



## AP 4040 LIBRARY SERVICES

### References:

Education Code Section 78100;  
ACCJC Accreditation Standard II.B (*formerly II.C*)

### Library Collections

Library materials are purchased to serve these basic purposes:

1. To be used by students in connection with class work
2. To support instructors in preparing for the teaching of classes
3. To support college staff in professional duties
4. To promote and support library users in general intellectual and cultural development

### Selection Process

The library staff and the teaching faculty share responsibility for selecting materials, and appropriate format, for the library collection. As subject experts, faculty members can have significant input in the selection of library materials within their subject areas. Each individual member of the faculty should regularly examine the library's holdings in his/her subject field, assess its adequacy with respect to current teaching emphasis, and recommend the purchase of new titles. The Collection Development librarian is responsible for maintaining a balance between various subject areas and between standard and current works. Criteria used for selection of materials may include relationship to the curriculum, authority, reliability, scope, treatment, arrangement, format, cost, existing holdings, and readability. The final decision to purchase library materials is the responsibility of the Library Director.

Student requests are encouraged. All requests will be given careful consideration and will be evaluated according to this procedure.

To provide for greatest budgetary flexibility, no allotment of acquisition funds is made to individual departments. Records of funds expended by department are compiled at the close of each fiscal year for internal use.

### Gift Material

Gifts are welcomed but accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are sold or given to other libraries or non-profit agencies. The library assumes no responsibility for appraisal or valuation of gift items. All gifts will be acknowledged in writing.

### Controversial Material

Materials representing various sides of controversial subjects are included in the collection. A conscientious effort is made to include all sides of an issue. Each book or other item will be judged as a whole. No subject which is otherwise appropriate will be excluded in order to keep its ideas from the students, or excluded solely because its ideas



might be considered distasteful or harmful. Access to the Internet for research and study purposes is available to students and faculty only, and filtering is not used.

Attempts by individuals or groups to influence what students read and learn are considered legitimate by the college only if they are advanced in a way that does not violate the liberties of students and others and does not interfere with the professional responsibilities of the faculty, library staff, administration, and the Board of Trustees. The library endorses the Library Bill of Rights as well as the Freedom to Read and the Freedom to View statements issued by the American Library Association.

### **Requests for Reconsideration**

All requests for reconsideration regarding any book or other instructional material must be presented in writing for study and evaluation before any action is taken. When a request is received concerning the merits of materials, it shall be addressed first to the Library Director. The Library Director will determine whether to refer the matter to the Teaching and Learning Committee for a recommendation, and will consult with the appropriate Dean. All complaints will be responded to in writing.

### **Discard Procedure**

To keep the collection current and to maintain adequate shelving space for new acquisitions, material is periodically reviewed and considered for discard (or cancellation, for electronic resources). The Collection Development Librarian has the overall responsibility for reviewing and recommending discarding. Faculty is urged to review the collection in their discipline regularly and to suggest material to be discarded and will be consulted about areas of the collection being reviewed for potential discards.

Items to be discarded include those in poor physical condition; unwarranted duplicates; titles no longer in demand; obsolete or superseded editions; and materials where the contents are no longer accurate.

The final decision on discarding is made by the Library Director. Materials withdrawn are physically discarded, given to instructors, given to students, sold in book sales, sold to vendors, given to other schools or institutions, or given to other non-profit organizations.

### **Interlibrary Loan**

Interlibrary loan (ILL) serves the students and employees of the District by providing access to books and periodical articles not available in our collection. The library will not process requests for items held in any of our collections, including Library Reserve, even if the item is currently checked out to another patron. Interlibrary loan requests are provided free of charge with a maximum of 20 received items each year. Students may not request materials in the last two weeks of the semester.

### **Exhibits**

Exhibits offered in the library or library lobby are displayed on a rotating schedule and are coordinated by librarians. Contents of exhibits are the responsibility of department, faculty member, or student sponsoring them.



**Lending Periods and Fines**

Type	Patron	Loan Period	Renewal	Fine	Limit
Main Collection (including Paperback Collection)	Students and Community Borrowers	15 days	5	\$0.20/day \$10.00 maximum fine. Lost books pay full fine + cost of replacement + \$5.00 processing fee	25
	Faculty & Staff	1 semester	1	None	
Magazines (not current issue)	All patrons	7 days	5	\$0.10/day \$2.00 max. fine Lost magazines pay full fine + cost of replacement.	
Reserve Collection	All patrons	2 hour and Overnight	no limit unless hold placed by another patron	\$1.00/hour \$24.00 maximum fine. Lost reserve materials pay full fine + cost of replacement + \$5.00 processing fee (except faculty & staff) ***	
Audio Books	All patrons	15 days	1	\$0.20/day \$10.00 maximum fine. Lost books pay full fine + cost of replacement + \$5.00 processing fee (except faculty & staff)	
Archives Collection	Students, Faculty & Staff	Overnight	0	Lent on a case-by-case basis	2
Interlibrary Loan	Students, Faculty & Staff	Varies	0	\$1.00/day \$24.00 maximum fine	
Reference Collection	Students, Faculty & Staff	Overnight	0	Lent on a case-by-case basis	2
Pamphlets	All patrons	7 days	5	\$0.10/day \$2.00 max. fine	

Students who generate a fine in excess of \$3.00 will have a charge placed on their student account. Students will not be prevented from borrowing materials if they owe money, but it is their responsibility to be aware of fines and make the payments. Materials damaged beyond repair will be billed for full replacement costs. Any item from the Reserve collection that has been billed (usually one week past the due date) will not be issued a refund for billed items, even if the item is returned.

Also see BP/AP 5030 Fees

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