education Resource Center collection, focused as they are on juvenile literature and classroom support.

Limited space prohibits expanding the collection into the various areas served by the general and special collections in Smith Library. In addition to the materials shelved in the general collection at Smith Library, the instructional video collection and the Educational Leadership collection stand out as an example of materials appropriately showcased at Smith Library, with its larger area and increased access. Rare juvenile books or items of historical value will be kept in the closed stacks of Smith Library.

In general, materials that are not specified above are considered to be inappropriate for permanent inclusion into the School of Education Resource Center collection.

Selection Criteria

Materials in the resource center are selected based on faculty recommendations, potential for use among a variety of subjects and grade levels and their relevance to current curricular standards. Priority is given to factually accurate, unbiased materials which strengthen areas of weakness among the existing collection. Cost, date of publication and reputation of authors and publishers are considered. Furthermore, materials should have received favorable reviews in the professional literature of a given subject or in a standard review source.

General review sources consulted include:

- Novelist Plus K-8.
EBSCO Industries, Inc., 2014. Includes book reviews and recommendations, read-alikes, lesson plans, author biographies, etc.

- School Library Journal.

New York: R.R. Bowker, 1954-. Monthly. Includes reviews of books, media, and software. (CIJE, EI)

- Children's Book Review Index (CBRI).

Detroit: Gale Research, 1975-. Annual index to reviews of children's and young adult books and periodicals.

- Resources in Education (RIE).

Washington, D. C. : U. S. Dept. of Education, 1966-.

Monthly with cumulative indexes published semiannually. Indexes documents of educational significance. Also available online or on CD- ROM from various vendors.

- Booklist.

Chicago: American Library Association, 1905-. Semimonthly. Review journal. Includes children's and young adult titles, media, and professional materials. (MRD)

- Bulletin of the Center for Children's Books.

Champaign, Ill.: University of Illinois

Press. 1947-. Monthly. Reviews newly published children's books. (CBRI)

- The Horn Book Magazine.

Boston: Horn Book, Inc.,

- Children's Literature Review.

Detroit: Gale, Cengage Learning, 1976. Includes reviews of books as well as author profiles.

- Junior Library Guild.

Junior Library Guild, 2014. Provides collection development services as well as original book reviews.

Subject-specific reviews in appropriate education journals are consulted as needed for developing specific areas of the collection. In addition to collecting items with favorable reviews, the curriculum librarian also strives to collect prestigious award winners and honor books given annually to various areas in children's literature. Awards considered include the Newbery, Caldecott, Geisel, Sibert, Orbis Pictus, Scott O'dell, Coretta Scott King, Wilder, and North Carolina Children's Book Awards. Also highly sought for the collection are titles recommended in the ALA Notable Children's Book List compiled annually by the ALSC chapter of ALA. Textbooks are selected solely based on the adoption schedule recommended by the North Carolina Department of Public Instruction.

Collection Maintenance and Evaluation

All collections need periodic evaluation. Regular evaluation of the collection will position the resource center to satisfactorily respond to changes in curriculum and education trends. The resource center collection—as well as the collection development policy—are evaluated several times a year to ensure quality and continued relevance. The following evaluative processes are regularly employed:

- Weeding: Weeding is the removal of materials from the collection for discard or for placement in a historical collection. Items weeded are those which are in poor physical condition, have inaccurate, outdated or biased content, or have superfluous duplicate copies. Faculty, student and administrative involvement should be sought if weeding is for discard.
- Replacement: Consideration may be given to replacing items lost from the collection, as identified by inventory-taking, patron requests, or other means. Items in poor physical condition may warrant replacement if justified by high circulation statistics.
- Gifts: Donations and gifts are considered for inclusion in the collection in keeping with the overall gift policies of HPU Libraries. Only gifts which meet selection criteria of the resource center collection development policy will be accepted. Older materials will be accepted if they support the education program in such areas as research into the development and evolution of curriculum materials.

Bassett Collection

Goals and Objectives

The Bassett Furniture collection, located in Norton Hall, is a unit of High Point University Libraries, and supports material appropriate to furniture marketing and interior decoration. Clientele served are primarily students and Faculty teaching in the Department of Home Furnishings and Interior Design.

This collection has been built primarily by donation, specifically for this location. All other furniture marketing and interior decoration material, either purchased from the library budget, or donated to Smith Library, will be cataloged in the Furniture Market collection currently shelved on the 2nd floor of Smith Library.

The Bassett Furniture Collection is officially a non-circulating collection; materials are to be used in that room and are not to leave the building.

Scope and Boundary

This collection's niche is disciplinary: all aspects supporting the curriculum of furniture marketing and interior design. While some subject areas might be blurred, the collection generally does not include books such as:

- Architecture
- Raw material manufacturing
- Chemical engineering
- Materials other than books and magazines

However, the following subjects are examples of things that might be included in the collection:

- Building codes
- Guides to wood, stone, and other building materials
- Guides to textiles, wallpapers, home furnishings, and other decorative materials
- Selling and other management processes relating to the discipline

The Bassett Furniture Collection also has a collection of historical magazines for browsing.

Collection Maintenance and Evaluation

All collections need periodic evaluation. The Bassett Furniture Collection is mostly an historical collection, and inventory is the chief method of Collection Maintenance.

- Weeding: Weeding is the removal of materials from the collection for discard or for placement in a historical collection. For the Bassett Furniture Collection, weeding is not exercised at all.
- Inventory: Inventory is simply done as a method of determining what is missing. Inventory will be done each year during the summer.
- Gifts: Donations and gifts are considered for inclusion in the collection in keeping with the overall gift policies of HPU Libraries. Only gifts specifically donated for the Bassett Furniture Collection and which meet selection criteria of the Bassett Furniture Collection development policy will be accepted for inclusion into the Bassett Furniture Collection.