

PALOMAR COLLEGE LIBRARY

Learning for Success

General Resource Materials Selection Policies

Revised September 25, 2013; October 21, 2013

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. The Library selects and deselects resources based on the following criteria:

- A. 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 for resources that support current Palomar College curriculum.
- C. Ability to provide access to the physical or electronic content (e.g., storage or shelving space, devices, technological requirements, etc.). Resources with access constraints are acquired with greater selectivity.
- D. Cost and available budget.
- E. Special criteria apply to the following categories:
 - 1. *Donations*: at its discretion, the Library accepts donations only if donors agree to relinquish all rights to donated materials. The Library may add or dispose of donated items also at its discretion. See <http://www.palomar.edu/library/donations/>.
 - 2. *Popular fiction*: popular fiction must meet selection criteria noted elsewhere in this document. No attempt is made to have an exhaustive collection of best sellers.
 - 3. *Children's books*: Children's books must meet selection criteria noted elsewhere in this document.
 - 4. *Course textbooks*: course textbooks are not acquired unless purchased, at the discretion of the Library, with non-Library funds designated for this purpose, or donated. All newly acquired course textbooks must be in current use by a Palomar College class.
 - 5. *Serials (magazines, newspapers, journals)*: see

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<http://www.palomar.edu/library/serials-collection-policy.pdf>.

6. *Rare books and serials*: see <http://www.palomar.edu/library/rare-book-policy.pdf>.
7. *Media*: all newly acquired videos in any format must be closed-captioned or include a transcript.¹
8. *Archives*: archives are not maintained except, at the determination of the Library, they have historical value for Palomar College and are not easily accessible elsewhere (e.g., Palomar College student publications, Palomar College Scrapbooks, etc.).

¹ Black, Ralph. "Closed Captioning of Audiovisual Materials in Video Format Legal Opinion M 02-22." Letter to Chief Instructional Officers, Chief Student Services Officers, DSPS Coordinators, Librarians, High Tech Center Directors, Community College Attorneys. 2 Aug. 2002. *California Community Colleges Chancellor's Office Legal Opinions Archive 1993-2003*. California Community Colleges Chancellor's Office, n.d. Web. 11 Sept. 2013. <<http://extranet.cccco.edu/Portals/1/Legal/Ops/OpsArchive/02-22.pdf>>.