

Collection Development Policy
Library Learning Center
Federal Law Enforcement Training Center

I. Introduction

A. Purpose.

The purpose of this collection development policy is to provide a framework in which the Center library staff makes acquisition decisions, and to provide a statement as to the scope and extent of the library's holdings. The policy also serves to inform the staff and students as to how the collection is structured and developed.

B. Audience.

This policy is intended for the library staff, training center staff, partner organization (PO) staff, and students. The policy is reviewed every three years for accuracy, and revised as needed.

C. Description of institution and population served.

1. The FLETC serves as an interagency law enforcement training organization for more than 80 Federal agencies (aka Partner Organizations). The Center also provides services to state, local, and international law enforcement agencies. Training is conducted in both the classroom setting and in simulated environments, and involves both textbook learning and practical experience. The mission of the Learning Resources Center (LLC) is to support these training objectives, and as such, is an integral part of the FLETC learning environment.

2. LLC patrons are Center staff and students. For the purposes of this policy, guests, visitors, contract personnel, and retired personnel are not considered bona fide patrons.

D. Overview of the collection.

1. History of the collection:

The Center began operations in 1975 as a component of the Department of the Treasury at the former Glynco Naval Air Station near Brunswick, Georgia. The library was established in 1979 with the completion of the Steed Building (262), where it has remained. In 2003, the FLETC formally transferred from the Treasury Department to the newly created Department of Homeland Security. Never a large collection, the LLC nonetheless experienced a tremendous amount of growth in the years following, and is expected to reach peak capacity at 15,000 volumes.

2. Primary subject areas emphasized:

Primary subjects collected are: law enforcement, policing, criminal justice, corrections, homeland security, crime prevention, terrorism, security management, investigation, and forensic sciences. The LLC also collects titles of subsidiary value, such as human behavior, health and fitness, foreign language instruction and other subjects as they relate to law enforcement. [See Appendix for collection activity details.]

3. Exclusions:

a. Non-fiction.

The LLC ordinarily does not collect Music, Fine Arts, Science & Mathematics, or Agriculture. The few titles acquired in these areas are either basic texts, or relate somehow to law enforcement. For example, a basic text on algebra, or a book about a museum theft may be acquired. Otherwise, collecting in these areas is very limited. The LLC does not acquire juvenile literature.

b. Fiction.

A browsing collection of leisure reading titles is maintained by the LLC.

The main focus of these materials is on law enforcement. However, the LLC may add best seller titles, or titles requested by staff and students when determined appropriate by LLC staff. Collection level of these materials typically account for a third of all titles acquired.

II. Scope of Coverage

A. Languages collected.

Coverage is almost exclusively in the English language with a very selective coverage of Spanish language materials, and foreign language instructional materials.

B. Geographical areas covered.

Materials dealing with geographic areas outside the United States are rarely considered. Some materials of international focus that impacts American law enforcement, such as drug smuggling, are acquired.

C. Chronological periods collected.

Emphasis is placed on materials which support modern methodology and instruction. However, relevant historical materials that support research, statistical data, and/or instructional curriculums, will be kept as archival resources.

D. Current coverage.

Generally speaking, the LLC does not acquire non-fiction titles that are more than ten years old. Exceptions may include classics indirectly associated with law enforcement whose applicability has changed little, or reference works of an enduring nature.

E. Formats.

1. Books:

Both hardcover and paperback books constitute the bulk of the LLC's holdings. While hardcover editions are preferred, being more durable, some titles are only produced in paperback format.

2. Audiovisual materials:

Understanding that audiovisual materials can provide a powerful learning medium, the LLC is engaged in an ongoing effort to acquire a comprehensive documentary video collection in DVD format. Such materials include titles from a wide variety of sources, including commercially-produced titles and agency training footage. Likewise, collecting efforts in audio format are designed to support and enhance the learning experience. A small amount of leisure listening and viewing materials may also be collected. The audiovisual collection will normally not exceed the book collection in number.

3. Serials:

The LLC has a comprehensive periodicals collection, which provides the opportunity for patrons to remain abreast of developing trends and new technology. The titles carried are from a broad range of subject areas, and include newspapers, practical professional journals, popular magazines, 'house organs', academic journals, and peer-reviewed serials.

4. Electronic resources:

As with print materials, acquisition guidelines for e-books and digital formats follows collection objectives with respect to support of the training mission.

III. Collecting responsibility

A. Selection committee.

Selection of materials is a critical process; consequently, a standing Selection Committee exists to provide input as to the kinds of materials collected. The committee is formed of

an LLC staff member, and instructor representatives from FLETC and Partner Organizations. The purpose of the committee is to provide suggestions as to additions to the collection, and to review potential acquisitions. In this manner the collection remains current and viable.

B. Gifts.

The LLC must operate under strict guidelines as to the acceptance of gifts and donations. Only new materials directly relating to law enforcement are accepted, and they must be in good physical shape. The LLC reserves the right to accept or reject gifts based on appropriateness to the collection.

C. Deselection.

As a general rule, the LLC does not retain non-fiction materials that are more than fifteen years old. Exceptions may include non-circulating reference volumes and works of some historical significance. Deselection is an ongoing endeavor, and a review is conducted annually to weed outdated materials. Unless other law enforcement or criminal justice programs express an interest in acquiring deselected items, they are destroyed and discarded. Weeded titles are not given to individuals.

D. Challenges.

In the interest of furthering the FLETC student's education in the field of law enforcement, the LLC strives to maintain a collection consistent with current teaching objectives. Any challenge to a title's content and applicability is brought before the Selecting Committee for consideration, who is responsible for the decision to keep or withdraw the title.

E. Evaluation.

Circulation reports generated from the automated system are routinely used to evaluate the effectiveness of collection practices, and to ensure that the LLC is meeting the needs of the population served. Surveys may also be conducted in order to determine the strengths and weaknesses of various subject areas.

IV. Principle Sources of Supply and Major Selection Tools

A. Sources.

The LLC obtains materials from a variety of sources, although publishers who specialize in law enforcement and criminal justice information are of primary importance.

B. Selection tools.

Professional journals as well as book reviews and recommended reading lists from law enforcement publications and websites are consulted for possible acquisition considerations. Suggested additions by patrons, both students and staff, are always considered.

V. Miscellaneous Issues

A. Consortium memberships.

The LLC is a member of the Department of Homeland Security's Library and Information Services Program. The purpose of this membership is to promote the exchange of information and sharing of resources among DHS libraries.

B. Copyright.

Both students and staff are expected to abide by the copyright law of the United States (Title 17, U. S. Code). Patrons using copier or printing services are responsible for any infringements of copyright laws. Library staff assumes no responsibility for copyright infringement on behalf of the patron.

Conspectus Model

FLETC Library Learning Center Collection Development Policy

1 = Minimal 2 = Basic information 3 = Instructional 4 = Research

LC Class	Subject	Collecting level	Concentrations
BF	Psychology	3	Psychological tests and testing (176)
			Consciousness and cognition (309-499)
			Motivation (501-505)
			Affection, feeling, emotion (511-593)
			Will, volition, choice, control (608-635)
			Personality (698)
			Temperament, character (795-839)
			Graphology (889-905)
			Demonology, Satanism, possession (1501-1562)
BJ	Ethics	3	Individual ethics (1518-1697)
			Social usages, etiquette (1801-2195)
BL	Religions	1	
BP	Islam	2	
BR	Christianity	2	
CC	Archaeology	2	Forgeries of antiquities (140)
CJ	Numismatics	2	
CT	Biography	2	Miscellaneous groups (9960-9998)
D	History	2	Post-war history (839-850)
			Developing countries (880-888)
DA	Great Britain	2	Ireland (900-995)
DK	Russia	2	
DR	Balkan Peninsula	2	
DS	History of Asia	2	
E	United States	2	
	Latin America	2	Mexico (1201-1392)
G	Geography	2	
GE	Environmental science	1	

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GV	Recreation, Leisure	2	Outdoor life (191.2 -200.66)
		2	Physical conditioning and training (201-555)
HD	Economic History and Conditions	2	Organizational behavior (58.7-58.95)
			Work groups (66)
			Drugs (96665--9675)
HE	Transportation and communication	2	
HF	Commerce	3	Black market (5842.6)
			Personnel management (5549)
HG	Finance	2	Counterfeiting (335-341)
HM	Sociology	4	Deviant behavior (811-816)
HQ	The Family	2	Life skills (2035-2039)
		2	Life style (2042-2044)
HV	Social pathology	4	Life saving (650-670)
		4	Immigrants (4005-4013)
		4	Alcoholism (5001-5720.5)
		4	Drug abuse (5800-5840)
		4	Criminology (6001-7220.5)
		4	Criminal anthropology (6035-6197)
		4	Criminal classes (6201-6249)
		4	Victims of crimes (6250-6250.4)
		4	Crimes and offenses (6251-6773)
		4	Crimes and criminal classes (6774-7220.5)
		4	Criminal justice administration (7231-9920.5)
		4	Prevention of crime (7431)
		4	Gun control (7435-7439)
		4	Police (7551-8280.7)
		4	Police duty (8031-8080)
		4	Special classes of crimes (8035-8069)
		4	Investigation of crimes (8073-8079.3)
		4	Police social work (8079.2-8079.3)
		4	Traffic control (8079.5-8079.55)
		4	Private detectives (8081-8099)
		4	Penology (8301-9025)

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JC	Political theory	3	Islamic state (49)
		3	Political violence (328.6)
JF	Political institutions	3	Public administration (1338-2112)
JK	Political institutions	3	United States 91-9593)
JV	Emigration and immigration	2	International migration (6001-9480) United States (6403-7127)
K	Law	3	Courts (2100-2385)
		3	Constitutional law (3154-3370)
		3	Civil service (3440-3460)
		3	Public property (3476-3560)
		3	Criminal law (4740-5000-5582)
		3	Intellectual property (7550-7582)
KF	Federal law	3	
PC	Romance languages	2	Spanish (4001-4977)
PE	English	3	
PS	American literature	1	
QA	Mathematics	3	Computer science (75.5-76.95)
		3	Computer software (76.75-76.765)
QH	Natural history	2	Nature conservation (1-199.5)
RA	Public aspects of medicine	2	Public health (421-790.95)
		4	Forensic medicine (1001-1171)
		3	Toxicology (1190-1270)
RC	Internal medicine	3	Personality disorders (5540-569.5)
		2	Sports medicine (1200-1245)
RM	Pharmacology	3	Misuse of drugs (146-146.7)
		3	Drugs and their actions (300-666)
		3	Physical medicine (695-893)

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SK	Hunting sports	2	Wildlife management (351-579)
		2	Wild animal trade (590-593)
T	Technology	3	
TD	Environmental technology	2	Environmental protection (169-171.8)
		2	Environmental pollution (172-193.5)
		2	Water pollution (419-428)
		2	Hazardous substances (1020-1066)
TL	Motor vehicles	3	
TP	Chemical technology	3	Explosives (267.5-301)
TR	Photography	3	Applied photography (624-835)
TS	Manufactures	4	Metal (200-770) [firearms]
TX	Home economics	2	Nutrition (341-641)
UD	Infantry	2	Small arms (380-425)
UF	Artillery	2	Ordnance and small arms (520-537)
VK	Navigation	3	Science of navigation (549-572)
		3	Nautical instruments (573-587)
Z	Library science	2	Copyright (551-656)