

# **College of the Redwoods Library**

## **Collection Development Policy**

The primary purpose of the library is to support the curriculum, the mission, and the goals of the college by providing information resources and research materials as well as instruction, service, and guidance in their use. A secondary purpose is to promote and contribute to the economic vitality and lifelong learning needs of the District. The collection development policy of the College of the Redwoods Library is based on current and relevant Board Policy.

The library is the primary information resource center of the Redwoods Community College District, serving students regardless of their location or means of access. Library resources will be collected and maintained in formats that provide the most efficient and equitable access for all users.

Library resources will be selected to support the courses and programs of the College, provide for the development of students' information competency skills, and meet the research and information needs of the students.

The library is a teaching facility, in contrast to libraries at research institutions, and is committed to furthering information literacy as an important component of any educational goal, as an appropriate learning outcome in any course or program, and as an essential element for lifelong learning.

### **OBJECTIVES**

The library's primary objectives in collection development are to provide resources that support:

- Developmental education, by collecting high-quality professional and technical materials and resources that will support students' efforts to obtain skills necessary to enter the work force, to advance in the work force, or to be better prepared for further education;
- Career technical education, by collecting rigorous, high-quality educational resources and materials in support of AA degree programs, AS degree programs, and certificate programs;
- Transfer education, by collecting high-quality core-curriculum resources and materials covering lower-division general- education subjects and/or major preparation requirements for transfer to four-year colleges and universities.

In addition, the library strives to promote and contribute to the economic vitality and lifelong learning needs of the college community by collecting and maintaining library materials that:

- enhance lifelong learning and promote the general welfare of the community;
- respond to local interests and needs;
- enrich awareness and understanding of diversity.

The library supports the American Library Association's professional statements, including the *Library Bill of Rights*, *Intellectual Freedom Statement*, *Principles for Academic Libraries*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Access to Electronic Information, Services, and Networks: an Interpretation of the Library Bill of Rights*.

To meet these goals, the library will purchase materials and resources that:

- enrich and support the curriculum;
- stimulate growth in factual knowledge;
- objectively present all reasonable sides of controversial issues;
- enable students to make intelligent judgments in their daily lives;
- are representative of religious, ethnic, and cultural diversity;
- explain or illustrate opposing sides in order to develop the practice of critical reading and thinking; and
- include all appropriate media and formats.

The following criteria will be applied to the selection of materials by the libraries:

- anticipated use, relevance or connection to courses and programs
- accuracy and authority
- scope and level of treatment
- literary merit, award or prize winning sources
- formats usable and accessible with existing college technology or tools
- accessibility, all videos and DVDs must be closed captioned
- timeliness of publication
- cost

The library generally will not purchase for the collections the following materials, which do not support the collection development objectives:

- extensive materials in subject areas not covered in programs or courses;
- highly specialized technical publications
- resources primarily intended to support upper-division, graduate, or post-graduate research
- rare and out-of-print materials, first editions, signed editions, and collectibles
- resources and materials targeted to professional development of faculty
- extensive or specialized resource collections of materials readily available at other local libraries or institutions.

Students, staff, and faculty are encouraged to suggest materials for acquisition. However, the final responsibility for developing and maintaining a balanced collection remains with the librarians and with the administrative supervisor(s) for the libraries, and on available funding.

The college encourages gifts of materials or of funds for purchasing materials. All gifts and donations will be reported in accordance with BP 3281, *Gifts, Grants, Donations*, or BP 3820, *Gifts*. Donated materials may be added to the collections if they conform to this collection

development policy, and unwanted gifts may be disposed of in accordance with Board Policy and AP 6550, *Disposal of Property*. The college does not appraise gifts for tax purposes.

The library purchases only those materials that will be catalogued and made a part of the collections for faculty, student, and staff use.

Materials required for instructor, departmental, division, administrative, office, lab, or classroom use should be requested through the budget of the appropriate division or office.

## **LIBRARY COLLECTIONS**

The purpose of the library's collections is to provide students with the resources they need to support their assignments, courses, and programs; to develop the research and information literacy skills they need to succeed in the work place or in further educational attainment; to expand their understanding and awareness of cultures and environments; to meet the college mission and goals as outlined above.

All books and other materials added to the library's collections shall be available for use by all patrons; no materials will be added if the express purpose of the collection is archival storage. Artifacts, rare or unusual items, collectibles, and any other items that are not books, DVDs, or other appropriate and accessible information storage and retrieval media, will not be selected, purchased, or accepted via donation.

## **COLLECTIONS OUTSIDE THE LIBRARY**

Book and media collections that are useful in courses, programs, or departments such as career counseling or college advising may be stored in those locations. These collections are the responsibility of the department, group or club, or faculty member creating the collection. The library cannot, and will not, be responsible for cataloging, circulating, imposing fines for overdues, maintaining, mending, or any other typical library function, for any collections held outside the library facility. These collections also will not be included in the library catalog.

However, these collections of books and media may be donated to the library, subject to the same guidelines as other donations from outside donors, and once accepted and cataloged, will then become library property and library responsibility.

## **COLLEGE ARCHIVES**

The library provides limited storage space for college archive materials. The library does not catalog or provide finding tools to these materials. Library staff can provide access to the materials for college employees or Trustees looking for archival or historical materials about the college, since the items are college property. However, the library cannot and does not maintain any kind of "check in" or "check out" of these materials. The library does not have the authority to refuse access or deny loans, and does not have the ability to track usage or to know what items have been borrowed, or to request returns of items borrowed; therefore the library cannot be responsible for any loss or damage.

## **COLLECTION REVIEW**

The development of effective resources and materials collections must include a systematic evaluation of materials to be withdrawn. The librarians and the faculty of the college are responsible for recommending the resources and materials to be withdrawn. The collections will be evaluated on a regular cycle.

Books and other materials weeded from the library collection will be disposed of in accordance with BP/AP 5500, *Disposal of Property*.