

COLLECTION DEVELOPMENT POLICY – CPCC LIBRARIES

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Preface

The Central Piedmont Community College (CPCC) Libraries support the mission of the College by providing a high quality, relevant and useful collection of resources. A systematic process which provides for the evaluation, selection, acquisition of new library materials, balanced by the withdrawal of items that no longer possess primary or secondary value, ensures a collection that meets the information needs of the CPCC community.

The format of this document adheres to the American Library Association's (ALA) publication, *Guide for Written Collection Policy Statements* (ALA, 1996). This document also fulfills the Southern Association of Colleges and Schools (SACS) requirement.

It is implicit in every requirement in the *Principles of Accreditation* that a mandated policy or procedure be in writing, be approved through appropriate institutional processes, be published in appropriate institutional documents accessible to those affected by the policy or procedure, and be implemented and enforced by the institution. The SACS Principles of Accreditation for Library and Other Learning Resources state as follows:

- The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/information resources)
- The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. (Instruction of library use)
- The institution provides a sufficient number of qualified staff—with appropriate education or experiences in library and/or other learning/information resources—to accomplish the mission of the institution. (Qualified staff)

1.0 Introduction to Collection Development, Library and College Policies

1.1 Purpose of the library Collection Development Policy

The collection development policy describes the principles supporting the goal of developing and maintaining a Library collection meets the needs of CPCC. The adoption of the principles set forth in this document provides a rationale for the selection, weeding and dispositions of material acquired by the Library. A flexible and continually updated policy is crucial for library staff and faculty who make decisions concerning a collection which must respond quickly to changes of an extensive curriculum and the wide-ranging needs of the student body.

1.2 Policy Review

The review and revision of the Collection Development Policy is the responsibility of the Collection Development & Management Team (CD&MT). Formal review of the entire policy will take place every five years, or as required due to library or college operational or policy changes. Revision of individual sections may be done as needed. Final authority for adoption of the policy resides with the Dean of Library Services.

1.3 Location and Dissemination of Policy

Every member of the library staff will have access to a copy of the Collection Development Policy. The policy is made available to the college community via the Library website.

1.4 Official stance on Intellectual Freedom and Censorship

The Library subscribes to the position of the ALA as stated in [the Intellectual Freedom Principles for Academic Libraries](#).

1.5 CPCC Profile

CPCC is a comprehensive two-year college that offers Business & Professional, Health & Technology College Transfer, Basic Skills, Corporate and Continuing Education, and Community Service Programs. CPCC, a non-residential college that serves a diverse student population, offers courses of study on six traditional campuses and through eLearning. Many faculty and students are part-time.

The college is accredited by SACS. A number of programs at the college are also governed by outside accrediting agencies. The recommendations and guidelines of these agencies are given careful consideration in developing Library collections and services.

1.6 College Mission and Vision Statements

Mission Statement

Central Piedmont Community College is an innovative and comprehensive college that advances the life-long educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community.

The College accomplishes this purpose by providing high-quality, flexible pre-baccalaureate and career-focused educational programs and services which are academically, geographically, and financially accessible. This purpose requires a fundamental commitment to student success through teaching and learning excellence within a supportive environment.

Vision Statement

Central Piedmont Community College intends to become the national leader in workforce development (*Reaffirmed by the CPCC Board of Trustees in 2002*).

1.7 CPCC Libraries – Mission and Vision Statements

Mission

- ❖ CPCC Libraries serve a diverse learning community by providing information literacy instruction, relevant resources, and point-of-need services designed to foster academic and workforce success.

Vision

- ❖ CPCC Libraries will be recognized as essential to the success of 21st Century learners and a leader of community college libraries.

2.0 Overview of the CPCC Libraries and Collections

2.1 History of the collection

The CPCC Library has supported the curricula of the college since its beginnings in 1963. The library has grown from 15,000 volumes to over 130,000 print book, e-books and audio-visual media, and 90+ electronic databases providing access to sources that offer thousands of full text magazine, newspaper and journal articles, as well as specialized information and streaming instructional video. The library's largest collection is housed in the Richard H. Hagemeyer Learning Resource Center (LRC) on the Central Campus in uptown Charlotte. Suburban campus library collections provide resources unique to the programs offered on those campuses, as well as materials that support General Education courses.

The collection has grown to support the college transfer, technical and general education programs of the college. The library has expanded to support the delivery of information in formats available remotely, and beyond traditional library hours, in order to meet the growing information needs of students and faculty regardless of location.

2.2 Collection Locations

The CPCC Libraries are located at Central, Cato, Harper, Harris Levine, and Merancus campuses. The CPCC Libraries support e-learning students electronically through both full-text online and mobile resources and virtual reference services, including IM and chat.

- ❖ The ***Hagemeyer Learning Resource Center***, located on the Central Campus in uptown Charlotte, North Carolina, serves as the main library. This location houses the administrative offices and the largest and most comprehensive circulating, reference, periodical, and audiovisual collections.
- ❖ The ***Cato Campus Library***, located at the Cato campus in northeast Charlotte, North Carolina, opened in fall 2002. This location offers circulating and reference books, audiovisual materials and electronic resource access to support ASL/Interpreter Education, Horticulture Technology and Office Systems Technology programs.
- ❖ The ***Cato Campus Law Library***, located at the Cato campus, opened in the fall of 2007. This location houses the library's legal materials collection to support of the *William K. Diehl, Jr. Paralegal Technology Program*, as well as general legal research for college and community patrons.

- ❖ The **Harper Campus Library**, located in southwest Charlotte, North Carolina, opened in 2000. This library offers basic circulating and reference books, audiovisual materials and electronic access to resources to support Graphic Arts and Imaging Technology, Welding, HVAC, and Electrical/Electronic Technology programs.
- ❖ The **Harris Campus Library**, located in west Charlotte, North Carolina, opened in 2001. This location offers circulating and reference books, audiovisual materials and electronic access to support Dental Assisting, Baking & Pastry Arts, Early Childhood Education, and Fire Protection Technology programs. The Harris Campus also serves as the primary location for the college's Corporate and Continuing Education department.
- ❖ The **Phyllis Allran Barber Library** is located at the Levine campus near Matthews, North Carolina. Opened in 1998, this library houses a large general collection of circulating and reference books, along with audiovisual materials and electronic resource access.
- ❖ The **Merancus Campus Library**, located in Huntersville, North Carolina, north of Charlotte, began operation in 1997. This location houses a basic reference and circulating collection, audiovisual materials and electronic resource access to support the Criminal Justice Technology, and Automotive Technology programs.

2.3 Library Materials for Distance Education

E-learning is the Distance and Online Learning Unit of the college. The library supports distance learning with electronic books, periodical, index and newspaper databases, and streaming audiovisual resources.

The Library subscribes, whenever possible and/or preferable, to electronic resources that will be available to students at any campus or remote location.

3.0 Basic Principles, Goals, and Organization of the Collection Development & Management Program

A commitment to meet the needs of the college underlies all decisions concerning the selection and acquisition of library resources. Critical factors in considering resources for selection and acquisition are:

- ❖ The proliferation of information in a variety of formats
- ❖ The available financial resources
- ❖ The cost of continuing obligations
- ❖ The cost of processing, housing and maintaining resources
- ❖ The accessibility of resources at all campuses

3.1 Copyright

The Library makes every attempt to comply with copyright laws and regulations when acquiring, converting and/or duplicating library resources; specifics regarding conversion/duplication of AV media are as follows:

- ❖ Individual librarians and library staff may assist college faculty and staff in acquiring the necessary permissions to convert/duplicate library-owned items when requested, or forward requests to the RS assistant director.
- ❖ Specific permission must be acquired to make more than one (1) copy of an item in addition to the permission to convert an item
- ❖ All permission documentation must be submitted to Resource Services for compliance review
- ❖ Resource Services will coordinate with Digital Media Services on all requests for the conversion/duplication of library materials. Digital Media Services will not accept requests for the conversion/duplication of library materials from individual librarians or library staff.
- ❖ Copyright law permits one (1) format copy conversion of an item if content owners/licensors are no longer available to provide permission.
- ❖ All copies of converted content are cataloged and placed in the collection

3.2 Goals of the Collection Development & Management Program

The Library has the following goals:

- ❖ Primary goal: collect resources which will support the current curricular needs of CPCC students
- ❖ Secondary goal: to support the accreditation needs of specific programs
- ❖ Tertiary goal: collect, to a limited extent, the resources which will meet the life-long learning and recreational needs of the students, staff and faculty.

3.3 Organization of Collection Development

3.3.1 Collection Development & Management Team (CD&MT)

The CD&MT consists of the Assistant Director of Resource Services (team leader), the Acquisitions Senior Library Specialist, the Systems Librarian, the Head of Metadata/Cataloging librarian, the Online Access Librarian, the Assistant Director for Public Services, and an Instruction Librarian. The CD&MT was initiated to replace the Collection Development Steering Committee, and to streamline the collection development and management process. All regional campus library managers and their staff select for their specific campus programs, and make purchase recommendations in any area of their expertise for any library site. Selection recommendations are welcome from all library staff, as well as all college faculty and staff.

Collection Development & Management Team activities include:

- ❖ Collection analysis and evaluation, including decisions regarding duplication and replacement of resources based on general selection criteria
- ❖ Collection review for preservation and discard
- ❖ Use and user studies (in conjunction with the Online Services Librarian)
- ❖ Allocation of library materials budget
- ❖ Planning and implementation of resource sharing
- ❖ Partnering with all faculty, specific program areas, and all librarians and library staff to ascertain information needs
- ❖ Developing plans to acquire/manage appropriate resources/collections (e.g.: ESL, Basic Skills, Disability Services, Leisure, and Spanish language)
- ❖ Preparing reports on library resources for accrediting agencies

4.0 Collection Development

4.1 General Selection Criteria

The library acquires resources to support the curricular needs of the college based on the following selection criteria:

- ❖ Importance/relevance to the curriculum
- ❖ Contribution to the depth or breadth of a 2-year, undergraduate academic collection
- ❖ Faculty recommendation/request
- ❖ Accreditation requirements
- ❖ Patron needs, including requirements of specific populations
- ❖ Timeliness, depth or scope of coverage
- ❖ Authority, accuracy and currency
- ❖ Physical/technical quality – format appropriate, availability
- ❖ Special features – uniqueness - significance
- ❖ Cost/benefit analysis – maintenance/future obligation costs
- ❖ User demand
- ❖ Language
- ❖ Intended audience
- ❖ Professional status and reputation
- ❖ Ease of use/training investment
- ❖ Licensing requirements - access restrictions
- ❖ Interoperability/compatibility

4.2 Primary Selection Aids

Librarians routinely consult a variety of sources to find appropriate materials for the collection. The primary selections aids used are standard library-and-discipline-specific journals and catalogs, *Booklist*, *Books in Print*, and *Choice Reviews Online*.

4.3 Secondary Selection Aids

Secondary aids include publisher's brochures, promotional flyers and other announcements.

4.4 Tertiary Selection Aids

Tertiary aids include bibliographies or subject-specific lists of materials published by professional associations, book jobbers or commercial publishers, and similar libraries' catalogs.

5.0 Collection Management

5.1 The library collects materials in format appropriate to current technologies

- ❖ Books – print and electronic
 - Paperback books are favored when available
 - Hardcover purchase are made when necessary or appropriate
 - Subscriptions of subject specific e-collections, e.g.:
Rittenhouse e-book and the Safari Tech collection

- ❖ Serials, periodicals, newspapers – print and electronic
 - Print titles are purchased to fulfill accreditation requirements or per faculty for curriculum enrichment/instruction
 - Print titles are not purchased if an equivalent e-title is available in full-text and allowed by accreditation
 - Print titles are purchased when a suitable e-title is not available or affordable, e.g., if an art journal is only available in html with low-quality images
 - Electronic access to over 12,000 full text professional, trade and general reference periodicals through the library's and NCLive EBSCO databases alone: these publications are accessible via desktop, notebook and tablet computers/devices, as well as mobile applications, thus reducing the need for and space devoted to print periodicals, and serving both f-t-f and distance patrons more fully and equitably.
- ❖ Selected state and local government documents
- ❖ Textbooks adopted for classroom use by the college are not purchased/accepted for the library collection: any textbooks found in the library collection may represent the only resource on a specific topic available to purchase at the time of acquisition.
- ❖ Audiovisuals – DVDs, streaming instructional video collections

Selected CPCC college history materials (See §8.2, College Archives)

5.2 The library does not systematically collect:

- ❖ Textbooks currently adopted at CPCC, instructor's manuals or course outlines
- ❖ Consumables, such as workbooks or test practice books
- ❖ Realia, specimens
- ❖ Games
- ❖ Theses, dissertations
- ❖ Pictures, photographs (See §8.2, College Archives)
- ❖ Manuscripts and archival materials, incunabula
- ❖ Laboratory manuals
- ❖ Maps
- ❖ Galley proofs
- ❖ Desk copies (material used routinely in a secretary's or faculty member's offices, e.g.: word processing software, utility software or dictionaries)

5.3 The library no longer purchases:

- ❖ Reel to reel video or audio, or audio cassettes
- ❖ VHS
- ❖ Phonodiscs (vinyl LPs or 33 1/2)
- ❖ Film loop
- ❖ Sound slide sets
- ❖ Galley proofs
- ❖ Desk copies
- ❖ Microforms or microfiche
- ❖ CD-ROMs

5.4 Recreational Reading

The library selectively acquires materials of general interest in addition to purchasing materials directly related to the college's curriculum. These materials may be in print or electronic format, and are dependent on the budget, and may include:

- ❖ Popular fiction
- ❖ Popular biographies
- ❖ Popular non-fiction (how-to, DIYs and personal improvement/life skills)
- ❖ Leisure books, periodicals or films in electronic, mobile format via NCLive and vendor databases.

5.5 Leased Collections

The library leases up-to-the-minute popular bestsellers and other recreational and leisure reading books that are shelved in the library the same day they appear in retail stores via a pre-publication alert. Library staff members select new titles on a monthly basis. The collection is evaluated periodically to identify titles to return to the vendor, or titles to be added to the library's permanent collection at drastically reduced cost.

5.6 Books for Newly Literate and Literate Emergent Adults

The library purchases books at appropriate reading levels to support the Adult Basic Literacy, Adult Basic Education, and Advancement Studies programs of the college.

5.7 Central Piedmont Community College Publications

The library receives CPCC publications such as the catalogs, college newsletters, college organization/committee meeting minutes, institutional reports, publications of the Office of Planning and Research, and documents concerning accreditation by SACS and other accrediting agencies. All documents received are organized and stored in the Archives Collection. Items deposited in the Archives may be viewed by making an appointment with archives staff. The Library Archival Collection policy is further described in §8.2. Copyrighted print or audiovisual materials produced and/or published by college employees will be acquired in accordance with established selection criteria.

5.8 Languages and Translations

The library collects primarily English language materials in print and media formats. Exceptions include foreign language studies and ESL materials used for foreign language/English language acquisition and materials that reflect the diverse college community with an emphasis on Spanish language materials. The library will accept gifts of foreign language fiction and non-fiction in accordance with the Library gift policy (§4.9)

5.9 Gifts/Donations

The Assistant Director of Resource Services evaluates all potential gifts/donations to the library, in conjunction with appropriate library staff and/or college faculty, to evaluate the donations within the context of the library collection and program needs. Gifts are accepted by the library with the explicit understanding that the library may use or dispose of these materials in accordance with established collection development criteria and processes. Gifts/donations may be officially accepted and acknowledged by the CPCC foundation. The library does not provide a tax statement or monetary evaluation of gifts.

5.10

The library actively pursues opportunities to provide access to resources beyond the permanent collection in order to offer patrons access to materials beyond the scope of the library's collection development mission. Interlibrary loan, electronic access to NCLive resources, and participation in Charlotte Area Consortium are services provided or facilitated by the library, allowing faculty and staff to access/borrow resources from member institutions.

6.0 Policies on Preservation, Replacement, and Duplication of Library Materials

The library attempts to purchase materials of a quality which will withstand expected use, as well as encouraging proper handling and taking preventative measure in processing materials to enhance longevity and responsible management of the materials budget. When items become worn, damaged, outdated, or irrelevant, steps must be taken to mend materials to extend their useful life, or review items to determine if they need to be updated or replaced after they are discarded. The CD&MT makes decisions on preservation, duplication or replacement with the appropriate library staff and administration, as well as faculty, based on current selection criteria.

6.1 Replacement of Materials

The library will not automatically replace all materials withdrawn due to loss, damage, wear, age, or relevance. Factors considered include, but are not limited to:

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

6.2 Multiple of Duplicate Copies

The purchase of multiple copies may be necessary to maintain basic library services due to high demand of a particular resource, or its deterioration, theft, or mutilation. Duplicate copies of materials may be purchased for additional campuses as determined by:

- ❖ Curriculum offerings
- ❖ Demand – usage patterns
- ❖ Availability of funds
- ❖ Program and accreditation requirements

The library considers alternative formats to paper duplications of both books and periodicals. Decisions to purchase multiple or duplicate copies of an item are made by the CD&MT based on the criteria listed above.

7.0 Collection Maintenance and Removal of Library Materials

Standards and reports produced by the ALA and SACS indicate that removing obsolete, outdated and worn and damaged materials is essential to a useful collection and should be conducted both regularly and systematically. Not only do old, irrelevant materials occupy expensive library space, but they also detract from current resources that support an evolving curriculum. Additional studies show that removal increases usage and circulation of retained materials.

Association standards suggest that from three to five percent of the collection should be evaluated for withdrawal or replacement annually. The library is guided by the following policies and also complies with the North Carolina Administrative Code regulating the withdrawal of library materials (23 NCAC 02C.0404 as described in §7.4).

7.1 General Guidelines for Weeding and Discarding Materials

Materials considered for withdrawal must include, but is not limited to, the following criteria:

- ❖ **Availability of updated materials:** superseded editions not containing unique information, data or providing a historical reference not available in the most current edition

- ❖ **Usage:** titles unused within a reasonable time period (5-10 years) based on subject and scope of the work, except for such items considered classics or standards editions. The title may be retained if it is included in a standard list or bibliography, or if the author has a reputation for being an authority on the topic
- ❖ **Duplication:** duplicate titles, unless a proven demand exists for multiple copies of a work
- ❖ **Program profiles:** materials of no relevance to or support for the CPCC curricula; level of treatment of the subject not appropriate for the program or course taught
- ❖ **Accreditation:** materials which no longer meet accreditation requirements due to age, subject, etc.
- ❖ **Obsolescence:** materials that contain outdated or factually inaccurate information
- ❖ **Physical condition:** items in poor condition that are beyond reasonable preservation efforts (based on student needs and availability, replacement titles may be ordered)

7.2 Guidelines for Withdrawing Online Materials

Evaluation and removal of Internet, database and electronic resources are continuing processes, using, but not limited to, the following criteria:

- ❖ A link is no longer available or maintained
- ❖ Obsolescence
- ❖ Program profiles
- ❖ Another source offers more comprehensive coverage
- ❖ Cost per usage figures indicate use is no longer cost-effective

7.3 Systematic Weeding

On an annual basis various subject areas are analyzed according to an established schedule and system circulation summary and usage reports are run for selected call number ranges in order to develop a list of items to consider for removal. CD&MT members may also consult with appropriate librarians and faculty in the subjects or program areas to determine replacement needs.

The librarians/staff responsible for a subject area will submit a system report prior to weeding, or immediately following, to show age and use of the resources. A final weeding report will contain more information, such as number of items weeded and the general rationale for removing the items.

All librarians and staff may identify materials for removal during the pursuit of their regular job duties in addition to any formal weeding procedure. If a large number of materials are identified for possible removal, alert the Assistant Director for Resource Services so preparations can be made to manage the withdrawal process.

For more information please contact the Assistant Director for Resource Services.

7.3.1 Weeding Formula

Materials will be reviewed using the MUST-Y formula. This formula is intended to serve as a guideline for collection review. (The MUST-Y formula was adapted from: Segal, Joseph p. Evaluating and Weeding Collections. Chicago: American Library Association, 1980).

The MUST-Y Formula:

- ❖ Misleading
- ❖ Ugly
- ❖ Superseded
- ❖ Trivial
- ❖ Your collection has no use for this book

- ❖ Plus recommended guidelines for the number of years to retain a book by subject classification, e.g., *X years from publication date + X years since last circulation + MUST-Y*. Classic and/or historic works or notable authors are often retained in the collection if appropriate for a 2-year, undergraduate academic library.

7.4 Disposition of Weeded Library Materials

North Carolina Administrative Code 2C.0403 allows disposition of weeded books and book-like materials through the following methods:

1. Local sale of books at predetermined prices
2. Donation to the non-profit, tax-exempt organizations and other state agencies
3. Public bid sales through State Surplus Property Services

Weeded materials determined unsuitable for sale, donation or bid may be recycled. These materials include, but are not limited to, damaged, old and outdated materials (including VHS tapes and audio cassettes), and periodicals.

8.0 Other Collections

8.1 The Russell P. Shriner Music Library

The *Russell P. Shriner Music Library* was established in 1974 as a listening laboratory by donations from the music department. The collection was enhanced by a donation of 3,000 phonodiscs from Mr. Russell P. Shriner, and the CPCC library later transferred over 2,000 classical recordings to the music library. Presently the collection consists of over 7,000 cataloged phonodiscs and compact discs, as well as printed scores, 150,000 pieces of uncataloged sheet music, and a minimal number of books.

8.2 CPCC Archives

Mission Statement

- ❖ The archives serve the CPCC community in the preservation and administration of institutional records and manuscript collections. The primary purpose of the archives is to preserve the institution's "memory" by collecting, arranging, preserving, and making available institutional records of continuing administrative, fiscal, or historical value. The archives serve as a resource center for administrators, faculty, students, and the community, making its holdings available for all legitimate researchers, subject to appropriate safeguards for the sensitivity and confidentiality of certain designated records.

Archive Policy

- ❖ The CPCC Archives is open to the general public.
- ❖ Research can be done in person or the archives staff can be contacted by phone or email with a research request.
- ❖ Any requests received by the archives staff will be processed and information regarding the length of time to fill the request and the cost incurred will be sent to the requestor.
- ❖ Access to the records is by appointment with the archivist and research done in the archives room will be under the supervision of the archivist.
- ❖ Researchers may be asked to show identification (driver's license, school ID, state photo ID) before using the materials.
- ❖ All researchers will be asked to provide their name and address. Archive materials do not circulate and must be used only in the archives reading room.

Copying & Copyright

- ❖ Limited photocopying, scanning, and other means of duplication are sometimes permitted.

- ❖ Individual patrons may be responsible for covering the cost of duplication
- ❖ Requests for duplication are considered on a case by case basis and must be approved by the archivist
- ❖ Requests may be denied if duplication would cause physical damage to the material or involve copyright infringement
- ❖ If you are citing materials, please give proper attribution of source
- ❖ Publication and/or broadcast in any form, whether print or electronic, require written permission from the CPCC Archives
- ❖ Some of the materials in the CPCC Archives are of unknown origin and therefore it is unknown who hold the copyrights.

Collection Scope

The archival collection documents the history of CPCC and its function. Official administrative records are housed within the collections, including the official records of the presidents of CPCC, minutes of the Board of Trustees, and committee minutes as well as records that provide documentation of college-related programs and activities. Records also include those documenting policy, the physical facilities and their development, the faculty, financial policies, budgets, and other components of the college.

Historic memorabilia of the college, such as rail spikes, groundbreaking shovels, publicity fliers, and more are located in the CPCC archives. Researchers will also find original copies of newsletters, college catalogs, handbooks, and literary magazines.

The archive collects, but is not limited to, the following:

- ❖ Academic division documents
- ❖ Accreditation reports
- ❖ Administrative division documents
- ❖ Alumni documents
- ❖ Annual reports
- ❖ Annuals/Yearbooks
- ❖ Architectural renderings and building documentation
- ❖ Awards
- ❖ Board of Trustees appointments, minutes, biographies, and elections
- ❖ Central High School materials
- ❖ College Programs
- ❖ College Catalogs
- ❖ College committee reports
- ❖ College Goals
- ❖ College newsletters and publications
- ❖ College Senate documents
- ❖ Departmental newsletter and publications
- ❖ Departmental reports and minutes
- ❖ Directories
- ❖ Faculty publications
- ❖ General history of the college
- ❖ Graduation documents – commencement programs
- ❖ Oral histories
- ❖ Photographs (CPCC faculty/staff, events, campuses, etc., as well as local community)
- ❖ Planning documents
- ❖ Policies and procedures
- ❖ Press releases
- ❖ Student government and organization documents

Selection Policy

Two copies of each item are kept when possible. Extra copies are discarded. Exceptions are made for yearbooks. Artifacts and audiovisual materials are considered on a case-by-case basis; generally, these items must be of outstanding nature (rare, award-winning, famous speaker, etc.) to be added to the archives collection. All audiovisual materials must be in digital format (DVD, CD—no VHS).

Collection Maintenance Policy

Materials are screened for possible addition to the archives on a continual basis throughout the year. Items selected for arrangement, preservation, and description are kept, the remaining items are discarded in an appropriate manner or returned if requested.

Please contact the archivist with any questions regarding collection development.