



AP 4040 Library Services

References:

Title 5 Section 51203

Library Bill of Rights

1. The library shall maintain a collection that supports the mission of the college and the curriculum.
2. The college librarians have the responsibility of coordinating the development of a well-rounded, well-balanced collection of instructional materials and resources of the highest possible standard. Selection and evaluation of materials will be based on curricular demands, recommendations of current professional review sources, and suggestions from persons affiliated with the college. The college librarians will establish procedures for materials selection and will have final authority over collection maintenance, including acquisition and de-acquisition of materials.
3. As a measure of adequacy the library should review its collection using accepted bibliographic tools such as 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
 - a. Providing materials that will enrich and support the curriculum.
 - b. Providing materials that will stimulate growth in factual knowledge.
 - c. Providing a background of information, which will enable students to make intelligent judgments in their daily lives.
 - d. Placing principle above personal opinion and reason above prejudice in the selection of materials.
4. As subject experts, instructional faculty members can have significant input in the selection of library materials within their subject areas. Faculty members are encouraged to remain current with the library's holdings in their subject area, and assess their adequacy with respect to current teaching emphasis, and recommend the purchase of new titles.
5. Where there is potential for significant change to a part of the library collection, department chairs and instructors overseeing relevant academic programs shall be

consulted in advance of a final decision to ensure program viability.

6. 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, therefore, has the responsibility of providing materials on opposing sides of controversial issues and representative of the many groups and opinions prevalent in our society.
7. The library affirms the tenets of intellectual freedom as expressed in the Library Bill of Rights. In the event of a challenge to library materials by library users with a college affiliation, the questions should be directed in writing to the administrator of the library, signed by the person raising the matter, and indicate specific objections (including citations). The material will then be reviewed by the library administrator and college librarians. At the completion of the review, the library administrator will respond in writing to the person bringing forward the challenge and forward copies of the letter to the college president. The challenger may accept the review or present an appeal through the college president to the board of trustees.
8. The college librarians, in coordination with campus instructional staff, will undertake a program of bibliographic instruction in support of the curriculum and instruction.
9. Library staff have the responsibility for supporting the educational needs of those affiliated with the college through the provision of reference assistance both within the physical facilities of the library and beyond its walls.

Reviewed and Endorsed by CPC: 4/27/2021

Next review date: spring 2027