

# ORANGE COAST COLLEGE LIBRARY

## Selection and Acquisitions Policy

### I. OBJECTIVES OF THE LIBRARY

The general purpose of the Orange Coast College library is to support and complement the college mission of promoting student success by providing a wide range of basic to in-depth resource materials, library instruction and encouragement of lifelong learning. At the same time, the library staff serves as a central and vital link for the informational and enrichment needs of all campus personnel.

The aim of the library is to offer a wide variety of materials embracing many fields of knowledge. Coverage of a field shall be of a general nature, not comprehensive. The library recognizes the importance of current interest materials as well as materials which have a basic and permanent value.

We believe that the maintenance of a free society requires free access to all points of view on all public issues. To this end, the library affirms its acceptance of the principles enumerated in the Library Bill of Rights as adopted by the American Library Association.

### II. GUIDELINES FOR SELECTION AND EVALUATION OF MATERIALS

A. Materials for the library will be selected in the following order of priority:

1. Curriculum support.
2. Outstanding items in specific fields of knowledge.
3. Materials for professional growth of OCC faculty and staff.
4. Recreational materials of interest to OCC library patrons.

B. Items considered for addition to the collection will be evaluated according to:

1. Faculty recommendations for materials that support OCC curriculum.
2. Written reviews.
3. Size and adequacy of the current collection.
4. Potential use of materials by students and faculty.
5. Appropriateness for lower-division college use.
6. Recency (current material is given high priority).

C. Standards for specific areas:

1. Reference: A reference title is selected according to its authority, scope, treatment, arrangement, cost and need.
2. Textbooks: The library does not generally purchase course textbooks for the regular collection. However, copies of current OCC textbooks are purchased each semester for the library reserve collection; these textbooks are selected according to course enrollment, price, and student requests.
3. Fiction: Consideration is given to literary style, readability, and popularity; priority is given to fiction books that support the OCC curriculum.
4. Multimedia resources: Priorities and standards listed above (A. & B.) shall govern the selection of these materials.
5. Periodical databases and other electronic resources: Priorities and standards listed above (A. & B.) shall govern the selection of these materials.

6. Controversial issues: The library asserts its duty to keep a representative selection of materials reflecting a variety of political, social, economic, and religious viewpoints on subjects of interest to its users as appropriate with the library's materials selection guidelines. It asserts this duty without the intention of promoting any particular viewpoint.
7. Gifts: The library is frequently offered books and other materials as gifts. Our policy for donated materials is as follows:
  - i. The library will accept donated materials which contribute to its overall objectives.
  - ii. With regard to accepted gifts, it shall be made clear to the donor that:
    1. The library shall determine collection/circulation procedures for all donated items.
    2. The library retains the right to sell donated materials through the OCC *Friends of the Library Store and Gallery* and/or annual book sales.
    3. The library retains the right to dispose of unneeded materials as it deems necessary.

### III. COLLECTION MAINTENANCE

The best utilization of library space requires continuous evaluation of holdings. Evaluation shall be a continuous process involving considerations such as use and condition of material. Damaged or out-dated materials shall be withdrawn from the collection unless there is some indication that they have historical significance or that they are required for a specific curriculum need.

Withdrawal of obsolete materials shall be considered an integral part of the total effort to assess and develop the collection and shall reflect the Library's selection policy. Faculty advice will be solicited when appropriate.

### IV. QUESTIONED MATERIALS PROCEDURE

In a free society, opinions vary. These differences will be recognized by each OCC librarian in an impartial and factual manner. A librarian may ask a person who questions or challenges specific library materials to fill out a "Request for Reconsideration" form which must be signed by that individual. This completed form will then be referred to the Dean of the Library Division for appropriate action.

### V. COMMUNITY SERVED BY THE LIBRARY

The Orange Coast College library primarily serves the students, faculty and staff of the college. Beyond our primary mission, we serve all district personnel, as well as students from GWC and CCC. We also serve members of the OCC Alumni Association, the Emeritus Institute, and the Friends of the Library. Special needs of local community patrons will be considered after the needs of the college community are met.

### VI. RELATIONSHIP TO OTHER LIBRARIES

Our inter-district library automation project has resulted in opening the collections and services of Fullerton College, Cypress College, Golden West and Orange Coast College libraries to all staff and students of these institutions.