



## **Coordinated Collection Development Plan**

### **Purpose of the Coordinated Collection Development Aid (CCDA) Program**

Through its Coordinated Collection Development Aid (CCDA) program, New York State financially recognizes the contributions academic libraries make to state and regional resource sharing. Materials purchased in specific subject areas and in multiple formats using CCDA monies are shared with libraries of all types throughout the State, increasing the variety and number of resources available to New York State residents. The CCDA program is administered by the Empire State Library Network (ESLN) Councils on behalf of the New York State Library. Nineteen SCRLC academic institutions annually receive CCDA funding.

### **Development and Review Process**

SCRLC's Coordinated Development Plan, first developed in 1992, underwent a major revision in 2010 with input from the Resource Sharing Advisory Committee and the CCDA librarians' group. In March, 2016 and then again on March 2, 2021, the CCDA librarians met to review the Plan and recommend additional changes.

The CCDA librarians reconvened in 2025 in conjunction with the 2026-2031 Plan of Service development. Subsequently, an on-going CCDA Advisory Committee was established to advise SCRLC on the planning, implementation, and ongoing development of the regional CCDA program for academic libraries.

### **Regional Guidelines**

1. CCDA funds are used to enhance, deepen, and broaden access to resources that support teaching and research at-participating institutions. Individual libraries designate CCDA funds for broad subject areas and collective coverage of those subjects across the region. Collective coverage across the region is one consideration in decision-making regarding use of the funds. Another key factor in determining the use of funds is responsiveness to a library's local resource needs, i.e.,-new academic programs and shifting institutional priorities.
2. Libraries making changes to their designated subject areas should consult the subject list to determine the potential impact. The list is located at <https://scrlc.org/Services/CCDA>. They should inform their CCDA colleagues of the changes, preferably in advance, either at a scheduled CCDA meeting or via the CCDA discussion list (see item #5).
3. SCRLC academic libraries may pool funds for group purchases.
4. SCRLC and the CCDA librarians should continually explore and identify meaningful metrics to assess the effectiveness of the regional CCDA program.
5. Each participating library should have at least one representative subscribed to the CCDA discussion list, which SCRLC maintains to facilitate communication among CCDA librarians, and to share information regarding the program. To join, contact SCRLC.

6. SCRLC updates the CCDA subject area chart and awards document at least annually to reflect changes.
7. The CCDA Advisory Committee will review this Plan periodically and recommend changes or additions to their colleagues and to SCRLC.

### **New York State CCDA Program Guidelines**

These guidelines have been developed by the Program Administrator for the Coordinated Collection Development Program (NYS) with the assistance of the Reference and Research Library Resources System (SCRLC) who administer the program at the local level. The purpose of this program is to enhance academic library collections thereby strengthening regional collections that are available via resource sharing.

#### **Commissioner's Regulation §90.15 (e) Maintenance of Effort**

states...amount expended for library materials; therefore, electronic access to a database from which library materials, e.g. a journal article, journal citation, or other information sources that may be retrieved, can be included as part of the total library materials expenditures in order to demonstrate maintenance of collection-building efforts from year-to-year.

#### **Commissioner's Regulation s §90.15 (d)**

states that *grant funds shall be expended for library materials only*, therefore:

Any library materials can be purchased under the resource sharing program by an academic institution as long as it can be lent to or used by the patrons of members of the reference and research library resources systems

Periodicals, serials, and reference materials can be purchased as long as they can be lent to or used by patrons of members of the reference and research library resources systems. The materials need not circulate if they do not circulate to students or faculty in the home academic institution.

Electronic database costs can be paid under the resource sharing program by an academic institution if the license permits on site use by patrons by members of the reference and research library resources systems.

Fees paid for providing access to materials acquired through document delivery cannot be included because the materials are not subsequently available for loan to others. Institutional fees such as overhead and processing charges cannot be paid for with CCDA program funds.

Duplication of titles purchased Coordinated Collection Development Program funds in different academic libraries is acceptable if the duplication meets regional collection development needs.

All use of Coordinated Collection Development Program funds presumes that there is also an ongoing and substantial commitment of institutional funds to collection development, as required in the legislation for the Coordinated Collection Development Program.

## Regulations of Commissioner of Education in Relation to CCDA

### §90.15 Coordinated Collection Development Aid

(a) **Eligibility.** A public or non-profit independent college or university located in New York State shall be eligible for aid pursuant to Education Law, section 273(5), provided that:

(1) the college or university:

(i) is a unit of the State University of New York or of the City University of New York, a community college established under article 126 of the Education Law, a nonprofit college or university incorporated by the Regents or by the Legislature, or a school of medicine, dentistry or osteopathy authorized by the Regents to confer the degree of doctor of medicine, doctor of medical science, doctor of dental surgery or doctor of osteopathy;

(ii) maintains one or more registered curricula leading to an earned degree; and

(iii) is eligible for State aid under the provisions of the Constitutions of the United States and the State of New York; and

(2) the library of the college or university at the time of application:

(i) is a member of a reference and research library resources system;

(ii) agrees to lend to other members of the reference and research library resources system any library materials which it ordinarily lends to its own faculty and students; and

(iii) agrees to collect and report interlibrary loan statistics annually in a form prescribed by the department.

(b) In conjunction with a committee representative of the libraries of institutions of higher education in the system's area of service, **each reference and research library resources system shall formulate a regional coordinated collection development plan.** There shall be provision in the plan for periodic review and revision.

(1) The method proposed for developing the plan and a report on the degree of progress toward completing the plan shall be submitted to the department with the applications for aid payable in the State fiscal year beginning April 1, 1981.

(2) A report on the degree progress toward completing the plan shall be submitted to the department with the applications for aid payable in the State fiscal year beginning April 1, 1982.

(3) The completed plan, with evidence of approval by a majority of the eligible applicants within the reference and research library resources system, shall be submitted with the applications for aid payable in the State fiscal year beginning April 1, 1983.

(c) **Application.**

(1) Application shall be made each year in a form and by a date prescribed by the department.

(2) One application may be submitted by each college or university meeting the requirements of subdivision (a) of this section, and one grant may be made to each such college or university except that

in the case of public or independent multi-institution systems, one application may be submitted by each principal center, as defined in subdivision (q) of section 50.1 of this Chapter.

(3) Each reference and research library resources system shall distribute application forms to the eligible applicants in its approved area of service, receive and review the applications, and transmit the applications meeting the eligibility standards of subdivision (a) of this section to the department with a recommendation for action.

(4) After April 1, 1982, the annual application shall include a statement of how grant funds will be used to implement the regional coordinated collection development plan.

(5) After April 1, 1982, the annual application shall include a certification by the college or university that the aid for coordinated collection development received in the preceding year was expended for library materials in accordance with that year's application.

(d) Grant funds shall be expended for library materials only.

(e) Maintenance of effort. Each applicant shall provide evidence in its annual application that in the academic year completed prior to the beginning of the State fiscal year expenditures for library materials were not less than 95 per centum of either the average annual aggregate amount of the average annual per full-time equivalent student amount expended for library materials in the two preceding academic years. The number of full-time equivalent students shall be calculated according to the formula set forth in Education Law, section 273(5)(b)(2). The commissioner, at his discretion, may waive this requirement.

(f) The final fall enrollment figures for the academic year completed prior to the beginning of the State fiscal year will be used to compute the per student aid. For purposes of this computation, first professional students shall be considered graduate students.

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