

Collection Development Policy
Updated 10/16/2020

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

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

III. SELECTION PROCESS

Responsibility - The library faculty and the discipline 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 faculty 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 to any library staff. 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 the 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.

Gifts are made to the library in the name of **The Friends of the Luria Library**, for whom the SBCC Foundation is the fiscal agent.

Donors are offered a form called the Non-Cash (in-kind) Donation Form. If donors want a receipt, a receipt in the form of a letter acknowledging the donation will be sent to the donor by the SBCC Foundation once they receive the completed form (listed above). This letter may be used by the donor for tax purposes.

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.

VI. REQUESTS FOR RECONSIDERATION

All requests for reconsideration regarding any book or other instructional material must be presented in writing (using the attached form) for study and evaluation before any action is taken.

When a request is received concerning the merits of materials, it shall be addressed first to the Library Director. The Library Director will determine whether to refer the matter to the Teaching and Learning Committee for a recommendation, and will consult with the appropriate Dean of Educational Programs. All complaints will be responded to in writing.

VII. DISCARD PROCEDURE

To keep the collection current and to maintain adequate shelving space for new acquisitions, material is periodically reviewed and considered for discard (or cancellation, for electronic resources). The Collection Development Librarian has the overall responsibility for reviewing and recommending discarding. Faculty are urged to review the collection in their discipline regularly and to suggest material to be discarded and will be consulted about areas of the collection being reviewed for potential discards. Items to be discarded include those in poor physical condition; unwarranted duplicates; titles no longer in demand; obsolete or superseded editions; and materials where the contents are no longer accurate. When a specific subject area of the collection has been reviewed and discards selected, the items will be held in a separate area in the Acquisitions Department and faculty will be notified and given an opportunity to review what has been deselected and to recommend that it be kept in the collection. The final decision on discarding is made by the Library Director. Materials withdrawn are customarily sold or given to other non-profit organizations.

VIII. POLICY REVIEW

This policy will be reviewed periodically by library staff, with changes made as appropriate.

Approved: Learning Support Services Committee, 2/8/99

Academic Senate, 3/17/99

Board of Trustees, 4/22/99

Revision Approved: Library Staff, 09/14/06

Committee on Teaching and Learning, 10/23/06

Academic Senate, 12/06/06

Board of Trustees, 02/22/07