

## **Santiago Canyon College Library Collection Management Policy and Procedures**

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## Introduction

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Santiago Canyon College represents a diverse learning community and is therefore dedicated to fostering the intellectual and personal growth of that community. SCC strives to create an environment that promotes knowledge, understanding, critical thinking, informed decision making, cultural awareness, effective communication, and the development of an involved citizenry, both on the local and global level. The SCC Lorenzo A. Ramirez Library adheres to these tenets in its commitment to its constituents, a commitment reflected in its mission statement and Collection Management Policy and supported by the College's Education Master Plan. **B. 2 Through management of the collection (and other means), Library faculty and staff promote intellectual development, development of information literacy, and facilitation of research and other scholarly endeavors.**

## Collection Management Policy

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The purpose of this Collection Management Policy is to provide a comprehensive plan for the ongoing development and management of a cohesive, directed collection of library materials available from the Santiago Canyon College Lorenzo A. Ramirez Library. For maximum effectiveness, the policy is written as a flexible document, easily applied and equally effective as trends, technology, and funding change. **B. 2 Institutionalization of the document insures that management of the collection reflects the missions of the College and the Library while remaining an active process, thus guaranteeing that responses to decisions are based upon theory and practice, rather than reaction to unexpected events or crises.**

### **Santiago Canyon College Mission Statement:**

*“Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.”*

Santiago Canyon College offers a comprehensive curriculum that includes university transfer, associate degree and certificate programs. In addition, we provide community services, career education, continuing education, high school diploma program, basic skills development, and a range of support services for full and part-time students, including those with family and career responsibilities. At SCC we encourage students to plan, implement, and evaluate their educational progress through meaningful reflection and interaction with both the college and community.

### **Santiago Canyon College Library Mission Statement:**

*“The mission of the SCC Lorenzo A. Ramirez Library is to support the learning community of the college and to make available a variety of information resources and services in support of the Education Master Plan. The Library strives to stimulate the use of the library resources for intellectual development and to develop information literacy skills. Librarians are primary guides to information resources and facilitators for their use. The Library exists to further the research and scholarly needs of the college community.”*

Furthermore, collection management reflects adherence to the precepts of intellectual freedom as outlined in the American Library Association’s Library Bill of Rights (*see* Appendix B) and the Association of College & Research Libraries (ARCL) Division of the American Library Association’s Intellectual Freedom Principles for Academic Libraries (*see* Appendix C).

### **Collection Management and Program and Student Learning Outcomes**

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Integral to managing the collection is the Library’s commitment to college-wide Program Outcomes (PSLOs) and Student Learning Outcomes (SLOs). Achievement of these outcomes is predicated upon the availability of adequate library resources, both print and electronic.

**B.1 Librarians, through their commitment to developing and managing a directed, cohesive collection of library materials, endeavor to insure that students have the tools they need to**

process information relevant to their courses of study. In recognition of the vital importance of these resources, Librarians emphasize the necessity of both relevant print materials and online resources in the collection while assiduously advocating allocation of sufficient funding for these tools.

### **Target Audiences for Collection Management Policy**

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The Collection Management Policy provides guidelines for Librarians and other faculty members. This document also serves as a planning tool for Library faculty in matters of funding and budget allocation and future development of Library services and facilities. The policy informs accreditation team members, both from AJCC/WASC and Santiago Canyon College. It also informs other libraries and librarians, especially those within the District and Community College League and those with whom SCC maintains reciprocal borrowing privileges. The policy acts as a reference point for solicitation of grants and other forms of revenue for Library resources. Lastly, the policy serves to communicate to its constituents the Library's commitment to the management of a viable collection of resources that promotes student success.

### **Target Audiences for Collection Management**

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**B. 2 The primary purpose of selecting materials for the collection is to support the curriculum, thereby enabling students to succeed in their educational goals in accordance with the mission of the College.** Consequently, the principal target audience is the students enrolled at SCC. Decisions about selection, deselection, and funding are based upon creating a strong, viable library collection for these students.

Secondary audiences are faculty, for whom resources on pedagogy and supplementary instructional support materials are selected, and staff and District employees for whom work-

related materials are selected. Additional audiences include Santa Ana College, California State University Fullerton and California State University Long Beach students accorded reciprocal borrowing privileges; community members living and/or employed within District boundaries; and SCC Friends of the Library. These additional audiences play a significant role in the campus community, but exert less influence on the development and maintenance of the collection, especially in terms of selection and funding. Consideration is given to these audiences by offering them access to the collection, rather than selecting materials specifically for them.

### **Nature of the Collection**

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As stated in this Policy, the collection reflects the curriculum of the College and therefore the needs of the students. Toward this end, the collection includes works that provide a balanced, accurate, and current overview of a subject. The collection also supports both works that provide a historical overview of a subject and, in some instances, those that provide an overview of a subject at the time of original publication, thereby providing perspective on the social significance of the subject matter.

The collection primarily supports works that provide scholarly discourse and research perspective at a lower division undergraduate level. The collection also includes authoritative works that contribute to the general knowledge of an informed lower division undergraduate student, such as encyclopedias, dictionaries, and statistical sources. Textbooks are not typically selected for the collection unless they are an authoritative source in the canon of the discipline. As reserve textbooks are replaced with newer editions, the older edition is considered for retention and inclusion in the circulating collection.

## **Formats and Their Inclusion and Location in the Collection**

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B. 2 The SCC Library is committed to selecting resources in a variety of formats and comprehension levels to meet the various educational needs and learning styles of its constituents. Librarians assess the location of materials in the collection to better inform constituents of their availability. As formats become obsolete, Librarians integrate new formats in order to seamlessly offer material in updated delivery modes and to meet state mandates. B.2 To promote the learning environment described in the College's mission statement and to meet the objectives of the Library's mission, it is critical that the Library maintains access to online databases and that the College remains diligent and focused in its dedication to perpetually fund these databases.

## **Maintenance of the Collection**

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Ongoing deselection (removal) of Library materials insures the growth and management of a strong, viable collection of resources for its constituents. Inherent in the Library's commitment to student success is a commitment to the availability of resources that are not outdated, damaged, in poor physical condition, or otherwise inconsistent with the selection criteria outlined in this policy. B. 2 Librarians routinely assess the collection and, if deemed appropriate, remove items. Periodic inventories and other statistical data also aid in the deselection process.

## **Request for Removal of Library Materials From the Collection**

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In accordance with the Library Bill of Rights and principles of intellectual freedom (*see* appendices) and the missions of both College and Library, the SCC Library is dedicated to

creating a collection reflective of a variety of viewpoints and perspectives. Selection criteria outlined in the procedures section of this document guide Librarians in selecting materials that support this balanced view. If a constituent questions, for whatever reason, the placement of specific materials in the Library, s/he shares the concern with Library faculty (*see* Appendix D) in a dialog that does not infringe upon the intellectual freedom of other constituents.

## **II. Procedures**

### **Formats and Their Inclusion and Location in the Collection**

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While traditionally managing a robust print collection, Librarians have facilitated a gradual transition to online resources that afford constituents a range of information sources – subject-specific, such as literary criticism databases; databases that offer general magazine, journal, and newspaper coverage; and databases that focus on specific sources (encyclopedias, handbooks, dictionaries). In considering acquisition of online databases, Librarians evaluate various attributes, such as licensing agreements, reliability of vendors and their provision of technical support, and availability of full-text coverage.

Reasons for retention of print periodicals at SCC, despite such transition to electronic format, include completion of specific assignments that require access to a print source as opposed to an online version, desire by constituents for leisure reading in a print format, and a preference by constituents for access to information about current affairs and popular culture in a print format. Secondary consideration is given to acquisition of magazines that meet curriculum needs, but for which full-text access is not available. Print subscriptions to major local newspapers remain pertinent, especially when funding levels jeopardize the retention of online access.

### **Responsibility for Selection**

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**B. 3 SCC full-time Librarians are responsible for selecting print and electronic materials. This includes liaison with faculty members in each academic division to identify core titles appropriate for the collection.** Each Librarian assumes responsibility for specific subject areas in the Library of Congress classification schedule; these assignments are made collaboratively by



the Librarians. Adjunct faculty are not assigned LC divisions, but are periodically asked to help with special collection maintenance projects.

### **Selection Criteria**

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Whether supplying information that meets general information needs or source material for assignments on the lower division undergraduate level, resources are selected based on the following criteria:

- accuracy
- authority (expertise of author/editor/publisher)
- comprehension level
- content coverage/depth
- cost
- coverage in existing collection
- critical reception, i.e., reviews
- currency
- format
- literary merit
- objectivity

These criteria help maintain a balance of viewpoints, equitable coverage across disciplines, and equitable use of available funding. Librarians also apply these criteria to the selection of titles recommended by constituents for inclusion in the collection.

## Selection Tools

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Librarians apply their professional knowledge and their experience in the field to identify and utilize a variety of tools in the selection process. As the collection is curriculum-based, these tools include, but are not limited to:

- syllabi from each academic division to identify potential resources for inclusion in the collection
- collaboration with other faculty members
- personal subject specialties
- titles mentioned and/or recommended by students and staff that are deemed pertinent to the collection and that meet established selection criteria
- professional review journals
- resources supplied by vendors (print and online)
- titles borrowed through interlibrary loan that are deemed appropriate for inclusion in the SCC Library collection

B. 3 The Community College League and Librarians from other academic institutions are consulted in the evaluative process, especially in relation to selection of online resources. Input from constituents outside the reference interview, and inventory and circulation statistics also inform the selection process.

B. 3 Due to the complex nature of the selection process and the necessity for professional review sources, it is essential to maintain print and/or electronic access to review journals and other evaluative resources. Resources that focus solely upon academic and scholarly publishing are of topmost priority, followed in importance by sources that evaluate a combination of academic and nonacademic titles. Trade journals that focus primarily on titles outside the academic venue are deemed less important to the selection process. Online access to reviews

provides a viable complement to print access, especially in disciplines for which print reviews and other evaluative material may not exist. In selecting and maintaining review sources, Librarians consider cost, availability, and accessibility.

### **Maintenance of the Collection**

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A primary criterion for deselection is physical condition. Dirty (stained, moldy), yellowed, brittle, and damaged (wet, torn, defaced) items are routinely removed. A second criterion is age, i.e., currency of information. As information becomes outdated and the Librarian does not recommend retention, items are replaced with newer information (in some cases, new editions, especially as funding permits). Other reasons for deselection include:

- Curriculum change (program/course is dropped from course offerings)
- Material is available online and therefore the Library deems it unnecessary to retain or does not have the space or funding to retain both print and online formats
- Material is infrequently used and is not a core title in the canon of a specific discipline
- Material is redundant relative to other materials in the collection
- Outdated technical format, such as cassettes or vinyl albums
- Space issues (Library needs to more effectively use available space)
- Work is plagiarized, deemed incorrect by reviewers, or found otherwise untenable

### **Donations**

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The SCC Lorenzo A. Ramirez Library welcomes donations (except for magazines and journals), although inclusion of donations in the collection is based on the same selection criteria used for regular selections. Items not meeting these criteria are donated to the SCC

Friends of the Library and placed on a sale cart (proceeds support the Library). Additionally, monetary donations are accepted in lieu of physical items with the understanding that regular selection criteria apply to all purchases and that the primary purpose of the materials is to support the SCC curriculum. All donations accepted for the collection are interfiled in the existing collection. Provision of most bestsellers for inclusion in the popular reading section is maintained through donations, whereas bestsellers of topical interest, including “hot” assignment topics, that have not been donated, are purchased with Library funds. Books given in memoriam are interfiled and are searchable in the library’s online catalog by the donor’s name. Depositories of major collections by a faculty member or member of the community are handled in the same manner.

### **III. Appendices**

#### **Appendix A: Santiago Canyon College and Library at a Glance**

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Santiago Canyon College, located in central Orange County, is one of 115 community colleges in the state of California. The Rancho Santiago Canyon College District (RSCCD), one of seventy-three community college districts, includes Santiago Canyon College and Santa Ana College. The multi-campus District is fully accredited by the Western Association of Schools and Colleges (WASC). Originally a satellite campus, SCC became an independently accredited college by WASC in 2000.

SCC is a two-year institution of higher learning, providing students with an opportunity to complete the first two years of a four year college or university education. SCC offers a total of forty-four Associate Degrees and twenty-two Certificates of Achievement. Degree programs of study either prepare a student for transfer to a four year institution, or for immediate employment upon completion of an AA, AA-T, AS, or AS-T degree. Certificates of Achievement (shorter programs of study) prepare students for immediate employment in specialized areas, most typically vocational.

Development of Santiago Canyon College began in 1980 with the purchase of thirty acres of land. Classes were first offered Fall Semester, 1985. Ten years later, enrollment had doubled, and SCC became autonomous in 1997, receiving full accreditation status in 2000. By 2002, with the passage of a bond measure, the 82-acre campus had grown to include a Student Services Instruction building, and plans were underway for building a new Library. The growth of the Santiago Canyon College Library mirrors the growth of the Campus. The Library evolved from a small space of approximately five thousand square feet in the mid eighties to a 40,000

square foot, two-storey building that opened in 2006. Library faculty and staff increased during this period and a \$700,000 book grant from the state (2005- 2008) helped facilitate an essential increase in resources.

## **Appendix B: American Library Association's Library Bill of Rights**

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### **Library Bill of Rights:**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

## **Appendix C: Association of College and Research Libraries (ARCL) Division of the American Library Association's Intellectual Freedom Principles for Academic Libraries**

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### **Intellectual Freedom Principles for Academic Libraries:**

1. The privacy of library users is sacrosanct. Policies should be in place that maintains confidentiality of library borrowing records and of other information relating to personal use of library information. These policies should embrace books borrowed, reserve items used, areas of research activity, and databases consulted. The location of some computer workstations should be planned to provide a degree of privacy.
2. The development of library collections should transcend the personal values of the selector. In the interests of research and learning, it is appropriate that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
3. Preservation and replacement efforts should ensure that the balance in library materials is maintained and that controversial materials are not lost to the collections through theft, loss, or normal wear and tear. Staff should be alert to efforts by special interest groups to bias a collection through systematic theft or mutilation.
4. Licensing agreements are the only legitimate reason for restricting access to databases. These agreements should not be in conflict with the Library Bill of Rights and should maximize access.
5. Only unfiltered access to the Internet should be offered in an academic library. Filtering devices are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of information resources.
6. Freedom of information and of expression should be promoted in library exhibits and reflected in library policy documents as an essential American value.
7. Library meeting rooms and research carrels should be available to all library users regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability should be based on such factors as academic status and need for the space rather than on content of research or discussion.
8. Whenever possible, library services should be available without charge in order not to discourage inquiry. Where charges are essential, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
9. A service culture should be promoted that affords equal access to information for all in the college or university community with no discrimination on the basis of race, values, sex, sexual orientation, cultural or ethnic background, religious beliefs, or views.
10. A procedure ensuring due process should be in place to deal with requests by those within and outside the college or university community for removal of library resources, exhibits, or services.



11. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate.

## Appendix D: Request for Removal of Materials from the Santiago Canyon College Library Collection

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### Request for Removal of Materials From the Santiago Canyon College Library Collection

Date:

Name:

Contact Information:

- Phone:
- Email:

Please check which one applies:

Currently enrolled student:  SCC  SAC

Faculty or staff member:  SCC  SAC

Community member:

Other:

I have read the SCC Collection Management Policy available online at [www.sccollege.edu/library](http://www.sccollege.edu/library):

Yes  No

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Author/title/call number of item (information available online at [www.sccollege.edu/library](http://www.sccollege.edu/library); click on link to *Find Books and More*):

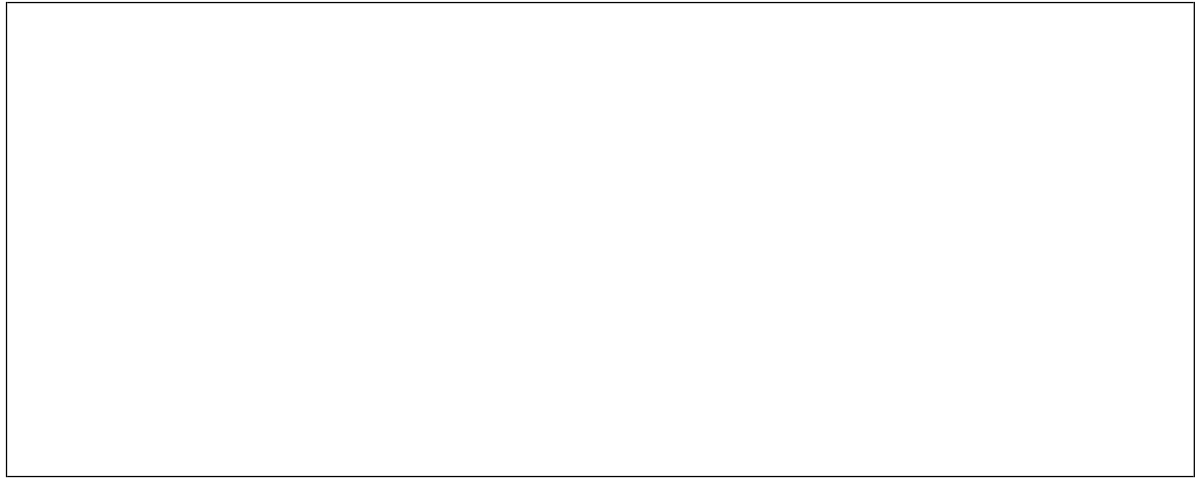
Author:

Title:

Call Number of print source:

Online source (for example, an ebook without a call number):

**Reason for request for removal of material(s) from the SCC Library Collection.** Please be specific in stating your concerns. Before sharing your concerns, please read the Collection Management Policy available online at [www.sccollege.edu/library](http://www.sccollege.edu/library). As stated in the policy, Librarians are responsible for selecting Library materials according to selection criteria guidelines.



Please click to *submit* electronically or submit paper copy to a Librarian at Santiago Canyon College Library. Upon consideration of your request, you will receive a written response.