

# **SAN DIEGO MESA COLLEGE LIBRARY COLLECTION MANAGEMENT GUIDELINES**

## **Purpose**

The collection management guidelines are to inform librarians in the ongoing development and maintenance of the collection for the purpose of empowering our diverse student body to reach their educational goals; including completing general education, certificates, degrees, workforce training, lifelong learning, and transfer education.

## **Collection Goal**

San Diego Mesa College Library supports the mission, vision, and values of the college through acquiring and maintaining a collection for the campus community. The library's primary collection development goal is to be an active participant in the educational programs of the college through supporting the curriculum by collecting, making readily available, and supporting students, staff, and faculty with books, electronic resources, periodicals, media, and other materials. The library will acquire, within its financial, physical, and other limitations, and provide access to these materials to support student learning.

## **Collection Objectives**

- The collection will support the curriculum in a systematic and comprehensive manner as permitted by the budget. Materials are prioritized for purchase which supports the curricular needs of the college, new programs, and programs undergoing accreditation or program review.
- The library is committed to develop an inclusive collection to meet the needs of all users. The library serves a diverse community with a broad range of interests, learning needs, and educational goals. Therefore, the collection will include materials in subject areas that may not be directly covered by classroom instruction.
- The collection includes works which provide a balanced, accurate, and current overview of a subject, as well as works which provide historical overviews.
- In order to keep the collection current, relevant, and within the allocated space, a continual review of the collection will occur to select materials for withdrawal.

## **Support for Intellectual Freedom**

This academic library adheres to the principles of intellectual freedom outlined in the American Library Association's Library Bill of Rights, the Association of American Colleges' and the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure, and the Association of College & Research Libraries' "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights" and "Standards for Libraries in Higher Education."

## Library Acquisitions Procedures

Item selection is done by professional librarians (selectors) with support from the faculty. Each selector is responsible for recommending material for purchase in their assigned subject areas. Selectors may work with their respective faculty members to identify material and make purchasing decisions that best meet the curriculum goals.

### Selection Guidelines

The following guidelines are presented to assist library faculty in selecting quality materials for inclusion in the collection. It is recognized that some criteria included are more significant than others and quality of content should be a primary consideration.

General factors to be taken into account for all formats include:

- Relevance of the subject to the curriculum
- Content coverage and depth
- Appropriateness for the user
- Quality and accuracy
- Reputation of author/publisher
- Timeliness, currency, or permanence, as relevant
- Contribution to the balance of the overall collection and the SDCCD libraries
- Cost of material, relevant to the budget
- Reviews in professional journals
  - Booklist, Library Journal, Choice, and others
- Low reading level materials for English Speakers of Other Languages are selectively collected
- Materials in obsolete or near-obsolete formats will not be purchased

Additional factors:

- San Diego Mesa College Library uses EBSCO's Global Online Bibliographic Information (GOBI) online ordering platform. Priority is given to purchase:
    - CHOICE Outstanding Academic Titles (OAT)
    - Titles reviewed as "Basic, Essential" for Community Colleges
- The library is committed to supporting our culturally and linguistically diverse population through an inclusive collection.*
- Purchasing materials reflective of the cultural heritage, cultural backgrounds, and social identities of Mesa's populations
  - Consideration of historically oppressed, underrepresented, and underserved groups
  - Assessing the adequacy of existing collections to ensure they are reflective of the diversity of Mesa's population
- Additional criteria:
    - Materials which are of limited academic value and are deemed to be deliberately offensive towards elements of the population on the basis of ethnicity, gender, religious, or sexual orientation will not be considered for purchase.

- Books with access codes, CDs, or DVDs; workbooks or manuals; loose leaf, spiral bound, or perforated bindings; undersized materials are typically not purchased.
- Test preparation materials or workbooks will not be purchased in print format.
- Materials in languages other than English that do not support the curriculum offered at the college are typically not purchased.
- Multi-volume or reference works will be purchased in electronic format.

### **Responsibility for Selection**

Library faculty are responsible for the selection of library materials. They are qualified by education, training, and experience to select library materials in all formats.

### **Controversial Materials**

The college library supports the free exchange of ideas with collections that provide access to a selection of material on all subjects that support the college's mission. The library provides access in accordance with the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The college library strives to balance access to, and ownership of, information resources that offer the widest possible range of viewpoints. Material will not be excluded because of frankness of language or controversial approach or because the political, moral or religious, sexual, social, economic, or scientific views expressed or because of the race or national origin, politics, or religion of the author.

### **Replacements**

When a record or item is withdrawn because it is lost, stolen, missing, damaged, or worn-out, the Collection Development librarian in conjunction with the liaison librarian will determine if a replacement should be ordered. Replacement materials will be selected using the selection guidelines criteria.

### **Gifts**

The library appreciates the gifts of materials that advance its goals to support the mission and curricular needs of the college. The library retains the right to accept or reject gifts. Gifts are accepted at the discretion of the Collection Development librarian. Gifts with conditions as to their disposition are not accepted. The criteria for adding gifts to the collection are the same as for selection. The library will not appraise materials for income tax purposes, but will acknowledge their receipt. Factors to be weighed in the decision to accept or reject a gift include the inherent value of the material, its relationship to existing collection areas, suitability of the form of material, condition of material, and restrictions placed by the donor. Typically, the library will not accept: damaged or marked up items, or periodicals that are not needed to fill gaps in the collection. Packing and transportation of the gift to the library is the responsibility of the donor.

In instances in which a gift accepted by the library contains materials that are not suitable for the collection, the library reserves the right to dispose of them in the manner it considers appropriate.

The library will send an acknowledgement to each individual who has donated materials to the library.

- Donor must complete the San Diego Community College District form “Gift/Donation Form and Transfer of Title.” <https://www.sdccd.edu/docs/BusinessServices/Forms/Gift-Donation.pdf>
- Librarian and administrators will sign the form and provide it to the district.
- Donor will receive a copy of the form.

### **Collection Maintenance & Weeding**

The library's collection should be reviewed on an ongoing basis to ensure that the collection is meeting the current curriculum, research and informational needs of faculty and students. Materials that no longer meet the needs of the college community may be removed from the collection. Librarians are assigned as liaisons to specific departments, and they are responsible for tracking research trends and working with faculty in their assigned departments to ensure the library's collection is maintained in a manner that meets the research needs of students, faculty, and staff.

Weeding, or the removal or the deselection of obsolete, damaged, unneeded materials is considered an integral part of collection management. This process is important in order to keep the collection current, viable, and useful. Weeding will be an active and continuing process done by librarians to ensure that our collection meets the needs of our students, faculty, and staff. The weeding process is as important to the library collection as the selection process.

The purpose of weeding is to:

- Maintain relevant and up-to-date collection that serves the needs of the students, faculty, and staff.
- Remove books least likely to be used in the future.
- Review collection for content and identify areas where additional titles are needed.
- Increase circulation.
- Locate books that need to be repaired, rebound, or replaced.
- Save expense of housing materials unnecessarily.
- Become aware of changes in the way the community uses the collection.
- Utilize available space in the best and most economical way.

#### Criteria for Weeding

- Content – Books may be in excellent physical condition but contain inaccurate information or be presented in such a way as to warrant weeding. Weeding is based on the following criteria:
  - o Superseded editions (i.e. a newer edition is available)
  - o Outdated and obsolete information
  - o Material is deliberately offensive towards elements of the population on the basis of ethnicity, gender, religious, or sexual orientation
  - o Mediocre writing style, especially materials that were written quickly to meet popular interest that has passed
  - o Unneeded duplicates

- o Dated or inaccurate information
  - o Material that has become part of the public domain
- Condition - Materials in poor condition are prime candidates for replacement or removal. Weeding of items which have the following defects:

- o Worn out, ragged items
- o Poorly bound or poorly printed editions
- o Loose, frayed or broken binding
- o Yellow, brittle pages
- o Soiled covers and pages
- o Missing pages and illustrations
- o Marked or highlighted pages
- o Mutilation or damage
- o Media in obsolete formats

- Circulation - Circulation reports on specific call number ranges across the print collection show the frequency of circulation and/or the most recent date the item has circulated. Weeding may be considered for the following:

- o Books over 20 years of age that have not circulated within the last 5 years.
- o Books that have not circulated in the last 10 years.

Note: Exceptions may be made for those works which are classics or standard works in their respective disciplines or where another equivalent source is unavailable.

San Diego Mesa College Library follows the guidelines outlined in CREW  
<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>

## **Electronic Resources**

Electronic resources include, but are not limited to: databases, electronic journals, streaming video, and ebooks. These resources may be accessed on and off campus. In most cases a significant annual or recurring subscription fees are paid to provide access to these resources.

In addition to considerations of the same content criteria for selection as other formats, electronic resources must also meet additional criteria to ensure accessibility and usability. Evaluation of these resources may include trials, comparing similar products, demonstrations, consulting reviews, and consulting with discipline faculty. Library faculty will make evaluative decisions based on the following:

- ADA and 508 Compliance
- Completeness of full-text content
- User-friendly interfaces (searching, limiting, printing, downloading)
- Addresses gaps in the collection
- Offers greater currency, more extensive, accurate, and authoritative content
- Compatible with campus technology infrastructure
- Provides local and remote access

- Includes MARC records at no additional cost
- Provides access for an unlimited number of simultaneous users
- Licensing agreement terms acceptable to the library and college
- Reliable vendor with documentation, training, and effective customer support
- Provides updates in a timely manner
- Useful and relevant statistics

### **Periodical Subscriptions**

Print and electronic periodical subscriptions represent ongoing financial commitments for the library. These resources are costly to subscribe to, and can be costly to store or maintain. Priority will be given to titles that: are directly related to curriculum and programs, represent new subjects or new areas of focus for the curriculum, will be used by more than one department or program, are required for accreditation, are indexed in at least one database to which the library already subscribes. Subscriptions which meet cultural, intellectual, and general information needs will also be considered. Electronic subscriptions will be preferred over print, however functionality and completeness of online material will be considered when making subscription decisions.

Space is limited and not all print periodicals can be permanently retained. Consequently, a retention schedule for each print title is determined. The criteria for retention are: enduring value of the information in the periodical, utilization by students and staff, and space requirements.

### **Audiovisual Materials**

Access to audiovisual materials is provided through Mesa's membership to the San Diego and Imperial Counties Community College Learning Resources Cooperative (SDICCLRC) where each of the nine member colleges has access to the entire collection. Each member campus has a budget which is determined by an agreed upon funding mechanism. These funds support streaming media services.

There is a finite amount space and physical items will be reviewed on a regular basis. The criteria to determine which materials will be withdrawn from the collection include: format, whether the material is closed-captioning, usage, and physical condition.

### **Archives**

Materials in the Archive & Special Collections are fragile, unique, or of special collecting interest. They are a non-circulating collection consisting of materials published and/or created by San Diego Mesa College or San Diego Community College District. Many of these materials such as: books, periodicals, manuscripts, documents, photographs, prints, postcards, memorabilia, scrapbooks and transcribed oral histories are original and cannot be replaced.

### **Reconsideration**

All complaints and/or comments shall be presented in writing for review before any action will be taken regarding library material (see Request for Reconsideration form).

When a reconsideration is received concerning the merits of materials in the library, it shall be addressed first to the Collection Development Librarian. The Collection Development Librarian may refer the matter to a meeting of the library faculty for consideration and action. This group shall advise the Dean of the School of Learning Resources and Instructional Support, the Vice President of Instruction, the College President, and the Board of Trustees of any reconsideration requests received and the disposition of the request.

### **Guidelines Revision**

It is recommended that this document be reviewed and updated at least once every 5 years.

### **Guidelines Approved**

This document was reviewed, and approved by the Mesa Library faculty April 11, 2018.

Lisa Burgert, Collection Development/Open Educational Resources Librarian  
Alison Gurganus, LRAS Chair, Online Services and Acting Instruction Librarian  
Tassanee Chitcharoen, Technical Services Librarian  
Sean Flores, Electronic Services Librarian

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Date:

Name:

Contact Information.

· Phone:

· Email:

Please check which one applies.

Currently enrolled student: Mesa  Miramar City

Faculty or staff member: Mesa  Miramar City

Community member:

· Complainant represents:

Self Group or organization

· If a group or organization: name, address and phone

I have read the San Diego Mesa Collection Management Guidelines. Yes No

Information about item.

Author:

Title:

Call number of print source:

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

Reason for request for reconsideration of material(s) from the San Diego Mesa Library Collection. Please be specific in stating your concerns. Please read the San Diego Mesa Library Collection Management Guidelines before completing this form. Please address the following questions: to what specifically do you object, did you read or watch the entire item, and have you read the reviews of this material by professional critics.

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Signature of complainant

Date

## **Appendices**

San Diego Mesa College Library supports and endorses the following:

Diversity in Collection Development: An Interpretation of the Library Bill of Rights

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8530>

Freedom to Read

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551>

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Selection & Reconsideration Policy Toolkit

<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

Use of Copyrighted Material

<https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/copyright.aspx>