MISSION AND RESPONSIBILITIES

The goal of the Library is to provide a collection of materials, including print and non-print resources, to support the College curriculum. To a lesser extent the Library will provide materials to meet the personal and recreational needs of students and staff.

Librarians have overall responsibility for the development, maintenance, and weeding of the collection. The recommendations of teaching faculty will be given a high priority in the collection development process. The input of individual students and student groups will also be considered to the extent possible. Faculty, staff, and student suggestions for purchase can be submitted by e-mail, phone, in-person, or sent by campus mail. Librarian-approved faculty requests will be kept on file for at least five years and will be filled as soon as funding permits. Student requests will be kept on file for a period of at least two years and are subject to the review of appropriate faculty and librarians.

The Library is committed to the principles of intellectual growth and freedom as expressed in the American Library Association’s Bill of Rights. Librarians will select materials that reflect the diversity of human culture and opinion and the ethnic, racial, and linguistic composition of the College community. No materials will be excluded from the collection on the basis of moral, political, religious viewpoints, or opinions expressed. Objections to materials should be directed in writing to the head librarian, signed by the person raising the matter, and indicate specific objections (including citations). Questioned material will then be reviewed by the college librarians. At the completion of the review, head librarian will respond in writing to the community member and forward copies of the letter to the college president. The community member may accept the review or present an appeal through the college president to the Board of Trustees.

SELECTION CRITERIA

1. Books: Librarians will use standard review sources such as Choice or Library Journal to ensure that high-quality books are selected. In addition, the following considerations will apply:
   - Books should support the College curriculum.
   - Books should be appropriate for community college students.
   - Books should be recently published or a recognized classic in a field.
   - Paperback will be preferred over hardcover when available.

2. Periodicals (print and electronic):
   - Periodicals should be indexed in standard indexes.
   - Periodicals should be applicable to the curriculum.
   - Expected or actual use of a periodical will be a determining factor in whether or not the subscription is started or continued.
   - Priority will be given to requests for print subscriptions to periodicals that are not available in full-text through the College’s online periodical databases.
3. Non-print formats. Newer non-print formats will be evaluated as they become available. The Library will order formats that the College can support technically with appropriate equipment:
   - Selection criteria for non-print materials are the same as the criteria for print materials.
   - Non-print materials will be ordered for preview before purchase when possible.

**SPECIAL CASES**

The Library will not routinely purchase current required or supplementary textbooks. Exceptions may be made when a textbook is considered a classic in a field or when other sources in a specific subject area are unavailable. Generally, the Library will not purchase multiple copies of any type of material.

The Library welcomes donations. Materials inappropriate to the collection will be discarded. The Library cannot guarantee to keep donated collections intact or keep donated materials on the shelf indefinitely. Donations will be acknowledged using the College Foundation’s standard gifts-in-kind form. The donor will be responsible for assigning a monetary value to the gift.

**EVALUATION AND WEEDING OF THE COLLECTION**

Librarians will periodically evaluate the collection to weed and discard obsolete materials. When appropriate, non-library faculty will be involved in evaluating and weeding the collection.

- The following criteria will be used to determine which materials should be removed:
  - The use of materials (frequency of circulation)
  - The date of copyright or publication. New editions of valued works will be purchased to replace older editions.
  - The physical condition of the material.
  - The relevance of the subject matter to the current curriculum.

Whenever significant numbers of materials in a certain field are being discarded, notice will be sent to the appropriate non-library faculty members. The items slated for discard will be stored for review for at least two weeks after the notice is mailed.