Palomar College Library

Learning for Success

General Resource Materials Selection Policies

Revised April 22, 2021

Pursuant to BP 4040 and AP 4040, the Library is responsible for providing information resources of educational and scholarly significance that enrich the curricula, supplement and support instruction, and stimulate intellectual, social, and cultural growth of students. Relevance to curriculum and instruction is the guiding principle followed in the selection process. Library Faculty select and deselect 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. Content reflects the diverse voices and experiences of the library's constituent populations, including historically oppressed, underrepresented, and underserved groups.

    C.   Requests by Palomar College Faculty for resources that support current Palomar College curriculum.

    D.   Ability to provide access to the physical or electronic content (e.g., sufficient and appropriate storage, equipment technology, etc.). Resources with access constraints are acquired with greater selectivity.

    E.   Accessible following BP 3725 and AP 3725 [under development as of 4/19/2021]. Resources with accessibility constraints are acquired with greater selectivity.

    F.   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 https://www2.palomar.edu/pages/library/donations/

        2. *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.

        3. *Serials (magazines, newspapers, journals)*: see http://www2.palomar.edu/pages/library/files/2015/06/serials-collection-policy.pdf

        4. *Media*: all newly acquired media in any format must be accessible (see "E" above), including but not limited to closed-captioned (or include a transcript[1]), contain alternative text or other accessible design sufficient to provide accurate semantic and descriptive meaning to the content.

5. *Archives*: archives are not maintained except, at the determination of the Library, unless they have historical value for Palomar College *and* are not easily accessible elsewhere (e.g., Palomar College student publications, Palomar College Scrapbooks, etc.).

https://www2.palomar.edu/pages/governingboard/files/2017/06/AP-4020-Program-Curriculum-and-Course-Development-approved-10-16-18.pdf

https://www2.palomar.edu/pages/governingboard/files/2017/06/BP-4020-Program-Curriculum-and-Course-Development-adopted-12-11-18.pdf