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LIBRARY ACQUISITIONS

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The materials collection of the junior college library should primarily support the need of the curriculum. Titles must be selected carefully for their present and potential usefulness to students and teachers, and for their relation to the existing holdings. Factors which should be taken into account in selection of materials include cost, durability, critical evaluation of the contents, previous usage patterns for the collection, teaching habits of individual faculty members and departments, author or publisher reputation, and the availability of special collections or materials in other area libraries. The selection process is performed primarily by faculty and librarians, but other members of the campus community also participate. Responsibility for final selection of print and non-print materials rests with the Director of Learning Resources.

Since many courses require large numbers of students to read the same materials, direct curriculum support will be provided through the reserve collection. This may mean that in some cases the library will acquire multiple copies of heavily used materials. The library staff will also attempt to survey the collection from time to time to identify items which should be duplicated because of high demand.

The library staff does its best to provide direction for the collection, so that great disparities in collection depth do not develop among various subject areas. Care will be taken to ensure balance in areas of divergent opinion so that the library collection does not promote a point of view. Materials will be provided for various levels of readership ability for the advanced student and faculty member as well as for the student who is handicapped by poor verbal skills or by physical impairments. The collection will provide not only some of the outstanding titles of historical or research value, but also introductory materials, jargon-free overviews of a subject. In general, research reports and other items restricted to a very narrow subject area will only be purchased very selectively. The library staff will try to anticipate the demand for new materials based on familiarity with the existing collection and its use, the interests of the faculty, and the direction of curricular development. It will often be necessary to order materials from publisher's announcements or other sources, without benefit of reviewer's evaluations because of the speed with which the books or other materials go "out of print." In such cases the criteria for selection are limited to author or publisher reputation, cost, date of publication, and a subjective judgment based on the title of the item.

The librarians involved in the selection process will periodically evaluate perhaps annually the development of the collection in order to identify areas which need greater or lesser emphasis in future collecting. Some budgetary flexibility must be retained to allow for the purchase of unforeseen, and expensive publications, and also for the purchase of materials for new teaching curricula, or for new topics of interest. Junior college libraries are in the vanguard in integrating print and non-print media materials into the collection, and we will attempt to keep abreast of the new materials in any media or format, so that we can in turn advise faculty and students on their purchase and use. Developments in cooperative collection building among NBCLS libraries will be closely followed, and may have an impact on SRJC materials collections.

The periodical collection should be even more closely tied to the curriculum than the collection of other materials. New titles should be chosen with great care, and in consultation with the appropriate departments. Many titles of general interest must also be included, however. Their selection should be based on inclusion in the periodical indexes available to students in our collection, on the availability of

~~the periodical in nearby libraries, and on the recreational value of the periodical. The library's collection of periodical reference material will concentrate on the more general periodical indexes, since these are most heavily used by students; indexes in vocational and special areas included in the teaching curriculum should be next priority. Ephemeral materials, pamphlets and clippings files are provided as additional resources for student research.~~

~~Students select from a wide variety of courses and are therefore looking for library materials on a wide variety of subjects in order to meet course requirements. The subject range of the junior college library will be of sufficient comprehensiveness and depth so that, in general, the student will have a single starting point from which to find the basic information needed for papers, speeches, projects, etc. More advanced needs of students will be met by specific referral to other collections, such as Sonoma State University, S.F.S.U., Stanford, Davis or U.C. Berkeley. The staff will attempt to selectively obtain material through inter-library loan to satisfy specialized demands.~~

~~The information needs of students extend beyond the requirements of the curriculum. Junior college students are vitally interested in current events and in the current state of the world. The development of cultural and recreational interests are also an important part of the life of an individual, and the student years are a time of exploring the wide range of activities and opportunities available. The library experience of students should encourage them to seek materials in these areas. The collections of the junior college library will therefore be developed to meet these needs, since this is as important to junior college education and to the mission of the university as is the support of formal classroom instruction.~~

The Santa Rosa Junior College (SRJC) Libraries maintain an interdisciplinary, curriculum-focused collection, acquiring materials that directly support student learning and classroom activities. Materials will be selected for undergraduate students as well as those students in continuing education and adult education programs. The Libraries strive to provide a collection which contains current and retrospective materials and when necessary, look to other local library collections to meet specialized needs.

Responsibility for collection development and management is primarily the responsibility of librarian selectors. Selectors will develop strong ties to the instructional faculty in designated subject/discipline areas. This partnership, along with participation from other members of the SRJC community, is vital for building a collection that addresses SRJC's unique curriculum for teaching and learning.

Maintaining the currency and condition of the collections is an important part of collection development. Librarian selectors engage in continual assessment, removal and replacement of materials to ensure the vitality of the libraries' collections. Guidelines for selection of materials include: accuracy, authority, cost, currency or permanent value, demand, durability, objectivity, purpose, reading level, and relevance to the mission of the college and its curriculum.

ART COLLECTION

The SRJC Libraries maintain several art collections of California and college affiliated artists. The Art Collections include the Doyle Library Collection, the Mahoney Library Collection and the Mahoney Library Art Lending collection.

COLLECTION RENEWAL

In order to maintain a relevant and up-to-date library collection that serves the needs of students, faculty and staff, materials must be regularly reviewed. Librarian selectors will engage in continuous assessment, removal and replacement of materials to ensure relevancy, accessibility, cost efficiency, appropriate utilization of space and physical appeal of both electronic and hard copy collections. Instructional faculty are encouraged to review academic program areas in their subject/discipline and make recommendations for removal, updating, replacement or expansion of library collections.

The following criteria will be used for withdrawal: Materials containing outdated or inaccurate information. Superseded editions not containing unique information, data, or providing a historical reference not available in the most current edition. Materials having little/no circulation that are not considered classics or standard titles in their areas. Duplicate copies of low-circulating materials. Materials which do not support current curriculum. Items in poor conditions that are beyond reasonable preservation efforts. Materials that require equipment that is unreliable, obsolete, or is no longer available.

DUPLICATE MATERIALS

The SRJC Libraries avoid duplication of material at either Library in print or electronic format, when possible, unless duplication is warranted due to the popularity or importance of a title, large numbers of students are required to read the same materials, use of a title by a class or for a special program, or multiple faculty requests.

ELECTRONIC RESOURCES

The SRJC Libraries encourage the acquisition of electronic resources to provide broad access regardless of location. Librarian selectors will acquire materials in the format that most effectively delivers information to the subject/discipline area in question. Beyond subject area, criteria for purchasing electronic resources include: accessibility, cost, increased access to all students, platform availability.

For ebooks, the default for individual titles purchase options is a single-user perpetual access license. Unlimited simultaneous user perpetual access licenses are preferred for packages or for titles with expected high use/ potential for use in a classroom setting.

In some cases, electronic and print resources may be purchased in tandem. Ebooks may duplicate print resources when there is expected high-use across campus locations, there is a cost benefit for purchasing multiple formats, or when different formats meet the needs of off-site, disabled and other user groups.

GIFTS & DONATIONS

The SRJC Libraries accept gifts and monetary donations for the establishment of its collections. Materials donated to the libraries are reviewed by subject area librarian selectors. Those that are appropriate for the SRJC Libraries collections are processed and cataloged. The Libraries reserve the right to accept or decline all donations.

LEISURE READING

The purpose of the Leisure Collection is to promote an appreciation of reading with a collection of fiction and other popular reading materials.

MEDIA

The SRJC Libraries collect current media formats, including streaming, that support the Districts' curriculum offerings and are in compliance with District policies on accessibility including closed captioning, copyright, and performance rights.

OBJECTIONABLE MATERIALS

The SRJC Libraries will collect materials which support curriculum and learning, that strive to present varied viewpoints and support the District's mission of providing access to materials from a diverse range of perspectives.

OPEN ACCESS

Open access (OA) materials are digital, online, free of charge, and free of most copyright and licensing restrictions, such as through Creative Commons licensing. Open access resources typically permit users to download, copy, print, display, distribute, search, index, and link to the information.

The Libraries support new publishing initiatives such as Open Access that intend to make access to academic materials more affordable and available for our students and faculty. Current efforts include providing direct access to open access resources primarily offered through the Libraries' system. Individual title exception can be made for materials that are key to the curriculum and not available in alternative formats.

PERIODICALS

Periodicals in the format of magazines, newspapers and journals are purchased in print and electronic formats. Preference for purchase will be in electronic format unless otherwise needed to support the curriculum of the District or to make available popular materials for casual reading.

REFERENCE

The reference collection is intended to meet the needs of the college community by providing basic reference works in subject areas covered by the curriculum. The reference collection includes both print and electronic materials.

SPECIAL COLLECTION

The SRJC Libraries house some archival and secondary materials in the form of special collections. These collections can contain materials in a variety of formats including books, maps, pamphlets and oversize folios.

TEXTBOOKS & COURSE MATERIALS

Course textbooks are not purchased for the general circulating collection due to high student demand, limited financial resources, and frequent revisions to the texts. The Course Reserves collection provides direct curriculum support through access to textbooks and required and supplementary course materials at both campus libraries. In some cases, the library will acquire multiple copies of heavily used materials. This collection is not exhaustive and is dependent on instructor donations, department donations and grant funded programs.