

General Resource Materials Selection Policies

Revised March 5, 2024.

Pursuant to [BP 4040](#) (*Program, Curriculum, and Course Development*) and [AP 4040](#) (*Program and Curriculum Development*), 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](#) (*Information Communications Technology Accessibility Acceptable Use*) and [AP 3725](#) (*Information Communications Technology Accessibility Acceptable Use*). Resources with accessibility constraints are acquired with greater selectivity.
- F. Cost and available budget.
- G. 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://www.palomar.edu/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 <https://www.palomar.edu/library/wp-content/uploads/sites/23/2015/06/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 transcript¹), 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.).