Please note: The WCC and YC Librarians provide this guide to communicate how the Libraries use data and evidence to support collection development.

Requests from Faculty

- The request is essential (necessary to learn course objectives).
  **PRIORITY 1 (Essential)**
  Data/Evidence: Assignments, CORs, syllabi, SLOs, reviews, etc.

- The request is supplemental (enhances learning of course objectives or SLOs).
  **PRIORITY 2 (Supplemental)**
  Data/Evidence: Assignments, CORs, syllabi, SLOs, review, etc.

- The request is useful (personal growth & development or general interest).
  **PRIORITY 3 (General Interest)**
  Data/Evidence: student population, surveys, anecdotal evidence, reviews, etc.

**FURTHER CRITERIA**
(Used to prioritize request within each category, i.e. essential, supplemental, general interest)

- The request is supported in college planning documents or department program reviews.
  Data/Evidence: Program review, college mission, accreditation, educational master plan, etc.

- The request directly supports an SLO.
  Data/Evidence: Assignments, exams, course or department SLOs, etc.

- The request fills a gap in the current collection and/or satisfies information needs.
  Data/Evidence: New program paperwork, library collection data, reference data, assignments, exams, etc.

- The request supports a greater number of students who frequently rely on the library for materials.
  Data/Evidence: library collection data, reference data, circulation data, etc.

- The request supports unique additional factors yet to be identified.
  Data/Evidence: Anecdotal information, new information, etc.

- The request meets accessibility requirements.
  Data/Evidence: ADA, vendor information, DSPS information, etc.

- The request supports departments who have not requested materials (or have requested less).
  Data/Evidence: Library request history, etc.

- The request can be supported by funding.
  Data/Evidence: Budgets, vendor quotes, etc.

- The request is useable (user friendly).
  Data/Evidence: Reviews from faculty (and librarians), reviews from outside sources, e-resource evaluation form, etc.

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