

PALOMAR COLLEGE LIBRARY

Learning for Success

General Resource Materials Selection Policies

Pursuant to BP 4040 and AP 4040, Library Faculty are responsible for selecting and managing educational materials and other learning resources in the Library. Relevance to curriculum and instruction is the guiding principle followed in the selection process.

Standards for selection:

- A. The Library selects and de-selects resources based on relevance to curriculum, quality, accessibility, format, representation of subject matter in the collection, social significance, timeliness, condition, or permanent value.
- B. Requests by Palomar College faculty are given special consideration.
- C. Resources whose management have special access constraints (e.g. shelving space, device needs, etc.) are acquired with greater selectivity.
- D. Available budget and cost of resources impact selection of resources.
- E. The Library is committed to maintaining select publication archives (e.g. Palomar publications and the New York Times Index).
- F. Donations are accepted with the understanding that the donor relinquishes all rights to the donated materials. They are added to the collection only if they are needed and meet our selection criteria. For more information consult (www.palomar.edu/library/donations)
- G. Special Criteria apply to the collection of:
 - Fiction: Current fiction is added to the collection with special emphasis on readability and literary value. No attempt is made to have an exhaustive collection of best sellers.
 - Children's books: Children's books are selected especially to supplement the College's Child Development and Library Technology programs.
 - Textbooks: As grant funds allow, textbooks are purchased to maximize student access to course materials. Donated textbooks may be added to the collection. (Instructors are encouraged to place personal copies on Reserve.)
 - Serials (e.g. magazines, newspapers, scholarly journals) are provided to give current information and support academic research. For more information consult (www.palomar.edu/library/serials-collection-policy.pdf)
 - Rare books and serials: The Library does not actively solicit or acquire rare materials, but will accept donations of items that meet the standards for selection.

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