1. **Responsibility for Selection**
   a. The Library Director has operational responsibility for selection of learning materials, with the assistance of the faculty librarians.
   b. Non-librarian faculty members are encouraged to suggest materials in their own areas of expertise and to make recommendations for materials for the development of the whole collection.
   c. This document applies to learning materials in any format, including print, electronic, audio-visual, etc.

2. **General Criteria for Selection of Materials**
   a. Known needs and interests of programs within the current curriculum.
   b. Anticipated needs and interests relating to materials purchased for the development of new courses. Attention is paid to the changing nature of the curriculum.
   c. Reference and research sources designed to support existing programs. d. Materials which focus on topics not directly related to the curriculum but which are important to the educational function of the college. These materials form a collection of representative works which satisfy broad informational and cultural needs and arouse intellectual curiosity and the development of critical thinking.
   e. A basic collection of resources designed to aid the professional staff in their teaching, administrative and support duties.

3. **Specific Criteria for Various Types of Materials**
   **Books**
   In general, the following factors will usually result in an item *not* being purchased:
   a. Another edition of the title is already in the collection. The extent of revision and the existence of new titles influence the decision to select a new edition.
   b. Cabrillo College does not aim for a collection of rare books or first editions, *per se*. Such items should meet the general selection criteria.
   c. Because of the repetition of information included in them and because they are often quickly outdated, textbooks are not normally ordered. Textbooks will generally be considered only if they represent the only and best source of information in the field.
   d. Only one copy of each item will normally be ordered as the collection is stronger with a variety of materials rather than with many copies of the same item. However, additional copies may be justified on the basis of timeliness, a class related purpose or demonstrated need.
   e. Research materials not needed for student assignments or at a level significantly above those of the Cabrillo College curriculum will not be purchased.
   f. No general materials will be purchased in languages which are not taught in the college except in extraordinary cases.
Chapter Three: Instruction and Instructional Planning

Periodicals and Newspapers

a. Periodicals and newspapers are to provide current information which has not yet or may not appear in book form.

b. Access to new theories, discoveries and trends should be available through general, trade and professional journals.

Non-print Materials

a. Non-print materials are to provide information in a variety of formats for class and individualized instruction and for personal development.

b. Non-print materials should be of appropriate format.

4. College Archives

The Archives of Cabrillo College consist of the principal publications of the college, including catalogs, periodicals, handbooks, reports, yearbooks, brochures, minutes of the Governing Board, and the Faculty Senate. Materials about the college and its history will also be kept in the Archives. The Library recognizes that it cannot function as a records management facility for the College, and will continue to prioritize materials added to the Archives. Materials will be stored in the best archival protective conditions that budget allows. Retrieval provided through the online catalog will be made available as funds and staff allow.

5. Intellectual Freedom

Cabrillo College subscribes to the Library Bill of Rights. The college attempts to keep a representative selection of materials on subjects that contribute to the academic progress and the needs of students and faculty. Materials representing different points of view on controversial issues provide an opportunity for open thought and communication. The fact that an item is in the Cabrillo College collection does not suggest an endorsement of the contents of the item by the Cabrillo College District.

6. Gifts

a. Gifts of materials or money will be accepted provided they comply with these policies and regulations, the provisions of Board Policy 1280, and provided there are no restrictions attached to such gift.

b. In regard to the donation of books and other instruction materials,
   1) The library shall have the prerogative to refuse gift books which do not meet selection criteria.
   2) It shall be made clear to the donor that a) the library will determine the classification, housing and circulation policies of all gifts as with purchased items, b) the library retains the right to dispose of duplicates and unneeded materials as it sees fit, c) the library shall not assign a value to the donation for tax or any other purpose.

Adopted: April 4, 2012