



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs
Title	Library Services
Code	AP 4040
Status	Active
Adopted	September 1, 1996
Last Revised	June 2, 2015
Last Reviewed	June 2, 2015

1.0 Under supervision of the appropriate administrator, the District's librarians in consultation with the faculty and Dean from each academic area have the responsibility of coordinating the development and maintenance of a well-rounded, well-balanced collection of instructional materials and resources of the highest possible standard.

2.0 The library staff recognizes the obligation of college policies and procedures to promote free and open discussions as an educative force and to prepare students to deal with controversial issues. The library has the responsibility of providing materials on opposing sides of controversial issues and representative of the many groups and opinions prevalent in our society. The district librarians will establish procedures for materials selection.

3.0 As a measure of adequacy, the library should review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications. Broad objectives in selection of educational materials include:

- 3.1 Providing materials that will enrich and support the curriculum.
- 3.2 Providing materials that will stimulate growth in factual knowledge.
- 3.3 Providing a background of information, that will enable students to make intelligent judgments in their daily lives.
- 3.4 Providing materials representative of the diversity of the District.
- 3.5 Placing principle above personal opinion and reason above prejudice in the selection of materials.

4.0 The library acquires materials that represent differing opinions and without censorship in regard to controversial issues. The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria.

References: Education Code Section 78100; Accreditation Standard II.B

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