LEARNING RESOURCE MATERIALS SELECTION AND RETENTION AR 3300

1. Responsibility for Selection
   a. The College Librarian has operational responsibility for selection of learning materials, but as subject experts the teaching faculty have primary responsibility for the selection of materials in their subject areas.
   b. 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. The faculty of the library and related areas are responsible for the selection of reference and general materials appropriate to the aims of the college and the curriculum.

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. An up-to-date reference collection is to include the standard works in the major fields of knowledge.
   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 of high caliber 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 Selection of Materials
   In purchasing materials, the following specific criteria are considered:
   a. Known or potential use by the college community
   b. Permanent value to the collection
   c. Availability of materials in other local or regional libraries or media centers (i.e. MOBAC, UCSC and SCCOE)
   d. Reputation of author
   e. Timeliness or permanence of the materials
   f. Relevance of subject matter to the mission of the college
   g. Availability of materials on the subject
      h. Inclusion of the title in recognized bibliographies and indexes
      i. Authoritativeness
      j. Quality of the publisher/producer
      k. Price

4. Priority Ranking of Materials

Books
In general, the following factors will contribute to a low priority ranking which 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 be considered only if they represent the only and best source of information in the field. Except in extraordinary cases, no textbook in current use on campus is purchased for the collections.

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.

**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.

c. Priority of periodical and newspaper purchases will go to those titles which:
   1) meet curricular needs
   2) meet the interests of students and faculty
   3) are indexed in the standard indexes
   4) are of reasonable cost/benefit to the college
   5) are not readily available in nearby libraries

**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.

c. Priority for non-print purchases will go to those items which are:
   1) compatible with available equipment
   2) of reasonable life expectancy
   3) of comparable cost with other formats
   4) likely to be used frequently
   5) appropriate to any planned changes in instructional technology

5. **Selection Aids**

Reviews are used within the framework of the general and specific criteria.

a. Selection aids for books include:
   1) General reviewing journals such as *Booklist, Library Journal, Choice* and *New York Times Book Review*.
   2) Established general periodicals
   3) Scholarly journals in the disciplines
   4) Standard buying guides

b. Selection aids for non-book materials include:
   1) Periodicals such as *Media and Methods*
2) Indexes such as NICEM and AV Online
3) Reference sources such as Video Source- book

6. College Archives
The Archives of Cabrillo College consist of the publications of the college, including catalogs, periodicals, handbooks, reports, yearbooks, brochures, minutes of the Governing Board, the division chairs and Faculty Senate. Materials about the college and its history will also be kept in the Archives.

7. Intellectual Freedom
Cabrillo College subscribes to the Library Bill of Rights (See Appendix II). 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.

In the event of a request for reconsideration of materials by a member of the college or a member of the public, the College Librarian shall:

a. Ask the person requesting reconsideration to complete the “Request for Reconsideration of Print and Non-print Materials” form. (See Appendix I)
b. Convene a Review Committee to include 1) a member of the Library staff, 2) member(s) of the teaching faculty from appropriate subject area(s), and 3) a student representative
c. The Review Committee will examine the material in question, using the Request for Reconsideration form as a guide in applying selection criteria and policies
d. The Review Committee will submit a written recommendation to the College Librarian
e. The College Librarian will inform the party requesting reconsideration of the recommendation of the Review Committee
f. The person requesting reconsideration may appeal the Review Committee’s decision through the following stages:
   1) Vice President, Instruction
   2) Superintendent/President
   3) Governing Board
g. no action will be taken on the questioned material until a final decision has been reached at a level from which there is no appeal.

Discarding (Weeding) of Materials
a. The objective of weeding is to maintain a collection which meets the criteria outlined above.
b. Responsibility for discarding materials rests with the College Librarian.
c. Advice of appropriate faculty members shall be sought when weeding and discarding materials.
d. Criteria for withdrawal of materials include:
   1) physical condition
   2) obsolescence of information in the materials
   3) replacement by a later edition or version
   4) excess number of duplicate copies
   5) lack of storage space for materials
6) insufficient use
   e. Materials withdrawn by reason of poor condition will be replaced if they meet
      selection criteria and are available.
   f. Withdrawn materials will be disposed of by sale or gift to other non-profit
      agencies.

9. 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. No commitment to accept gifts shall be made by anyone except the College
      Librarian. All such offers made indirectly shall be referred to the College
      Librarian.
   c. In regard to the donation of books,
      1) the College Librarian shall have the prerogative to refuse gift books which do
         not meet selection criteria. Where necessary, the College Librarian’s decision
         shall be subject to review by the Superintendent/President.
      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 College Librarian shall not assign a value to the
         donation for tax or any other purpose.