



# Sacramento City College Library Collection Development Policy

## **Introduction**

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This policy states the principles and guidelines for selecting and acquiring materials in the Library and Instructional Media collections. Library materials support the mission and educational programs of Sacramento City College and the goals and pursuits of SCC students. The policy follows guidelines established by the Association of College and Research Libraries of the American Library Association. Effective collections depend on the expertise of librarians, continuous input and use by faculty, students, and staff, and adequate and consistent fiscal support from the institution.

## **Purpose of the Library and Instructional Media Center Collections**

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Library and Instructional Media personnel select, acquire, organize and provide managed access to information resources in a variety of formats to directly support student learning and student success. Effective collection development:

- Supports and complements classroom instruction and the curricular goals of the college;
- Provides basic and significant works, suitable to a lower division college level, in all major fields of human behavior and knowledge;
- Covers topics of special interest to the college;
- Provides information on current matters of public interest and controversy;
- Supports and encourages independent learning and intellectual growth;
- Promotes social awareness and responsibility.

## **Intellectual Freedom**

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The Library and Instructional Media collections provide for the free exchange of ideas in accordance with the Library Bill of Rights as adopted by the American Library Association. No materials will be excluded on the basis of the author's use of language or manner of dealing with racial, religious, political, sexual, social, economic, scientific, or moral issues, or because of the author's race, religion, or sexual orientation. Items that may be controversial to some patrons may be selected if their content fits into the collection parameters and contributes to the range of viewpoints and effectiveness of the collections as a whole.

[Library Bill of Rights - American Library Association](#)

## **Objectives of the Collection Development Policy**

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This policy guides the development of Library and Instructional Media collections that support students' information needs and the mission of the College. Collection development-evolves to meet changes in the programs and information needs of the College and its students.

This policy is designed to meet the following objectives:

- To help librarians provide current, diverse, balanced collections of materials in a range of levels and formats appropriate to the support of the instructional, institutional, and individual needs of a diverse student, faculty, and staff clientele;
- To provide faculty, staff, and students integrated and organized access to collections of materials in paper, electronic, and audiovisual formats in a cost-effective manner;
- To guide and ensure faculty participation in collection development;
- To assist with short- and long-range fiscal planning.

## **Responsibility for Selection of Materials**

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Librarians have primary responsibility for collection development under the supervision of the Dean of Learning Resources. Librarians solicit input from instructors in all disciplines, encouraging them to make suggestions by contacting the librarian liaison for their department. Librarians also encourage students, staff, and administrators to make recommendations by email, web forms, and any form of communication. A range of opportunities for making suggestions is available, including a suggestion box, email, web forms, Flex Day activities, and informal communication.

Librarians are charged with maintaining the strengths of the collection, addressing weaknesses, and seeking balance between subjects and formats. Librarians take responsibility for areas of the collection based on their background, education, and interests. Each librarian selects and weeds materials in assigned areas and assists faculty in those areas with the selection and use of library resources. Librarians review faculty and staff recommendations in their areas and make decisions about the appropriateness of titles.

## **Criteria for Selection of Materials**

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Librarians analyze circulation data, interlibrary loan requests, and student and faculty needs and interests to determine areas of the collection that need strengthening. Librarians use a variety of tools, including reviewing journals, subject area periodicals, booklists, bibliographies, and online resources to identify relevant materials. In making final selections, the librarians are guided by the composition of the present collection and by the following standard criteria, as applicable to the material under review:

- relevance to the SCC curriculum in one or more courses;
- relevance to a perceived demand, including current events, campus life and staff development topics, and subjects requested on interlibrary loan;
- a style and reading level appropriate for a general, undergraduate, occupational or selected remedial audience;
- positive reviews or other indicators of quality content, including author's reputation, accuracy of content, and publisher reputation;
- availability and currency of existing holdings in the same or similar subject;
- relative need for subject coverage and balance in the collection as a whole;
- permanence or timely merit;
- currency and availability for acquisition;
- appropriate size, physical format and design;
- cost, relative to available funds;
- access to selected materials for interlibrary loan from cooperating libraries;

- ease of access or user-friendliness of electronic resources.

Librarians may select outstanding items in fields of knowledge outside the curriculum if they contribute to the range of viewpoints and effectiveness of the library collection as a whole. Librarians may also select materials for the professional growth of faculty and staff, with the understanding that materials for individual faculty, staff or advanced student research are generally provided through interlibrary loan. The library does not build comprehensive research collections in any individual subject area.

## **Types and Formats of Materials Collected**

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**Books** are generally purchased in paperback unless hardback is preferred for shelf stability or anticipated use, or if only hardback is available.

**Electronic books** are selected for their relevance to the curriculum, student interests, appropriate style and reading level, reviews or other indicators of quality, and cost. Ebook selection usually involves consideration of shared access with District libraries; special features, such as web links or graphics; and ease of use. Ebooks may duplicate print resources when consortia purchase precludes the selection of individual titles, when there is a cost benefit for purchasing multiple formats, or when different formats meet the needs of off-site, disabled and other user groups.

**Online and Internet content** will be considered for addition to the collection when it provides the most current and/or cost-effective content for SCC needs. Online resources are made available through the Library's web site and online catalog within the Learning Resource Center and through remote Internet access.

[LRCCD Electronic Collection Development Policy](#) (pdf)

**Reference materials** are selected primarily to support academic programs at SCC. Reference materials in other subject areas are selected when they provide an introductory overview or key concepts in academic disciplines of interest to SCC students, faculty, or staff. The librarians monitor serially published reference titles for relevance to college needs, price, shelf space, duplication or replacement of content by newer print or electronic resources, shared access, changes in audience, and, for indexes and abstracts, the availability of referenced works. Electronic reference databases may be selected when they are more cost-efficient than print or when they are only available electronically. The librarians pursue cooperative acquisition of databases through local and state consortia.

**Course reserve materials** are purchased by faculty and librarian request, as funds allow, to provide students with access to texts required for their courses. Donated copies of textbooks are added as space allows. It is the responsibility of faculty to obtain any necessary copyright clearance before placing materials on Reserve.

**Textbooks** are selected for the general collection when they are recommended by faculty or recognized by librarians as exceptional resources, when they are classics in their field, or when they are the only or best source of information on a topic.

**Popular fiction** is not routinely purchased. A limited number of popular fiction works that have been well reviewed will be purchased, as funds allow, if they relate to the SCC curriculum or are likely to interest the SCC population. Preference is given to established literary works, prizewinners, and new

works that receive literary acclaim. Selected gift copies of popular fiction will be accepted to build a leisure reading collection.

**Duplicate titles** are purchased only when warranted by anticipated heavy use.

**Out-of-print titles** are occasionally purchased when they are available through library vendors. The Library will also attempt to provide these materials on interlibrary loan, as appropriate.

**Periodicals** (magazines, journals, newspapers) are purchased by subscription, in a variety of formats, including print, microform, and electronic. Individual issues or reprints are rarely purchased, although selected gift copies may be accepted to fill gaps in the collection.

- Print subscriptions are meant to continue indefinitely, so librarians evaluate subscriptions annually using the same criteria that are applied to books, as well as maintenance and storage costs. The librarians also search the Library's databases for requested titles and subject content. The cost of periodicals may make it necessary to discontinue one print subscription in order to add another. Consideration of new titles is given to titles in new curriculum areas.
- Electronic databases provide access to a broader array of periodical titles than could be acquired in print and may also be more cost-efficient than print, so this method of delivery will be preferred when available, economical, and reasonable for archival needs. The librarians cooperate locally and at the state level to purchase most databases.

**Media** includes DVDs, videotapes, audiotapes, compact discs, and CD-ROMs, which are housed in the Instructional Media Center. These materials are purchased at the request of librarians and faculty in accordance with SCC Library selection criteria and in support of students' academic goals and interests. Selected media circulates, with certain limitations, to faculty, staff, and students. Media is intended to be used by individuals in accordance with copyright law.

## **Materials Budget Allocation Process**

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The library materials allocation formula was developed using research from the Association of College and Research Libraries and is intended to bring objectivity and balance to the allocation of fiscal resources. The formula is derived from three sources: use of the existing collection by subject area; student enrollment by department; and previous year's allocation. The allocation is adjusted to accommodate patterns of use by students enrolled in non-departmental courses, extraordinary cost factors in reference and other areas, and the requirements of new curriculum. The allocation formula is regularly evaluated and revised to reflect changes in the needs of students and academic programs.

## **Gifts**

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Gift materials will be accepted with the understanding that there are no limiting conditions. Gifts will be added to the collection using the same criteria as are used for evaluating materials for purchase. Unused gifts may be sold, donated elsewhere, or discarded. Library and Instructional Media personnel will acknowledge the receipt of gifts by a form letter when requested by the donor, but the monetary value of the gift will be assigned by the donor. Library and Instructional Media personnel assume no responsibility for the use donors make of such acknowledgments.

SEE: Appendix A, Gift Acceptance Policy

### **Weeding and Collection Maintenance**

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Weeding ensures that collections are current and relevant to LRC and College goals, and to students who seek up-to-date information. The librarian who selects in a subject area is also responsible for weeding in that area, seeking faculty input when appropriate, and confirming withdrawals with additional librarian(s). The criteria used for selecting materials will also apply to deselection. In addition the librarians will consider relevance to the collection, physical condition, duplicate copies, and coverage by other materials, age or obsolescence, and use. Weeded materials are withdrawn from the collection and disposed of by sale, donation, discard or other appropriate means. Back issues of periodicals may be weeded when the value of current content has lapsed.

### **Challenged Materials**

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Library staff will ask individuals or groups who object to materials in the Library and Instructional Media to complete and sign a Request for Reconsideration of Library and Instructional Media Resources. This form along with the challenged material will be given to the subject librarian who will consult with the Dean to determine appropriate action. The Dean will respond to the patron explaining the Library's position and the action that will be taken. Repeated criticisms from the same parties will be referred to the College President. While recognizing the rights of individuals and groups to disagree with points of view expressed in library materials, the Library staff resists efforts to limit access to information.

### **[Freedom to View Statement – American Library Association](#)**

SEE: Appendix B, Request for Reconsideration of Library and Instructional Media Resources

### **Provisions for Review**

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This policy will be reviewed periodically to coordinate its provisions with changes in the programs and information needs of students and the college and to align it with the division and department unit planning process.

## Appendices

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### Appendix A: SCC Library and Instructional Media Gift Acceptance Policy

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The Library and Instructional Media (the Library) receive donations of books and other materials that may enrich the collection. The Library reserves the right to accept or refuse gift items and to then catalog, display, or dispose of these items, as decided by the librarians responsible for selection. Gifts which are not added to the Library collections may be given to SCC departments or to other libraries or agencies, sold, or discarded.

The Library follows these criteria in accepting gifts of materials:

1. Materials will be evaluated for appropriateness and added to the collection only after they have met the same selection criteria as materials which are to be purchased. Criteria include quality of content, relevance to the curriculum, condition, anticipated use, author's reputation, comprehension level, favorable reviews, permanence or timeliness, language, and publisher. The librarians will seek content area faculty evaluation where appropriate.
2. Materials which are not generally added include: duplicate copies, except when heavy use indicates a need for a second or replacement copy; older editions of titles already owned by the Library; consumable materials, including workbooks, lab manuals, and tests; outdated titles; marked or worn materials; broken runs of periodicals, unless they would complete an existing run; ephemeral materials; pamphlets; and most materials outside the range of the SCC curriculum.
3. Gifts will not be accepted when the donor requires that they be kept together and not integrated into the whole Library collection.
4. With the exception of materials pertaining to the history of SCC, the Library staff cannot accept gifts of old or rare materials that require protected status.
5. Gifts generally require more time to process than new materials. If space and time are not available when a gift is offered, the Library staff may find it necessary to refuse the gift solely on these grounds. Donors must deliver gift materials to the Library.
6. Monetary gifts designated for the purchase of certain materials will be accepted provided that the materials meet the Library selection criteria and are appropriate for use in the Library.

Gifts will generally be acknowledged by letter; however the Library will not provide donors with monetary evaluations of gifts. The Library and Instructional Media assume no responsibility for the use donors make of such acknowledgments.

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Appendix B: SCC Library Request for Reconsideration of Library Resources

If you wish to request reconsideration of SCC Library or Instructional Media resources, please complete and return this form to the Library Information/Help Desk. This form and the challenged material will be given to the subject librarian who will consult with the Dean to determine appropriate action. The Dean will respond to the patron explaining the Library's position and the action taken.

Name	Date
Address	City
State	Zip
Daytime phone	

Do you represent self? \_\_\_\_ Organization? \_\_\_\_ Name of organization \_\_\_\_\_

1. Resource on which you are commenting (please specify):

- Book or eBook       Textbook       Media (DVD, CD-ROM, sound recording, etc.)
- Magazine       Newspaper       Database content
- Display       Library program       Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Adapted from revision by the American Library Association [Intellectual Freedom Committee](#) June 27, 1995.