

# PALOMAR COLLEGE LIBRARY

Learning for Success

## ***General Resource Materials Selection Policies:***

The Library Bill of Rights applies without exception to all purchases of library materials. The test of a controversial item will be its contribution, direct or indirect, to the programs of the College, to the needs of the students, and to the obligation of the College to be a forum for the free exchange of all ideas in the pursuit of truth and knowledge. A copy of the Library Bill of Rights may be obtained at <http://www.palomar.edu/library/LibBillOfRights.htm>.

Library Faculty will discuss the addition or withdrawal of materials on the basis of the principles stated in the General Resource Materials Selection Policies.

The Library/Media Center is the resource laboratory of the College instructional program and, as such, supplements classroom activity and is an integral part of the curricula in all departments. It is the function of the Library to:

- A. Provide study, reference, and research materials such as periodicals, government documents, pamphlets, maps, videos, DVDs, CDs, CD-ROMs, and Internet-based resources necessary for enriching the curricula and supplementing and supporting classroom instruction (including distance learning).
- B. Provide study space for students.
- C. Provide instructional resource materials for the faculty.
- D. Provide materials that stimulate intellectual, social, and cultural growth.
- E. Provide bibliographic instruction to students, faculty, and staff to teach essential research skills across the curriculum (including on-site and on-line).
- F. Coordinate the integration of information literacy skills throughout the curriculum.

## ***Responsibility for Selection of Materials:***

Ultimate responsibility for selection legally rests with the Governing Board. The President operates within the framework of the policies determined by the Board and delegates selection to Library Faculty. Persons participating in the selection process include faculty, administrators, classified staff, students, and other members of the College community.

## ***Standard for selection:***

- A. Nonfiction: Relevance to curriculum, accuracy of contents, quality of writing, format, extent to which the subject matter is represented in the collection, social significance, timeliness, or permanent value.
- B. Fiction: Above standards plus readability and literary value. No attempt is made to have an exhaustive collection of best sellers.
- C. Children's books: Children's books are purchased to supplement the Child Development and Library Technology Programs.
- D. Textbooks: The Library does not purchase copies of textbooks currently used in classrooms. Donated textbooks may be added to the collection. Instructors may place copies of textbooks on Reserve.

- E. Periodicals (magazines, newspapers, journals): General informational and scholarly journals and local and national newspapers are provided to give current information.
- F. Multi-media materials: The Learning Resource Center provides various types of non-print material to provide a multi-media learning center and to aid in the self-instructional learning program.
- G. Gifts: Donations of Library material are welcomed by the Library but are accepted only with the understanding that they will be added to the collection only if they are needed and meet the above standards. For more information, go to <http://www.palomar.edu/library/liborders.htm#DONATIONS>,

*Discard Policy:*

To keep the Library collection up-to-date, materials are discarded periodically when they:

- A. Are superseded editions.
- B. Are duplicates or titles no longer in demand.
- C. Are damaged beyond repair.
- D. Contain information which is outdated.

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