

**SANTA BARBARA CITY COLLEGE
LIBRARY COLLECTION DEVELOPMENT POLICY**

I. INTRODUCTION

To support student success, the library is dedicated to providing quality, relevant, timely, and accessible information resources in a variety of formats. The library's collections are built and maintained in support of the college's mission to provide the first two years of undergraduate education in a wide variety of academic and vocational programs for students who intend to transfer to a four-year university, or to receive an AA/AS degree, or a vocational certificate. As the college's immediate and future goals and specific programs offered evolve and change this policy will ensure that library collections are in place to both maintain current levels of excellence and to support new areas of study and teaching.

II. TYPES OF MATERIALS PURCHASED

A. Library materials are purchased to serve these basic purposes:

To be used by students in connection with class work

Collection Level - Extensive

To support instructors in preparing for the teaching of classes

Collection Level - Extensive

To support college staff in professional duties

Collection Level - Moderate

To promote life-long learning and support library users in general intellectual and cultural development

Collection Level - Basic

B. Specific Formats Selected/Guidelines

NONFICTION - Selection is based on: relationship to curriculum, accuracy of contents, quality of writing, cost, format, extent to which the subject matter is represented in the collection, social significance, and timeliness or permanent value.

FICTION - Evaluated according to the nonfiction guidelines plus readability and literary style. Both literature and contemporary fiction are purchased.

REFERENCE MATERIALS - Chosen on the basis of authority, reliability, scope, treatment, arrangement, format, cost, existing holdings, and estimated frequency of use.

MAGAZINES AND JOURNALS - Basic, popular, general informational and scholarly periodicals are provided. because purchases in this area involve an ongoing commitment to continue subscriptions in future years, and overall funding is limited, requests are considered carefully by the entire library reference staff. Preference is given to titles indexed in the finding tools most used by students, and availability in electronic formats and in other local area libraries will be considered, as is remote access cost and functionality.

NON-PRINT MATERIAL - Requests for non-print materials are considered on the same basis as nonfiction materials, with special emphasis on the suitability of the format to the content, special features or extra value provided by an electronic format, quality of production, training/customer support, and reputation of the vendor or producer. The extent to which the library or another campus unit has the equipment available to access and read the material format (including hardware and software) is an important consideration in a purchase decision. Requests for non-print materials outside the scope of the library's

collections (records, videotapes, films, cassettes, slides) are forwarded directly to the appropriate college department and the requester is notified of the action taken.

TEXTBOOKS – Funds from the Bookstore provide some copies of textbooks currently used in classrooms, which are held on reserve at the Circulation Desk along with supplementary materials from instructors.

III. SELECTION PROCESS

Responsibility - The library staff and the teaching faculty share responsibility for selecting materials for the library collection. As subject experts, faculty members can have significant input in the selection of library materials within their subject areas. Each individual member of the faculty should regularly examine the library's holdings in his/her subject field, and assess their adequacy with respect to current teaching emphasis, and recommend the purchase of new titles. The Collection Development librarian is responsible for the selection of reference materials, general titles not specifically related to the curriculum, and for maintaining a balance between various subject areas and between standard and current works. The final decision to purchase library materials is the responsibility of the Library Director.

Process - The library staff circulates to the faculty and administrators new publication announcements and current reviews from a variety of reviewing sources. Also, faculty may request titles (or suggest subject areas for acquisition development) directly to any library staff member. Student requests are encouraged. They may be submitted at the Reference Desk. All requests will be given careful consideration and will be evaluated according to this policy. Other materials are selected by the Collection Development Librarian from standard buying guides, selection journals, personal examination of materials, best titles lists in specific subject areas, bibliographies and other sources.

Library materials may be requested at any time of the year, but extensive requests may be set aside by the library for action later in the year when funds availability is clearer. To provide for greatest budgetary flexibility, no allotment of funds is made to individual departments. Records of funds expended by department are compiled at the close of each fiscal year for internal use.

IV. GIFT MATERIAL

Gifts are welcomed but accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are sold or given to other libraries or non-profit agencies. The library assumes no responsibility for appraisal or valuation of gift items. All gifts will be acknowledged in writing.

V. CONTROVERSIAL MATERIAL

Materials representing various sides of controversial subjects are included in the collection. A conscientious effort is made to include all sides of an issue. Each book or other item will be judged as a whole. No subject which is otherwise appropriate will be excluded in order to keep its ideas from the students, or excluded solely because its ideas might be considered distasteful or harmful. Access to the Internet for research and study purposes is available to students and faculty only, and filtering is not used.

Attempts by individuals or groups to influence what students read and learn are considered legitimate by the college only if they are advanced in a way that does not violate the liberties of students and others and does not interfere with the professional responsibilities of the faculty, library staff, administration, and the Board of Trustees. The library endorses the Library Bill of Rights as well as the Freedom to Read and the Freedom to View statements issued by the American Library Association.

