

## INSTRUCTIONAL SERVICES

**AP 4040 LIBRARY AND LEARNING SUPPORT SERVICES****References:**

Education Code Section 78100;  
ACCJC Accreditation Standard II.B (formerly II.C)

**Materials, Programs, and Services**

The Library serves as the resource laboratory for the District instructional program. In this capacity, the Library supplements course activities with materials, programs, and services that are an integral part of the curricula for all departments. To achieve this, the Library:

- Provides information resources of educational and scholarly significance that enrich the curricula, supplement and support instruction, and stimulate intellectual, social, and cultural growth of students
- Maintains a collection of reference, study, and research materials in all formats, including books, periodicals, media, and digital resources, that supports the course and research needs of students and faculty
- Provides library users with on-demand reference assistance that promotes learning and the acquisition of knowledge
- Teaches students essential research skills through group and individual instruction that help them develop information competency across the curriculum
- Provides instructional resource materials for the campus community
- Provides tools, including equipment and online programs, to facilitate use and access of these resources and services
- Provides study space for students

All faculty, students, employees and community members may access the materials, services, and programs of any District Library. These resources are available on-site or remotely through the Library website. The Library also provides students and faculty with extended access to resources outside the District through interlibrary loan and other inter-institutional programs. Current information about these programs, Library hours of operation, borrowing rules, and all other Library policies and procedures are available on the Library website.

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**Date Approved: SPC 09/15/09; Revised: 3/16/10; Revised: 2/6/18**

*(Replaces former Palomar Procedure 301 and all previous versions of AP 4040.)*

**General Resource Selection Policy**

The Library Bill of Rights applies, without exception, to the selection of information resources for the Library. The basic test applied for inclusion of a resource is its contribution, direct or indirect, to the programs of the District, to the needs of the campus community, and to the obligation of the District to be a forum for the free exchange of all ideas in the pursuit of truth and knowledge.

The Superintendent/President operates within the framework of the policies determined by the Governing Board and delegates selection to faculty librarians. Other faculty, administrators, classified staff, students, and members of the District community are encouraged to participate in the selection process by making recommendations.

Detailed procedures for adding and removing library resources are available on the Library website.

**Assessment**

In support of the Library's instruction program and the District's curriculum, the Library provides a set of information literacy learning outcomes, available on the Library website. The Library assesses its other resources and services using a variety of tools and techniques, including user surveys and evaluations, and system-generated data.

Office of Primary Responsibility: Instructional Services