

## **Introduction**

The purpose of this policy is to plan for the future development of the Moreno Valley College Library collection. The basic philosophy of the Moreno Valley College Library is to select, acquire, organize, and provide access to resources needed to support the educational programs of the specific college. Resources, primarily lower-division in scope, may be selected on the basis of overall value, merit, timeliness, authoritativeness, and ease of access. The Moreno Valley College Library collects and provides access to resources reflecting a multiplicity of views.

## **Mission of the Libraries**

The purpose of the Moreno Valley College Library is to support and complement the college's mission by providing a wide range of lower division, undergraduate resources; basic information literacy training; a computer commons; and encouragement. The library strives for electronic instructional innovation in an effort to meet the demands of a technology-driven work place. While the main goal is to support the curriculum, the library staff may serve as a vital link for the informational and educational needs of the overall college community. Long term planning calls for an increased emphasis on emerging information technologies as they relate to collection development and access to information. The library will strive to acquire those technologies that facilitate information retrieval, storage, and transmission. Changes in technology will necessitate ongoing instruction of library patrons and district personnel.

## **Responsibility for Selection of Resources**

Librarians are responsible for the overall development of the library collection. The responsibilities are:

1. Assessing the age and completeness of library holdings.
2. Taking the needs of the library as a whole into consideration, recommends resources for acquisition.
3. Selecting, with or without faculty consultation, resources that the librarians have identified through their public service and reference transactions.
4. Channeling of catalogs, book reviews, database reviews, and selection aids to faculty members.
5. Establishing and maintaining a climate of cooperation with faculty members, and serving as department liaisons.
6. One librarian serves on the college curriculum committee, which evaluates proposals for new and revised courses and programs.

Faculty members are considered subject specialists and are encouraged to recommend resources which support the instructional needs of their program areas.

Recommendations may be made to the liaison librarian, providing ordering information that is as complete as possible. Priority of “rush order” handling will be given to resources that are needed within a shorter time frame.

The Dean of Technology and Learning Resources has the final responsibility for the maintenance and development of the library collection. The Librarian, under the direction of the Dean, undertakes the process of acquiring resources.

## **General Criteria for Selection and Evaluation of Resources**

### **Priorities**

Resources for the library will be selected in the following order of priority:

1. Subject matter that is directly curriculum related.
2. Outstanding items in other fields of knowledge and peripheral subjects not taught at the college but needed for a basic collection.
3. Reference and research information, including general reference resources designed to support existing programs, to include the standard works and bibliographies in the major fields of knowledge.
4. Resources for professional growth of faculty and staff.

Items considered for addition to the collection will be evaluated with attention given to:

1. Written reviews. The Librarians use standard review aids such as Library Journal, Choice and other reviews appearing in authoritative professional publications.
2. Size and adequacy of the current collection.
3. Potential use of resources by students and faculty.
4. Appropriateness for lower-division college use.
5. Recency. Current resources are given high priority.
6. Authoritativeness. The reputation and significance of author or creator.
7. Accuracy.
8. Adequate scope and depths of coverage.
9. Reputation and standing of publisher or producer.
10. Availability of funds.

### **Gifts**

Gifts are accepted with the understanding that the library may dispose of them or add them to the collection at its discretion. The appraisal of gifts for tax purposes is the responsibility of the donor. A letter acknowledging the donation, but assigning no value, is sent upon request.

The selection of resources received as gifts will be governed by the same criteria that govern the selection of purchased items.

### **Textbooks**

Textbooks are not normally selected for purchase. However, exceptions will be made when textbooks are considered classics by experts in the field, when other kinds of books in a curricular area are sparse, or when textbooks treat important areas not otherwise represented in the collection. No attempt will be made to purchase every text that is being used for courses at the college. The library may accept as gifts relevant texts that are not superseded by a subsequent edition.

Faculty wishing to have a copy of their text placed in the library for students' use is advised to provide a copy to be included in the Reserve Collection.

### **Duplicates**

Duplicates are ordered only when an item is predicted to have (or has been shown to have) heavy use.

### **Collection Maintenance**

In order to maintain the quality of the collection, withdrawal of resources from the library is considered an integral part of the organized effort to assess and develop the collection.

The following resources may be withdrawn from the collection:

1. Obsolete resources
2. Superseded editions
3. Superfluous duplicates
4. Badly worn or defaced volumes for which there are suitable replacements
5. Unused resources which have no historical or lasting value
6. Resources which are outdated or inaccurate.

### **Instructional Reserve collection**

Faculty members are encouraged to place course resources on reserve in the library. The library maintains these resources and assigns circulation rules as requested by the faculty members. These resources are made available to currently enrolled RCCD students during operating hours of all district libraries.

Moreno Valley College  
Library/Learning Resources  
Collection Development Policy

### **Policy Evaluation**

This policy will be evaluated by the staff of the library on a regular basis under the leadership of the Dean of Technology and Learning Resources.