

# **Collection Development Policy**

Citrus College Library  
(Hayden Memorial Library)  
1000 West Foothill Boulevard  
Glendora, California 91741-1899

## **PURPOSE**

The purpose of the library collection policy is to guide and support library acquisitions that fulfill the academic and educational role of the library. The policy is subject to review and change in keeping with changes in the institution it serves.

The Citrus College Library (Hayden Memorial Library) serves the students, faculty, and staff of Citrus College, and members of institutions with which agreements for reciprocal use have been made. It also serves alumni, emeriti, and affiliates of the college, and, as the interests of the college permit, members of the community.

## **GOALS**

The primary goal of the library collection policy is to develop and maintain a library collection that supports the curriculum and instructional programs of Citrus College and the needs of students, faculty, and staff of the college.

Citrus College Library obtains and makes accessible materials in various formats, evaluates existing collections, and develops policies and procedures to maintain the quality of the collections and information resources within the limitations of available funds, staffing, and facilities.

## **COLLEGE MISSION**

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

### *Mission Objectives*

Citrus College is a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and cultural development.

As Citrus College continues to advance as a dynamic center for life-long learning, we will:

- provide general, lower division coursework leading to an associate degree in the arts or the sciences;
- prepare students to transfer to four-year colleges and universities;
- offer technological services and support for students, faculty, and staff;
- deliver programs to improve basic math, reading, communication, and ESL skills;
- grant opportunities for students to develop a global perspective through a curriculum with international and multicultural applications;

- furnish support services for the intellectual and personal development of all Citrus College students, including opportunities to participate in campus governance;
- foster a comprehensive and enriching program of extracurricular activities;
- conduct community education programs that encourage learning at every stage of life;
- award occupational certificates and degrees for career preparation and advancement;
- administer customized training programs for business and industry;
- increase career development support for students, faculty, and staff through career exploration, counseling, job preparation, job opportunities, and academic and classified staff development;
- collaborate with local high schools in articulation and curriculum development;
- advance cultural and personal enrichment programs for the college and community members, and promote inter-collegiate competition opportunities for students.

### **LIBRARY MISSION**

The Citrus College Library is committed to providing quality library services and resources for Citrus College's diverse community, the residents of the Citrus Community College District, and, as interests of the college permit, and other users of the Library.

In support of this mission we strive to achieve the following goals:

- Affirm the vision and mission of Citrus College.
- Support the curriculum and meet the information needs of the Citrus community by acquiring, maintaining and providing access to a comprehensive library collection.
- Promote the Citrus College Library as the focal point of quality information resources, regardless of format, for the college community;
- Provide prompt, unbiased, and knowledgeable responses to requests for assistance, focusing on student and faculty information needs above other library, campus, and community responsibilities;
- Provide professionally qualified librarians and skilled technical staff who support the use of information in learning;
- Administer fair and objective service policies to all populations, including those with special needs;
- Provide assistance and access to collections and services for persons with special needs;
- Protect each individual's right to privacy with respect to information requested and materials consulted;
- Encourage and facilitate information competency, critical thinking, intellectual independence, and lifelong learning skills in all students, regardless of their educational goals (transfer, vocational and occupational, basic skills, noncredit education, or personal interest);
- Provide quality instructional services and programs in the use of information resources and in support of the college's curriculum;
- Provide a safe, clean, well-maintained library with enough space and resources (including books, periodicals, electronic databases, audiovisual materials, wireless network, networked computers, copiers, printers, audiovisual equipment, furniture, and individual

and group study areas) so that library users can pursue their academic or personal goals, assessed by comparisons with similar libraries and with national standards.

## ACQUISITIONS POLICY

Because of the need to use funds wisely and the lack of space, the library will give priority to a purchase according to the work's relevance to the purposes of Citrus College. The community college library, supporting both academic and vocational programs, needs to define, in each subject field or area of study, the degree of comprehensiveness needed in the collection to support the instructional program. Three levels of collecting, therefore, have been identified that take into account the breadth and depth of collecting done by the library in the many different subject areas that it must support.

These three levels are defined as follows:

### **Research Level**

A collection of primary and secondary sources appropriate for the level of research done by students at a community college which includes important reference works, monographs, journals, and indexing, abstracting and electronic services.

### **Study Level**

A collection to support undergraduate lower division course work for transfer and vocational students which includes important reference works, monographs, journals, and indexing, abstracting, electronic services and audiovisual materials.

### **Basic Level**

A selective collection which serves to introduce and define the subject which includes important reference works, monographs, journals, and indexing, abstracting and electronic services.

The desirable level of collecting for each subject area will be established during the program review process.

In addition, the library's acquisition policy recognizes and supports the following statements by the American Library Association:

### ***Bill of Rights***

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. <http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

### ***Intellectual Freedom***

"Intellectual freedom can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, and second, that society makes an equal commitment to the right of unrestricted access to information and ideas regardless of the communication medium used, the content of work, and the viewpoints of both the author and the receiver of information."

ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

*Intellectual Freedom Manual*, 7<sup>th</sup> edition

<http://www.ala.org/ala/issuesadvocacy/intfreedom/index.cfm>

## *Copyright*

The Digital Age presents new challenges to fundamental copyright doctrines that are legal cornerstones of library services. Libraries are leaders in trying to maintain a balance of power between copyright holders and users, in keeping with the fundamental principles outlined in the Constitution and carefully crafted over the past 200 years. In this role, we closely follow both federal and state legislation and make our voices heard when our issues are moving. Libraries are perceived as a voice for the public good and our participation is often sought in "friend of the court" briefs in important intellectual property cases. Our involvement extends to the international copyright arena where we also follow the treaties to which the U.S. is a signatory and which could influence the development of copyright changes at home.

Copyright issues are among the most hotly contested issues in the legal and legislative world; billions of dollars are at stake. Legal principles and technological capabilities are constantly challenging each other and every outcome can directly affect the future of libraries.

Everyday copyright law affects the way libraries provide information to their users. The first sale doctrine enables libraries to lend books and other resources. Fair use allows for the use of copyrighted works for purposes of criticism, comment, news reporting, scholarship, or research. Libraries are permitted to make reproductions of copyrighted works for preservation and replacement purposes. And under copyright law, libraries can aid in the transformation and reproduction of copyrighted works for users with disabilities. As libraries advocate for user rights and access to information, it's crucial to continue to address the emerging challenges posed at the intersection of technology, society, and law.

*American Library Association* <http://www.ala.org/ala/issuesadvocacy/copyright/index.cfm>

## **BUDGET**

Citrus College Library receives funding from the college to purchase and provide access to new materials (print, audio-visual, and electronic). Some of these funds may be supplemented by purchases by other college departmental accounts, grants, and gifts. Library funds will be used to acquire only material that can be made accessible to all students.

Below is an outline of how the budget is managed:

1. The majority of orders for library materials are processed from July to January.
2. 90% of the funds should be encumbered by January 1st of each school year.
3. 10% of the budget will be held for the purchase of materials to fill an immediate need in the spring. Generally, orders will no longer be processed after April 1st of the current school year.

The budget for acquisitions consists of the following resources:

- Print periodicals
- Electronic databases

- Print books
- Electronic books
- Audiovisual items

## **RESPONSIBILITIES FOR COLLECTION DEVELOPMENT**

### *Faculty Participation and Responsibility*

Since the primary function of the library is to serve instruction, the library encourages Citrus faculty to participate actively in support of the library and in policy making. This can be done through use of the recommendation page on our website, and through librarians working with faculty to encourage participation in acquisitions in their areas.

### *Academic Senate Library Committee Participation and Responsibility*

1. To keep the faculty and administration informed of the support the library needs in order to provide library resources to serve instruction;
2. To advise on policy involving the development of the collection, the adoption of new technologies, adequate staffing and the planning for new or remodeled facilities.
3. To consider ways to encourage greater use of the library by faculty and students.

### *Library Liaison from Departments*

1. The department liaison will review the collection appropriate to the discipline and will make recommendations to the library staff for acquiring or discarding materials.
2. The department liaison will review lists of potential purchases sent by library staff, disseminate them in the department and collect recommendations.

### *Individual Faculty Members*

The Library encourages faculty members to make requests for collection development and to make library use an integral part of their instruction. The Library will distribute semi-annually an invitation to all faculty members inviting them to be involved in collection development. A faculty member's request for an expenditure of \$100 or more or for purchase of any material should be accompanied by a detailed justification. The librarians will inform faculty members of the disposition of requests.

## **GUIDELINES FOR MATERIAL SELECTION**

The following guidelines are presented to assist library staff, faculty, and administrators in the selections of quality materials for addition in the library collection.

1. Primary consideration will be given to developing collections to support the instructional program of the college. This is best accomplished when there is no percentage allocation of funds by subject area or type of material.
2. Materials will be selected if they contribute to the general education of the student and would be useful to students pursuing research topics not specifically labeled in the course outlines.
3. High priority will be given to maintaining a strong reference collection, including electronic sources, in support of the curriculum and for general information.
4. Recognizing the need for current information in most of the instructional areas, a strong periodical collection, in print or electronic form, will be maintained as the budget permits.
5. Priority will be given to replacing high demand items missing from the collection, as determined through inventory, reserve requests, and overdue files.
6. As funds permit, materials will be selected to assist faculty in preparation for teaching and for general research in their subject areas. When funds are lacking, the library will encourage the use of Interlibrary Loan.
7. The library will meet the demand for recreational materials through gifts, as much as possible. Purchases in this area will be made only as funds permit.
8. In general, consumables, duplicates, condensed books, and college-adopted texts will not be added to the collection.
9. The following specific criteria will be applied to the selection of individual titles in all subject areas:
  - anticipated use
  - accuracy
  - authority
  - cost
  - coverage of the topic through other items already in the collection
  - format
  - level of treatment
  - literary merit
  - scope
  - timelessness & currency
  - usefulness of the work to students, rather than to an individual or instructor

## **POLICIES BY TYPE OF MATERIAL**

### *Books*

The following additional requirements are applied to the selection of books:

1. There should be positive reviews of the work in sources important to the field. Or the publisher should have a reliable reputation.
2. The author should have reputation and credibility in the subject area.

3. Fiction should be selected with an emphasis on its use in the formal study of literature or its impact on social and political thought, philosophical ideas, and wider values.
4. Hardcover editions should be preferred over paperbacks, except in areas where high theft has been experienced or the material is of temporary interest, or where a paperback would appeal to the reader.
5. Textbooks adopted for classroom use should not be purchased unless they are classics in the field. This criterion does not exclude other monographs selected by instructors for classroom assignments.
6. The work should be readable by college freshmen & sophomores.

### *Serials*

Because of limited library funds, selection of serials must be done carefully. If a new serial is ordered, the intention is to retain it as a permanent part of the collection in as complete a run as is appropriate for the material. In addition to the general criteria for library acquisitions, serials should be chosen with the following specific requirements in mind:

1. The library will purchase popular or general magazines when they support the research needs of the students, faculty accept them as references, they are indexed in well used indexes, they offer an inviting introduction to a field in the curriculum and are often requested.
2. The library will purchase periodicals of an academic nature if they are indexed in a Citrus database, if they meet the needs of the students' assignments, are self-indexed, or have subject relevance.
3. The library may purchase periodicals that do not support a specific element of the curriculum if they contribute to the general education of students by presenting an informed discussion of public affairs, economic, social, or political events, scientific or technical knowledge, literature, criticism, or the arts.
4. Periodicals purchased primarily for light reading or entertainment purposes will be purchased only as funds permit.

Standing Orders for Serials - Whenever feasible, the library will establish standing orders for serials in order to receive them on a continuing basis. Standing orders for serials should be reviewed annually to determine their continued relevance to the college. (See the policy statement on Weeding under the Deselection Guidelines.)

### *Electronic Resources*

Citrus College Library acquires electronic resources based on the Citrus "Guidelines for Material Selection" (above) with the consideration of the following factors:

1. The database provides multi-user and remote access
2. Electronic version is updated frequently
3. Materials support the current curriculum
4. The Library prefers consortial purchase for cost effectiveness

### *Subscription Databases*

Subscription to commercial online databases will be considered when they provide the most current, convenient, and/or cost-effective resources. The following online resources will be actively selected:

- Licensed commercial, fee-based resources and databases.
- These resources may include electronic books; citation, abstracting and full-text databases covering journals, magazines, newspapers or reference materials; media streaming; and databases providing information portals for specific subject areas.

In addition to general selection criteria, the following criteria will be used:

1. The product has broad appeal to a large number of library users
2. The product compares favorably with similar products
3. Unlimited or multiple user access is preferred
4. The interface is user-friendly
5. Appropriate online help is available
6. Good technical support is available
7. Usage statistics are available
8. The vendor allows a trial of the actual product
9. The libraries are not required to subscribe to both print and electronic versions of the product, unless this is desired
10. The license agreement allows normal rights and privileges accorded to libraries under copyright law
11. The license agreement gives the libraries indemnification against third party copyright infringement

### *Internet Resources*

Citrus College Library supports the instructional programs of the College by collecting or providing access to materials in multiple formats. One important resource, the Internet, is readily available to any library user. However, while the Internet is easily accessible, careful selection of recommended websites and availability of these through links on the Library's Web site or in the catalog will accomplish several objectives:

- increase awareness and maximize use of significant sites
- provide value-added access to Internet resources often absent when using various search engines to locate resources
- enhance and expand the Library's collection outside the traditional formats.

A site in this collection is selected based on the relevancy, quality, and currency of the contents, and the navigability and ease of use of the site's design. Sites included should have an identifiable content authority and be reliably accessible. A search engine or other form of index to the site's contents is desirable.

### *Media/Audiovisual*

The same policies and objectives that apply to books apply to audiovisual materials, with considerations listed below used as criteria where appropriate:

1. Technical quality of sound, color, continuity, etc.
2. Cost effectiveness of one medium over another, or over printed word.
3. Materials that support the current curriculum.
4. Weakness of the collection in a particular subject area.
5. Variables such as: the number of instructors using the material, number of anticipated showings per semester or year, number of students viewing materials.
6. The purchase price.

All media, such as films, videocassette, audiotapes, records, kits, digital video discs, laserdiscs, video CDs and compact discs purchased by the college will be catalogued in a public catalog and housed in the Audio Visual Department. Some media are restricted to campus use only.

If an instructor wishes to have any audio visual material purchased, the request should be submitted to the Audio Visual department, preferably in writing. Requests are accepted at anytime but should be made as far in advance of expected need as possible. If time or budget considerations make it impossible to order an item during the current fiscal year it will be considered for purchase at the beginning of the next.

Costly media are not purchased without an initial preview. The Audio Visual department will order any materials for preview upon request, but does not look favorably upon sources that charge a fee for previewing.

### *Computer Software*

Computer Software refers to items such as CD-ROMs or computer programs. The following additional requirements will be added to the selection of computer software.

1. Instructor or librarian recommendation based on personal use or journal review;
2. Educational value of content;
3. Anticipated usage;
4. Cost.

### *Reserve Materials/Textbooks*

The library will review reserve materials periodically. Faculty holding materials on Reserve will be asked whether they want to retain, add, or delete materials. The Library encourages departments to donate free "Desk Copies" of currently adopted text books.

### *Controversial Materials*

Concerns about content of materials will be referred to the Library Committee. Concerns will be presented on a form completed and signed by the party challenging any given title. The Library

Committee will evaluate the original reasons for the purchase of the material, and will then respond to the patron making the objection.

## **GIFTS AND DONATIONS**

The library solicits and encourages gifts of useful materials or money to purchase them. The library is not responsible for the monetary appraisal of such gifts. The library will advise donors that if their gifts are not added to the collection they may be given away or sold. Donors may request a letter (for tax purposes) acknowledging their donation. The letter should document the number and types of the items donated (paperback books, hardbound, etc.), but not the value.

Because all items added to the collection generate processing and storage costs, materials received as gifts will be evaluated by the same criteria as materials purchased.

## **DESELECTION GUIDELINES AND COLLECTION MAINTENANCE**

Periodically, reference librarians and other selectors will evaluate the collection to identify materials for withdrawal. The same guidelines apply to the existing collection as to new purchases; materials that no longer meet the collection policy will be removed from the shelf. Weeding, the removal of materials to be discarded, is an important part of the total collection development process. Building a viable collection of materials to serve the college community is a dynamic process that includes assessment and the removal of materials that are obsolete, damaged beyond repair, or no longer relevant to the curriculum.

Librarians are primarily responsible for weeding the collection. Instructional faculty members are strongly encouraged to review their subject areas to identify items which should be withdrawn and bring such materials to the attention of their library liaison.

Materials that fall into the following categories should be considered for withdrawal:

- Outdated materials.
- Superseded editions.
- Excessively worn or damaged materials. Items in poor condition, but still valuable in terms of intellectual content will be considered for repair or replacement.
- Materials which are no longer needed to support the curriculum.
- Textbooks and instructional materials or previous editions of more recent texts.

Damaged or missing materials are not automatically replaced, but are subject to a reorder review process. If the item still meets the collection development policy, the original book or a new edition will be ordered, if available.