



MORENO VALLEY COLLEGE  
LIBRARY

# Collection Development Policy

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## **I. Introduction**

The primary goal of the Library is to develop and maintain collections that support the curriculum and instructional programs of Moreno Valley College and the needs of students, faculty, and staff of the college. The library serves a community of life-long learners with a broad range of interests and prior educational experiences. Therefore, library resources also include a variety of general information resources in subject areas not covered by classroom instruction, but generally supportive of a learning environment.

Within the constraints of available funds, facilities, and staffing, the Library will acquire and make available materials in various formats, evaluate existing collections, and develop policies and procedures to maintain the quality of collections and information resources.

Selection of materials by the library does not imply endorsement of the contents or the views expressed in those materials. No material will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or of the material.

## **II. Mission of the Library**

Fostering learning and personal growth for the community it serves, the Moreno Valley College Library supports the educational mission of the Moreno Valley College through information literacy, equitable access to high quality, appropriate information sources, and adequate library facilities to ensure the educational needs of the community it serves. Through the professional and paraprofessional staff, the library will provide resources and services that promote and support student success in a learning-centered environment.

## **III. Responsibility for Selection of Resources**

Librarians are responsible for the overall development and maintenance 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 instruction, public service and reference transactions.
4. Establishing and maintaining a climate of cooperation with faculty members, and serving as department liaisons.

5. 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 a librarian, providing ordering information that is as complete as possible.

The librarian undertakes the process of acquiring resources in both print and electronic format.

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

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 the mission of each library and college.

The library and discipline 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 librarians are 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 faculty. 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.

The library faculty have the final responsibility for the maintenance and development of the library collection.

#### **Selection Process**

Library faculty are 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. Discipline faculty members

are encouraged to regularly examine the library's holdings in their subject field, assess its adequacy with respect to current teaching emphasis, and recommend the purchase of new titles. Student requests are encouraged. All requests will be given careful consideration and will be evaluated according to this procedure. The final decision to purchase college library materials is the responsibility of the college library faculty. To provide for greatest budgetary flexibility, no allotment of acquisition funds is made to individual departments. (AP2040:

[https://www.rccd.edu/bot/Board\\_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf](https://www.rccd.edu/bot/Board_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf))

### **Gifts**

Gifts are accepted with the understanding that the college library may dispose of them or add them to the collection at its discretion. The selection of resources received as gifts will be governed by the same criteria that govern the selection of purchased items. The college library assumes no responsibility for appraisal or valuation of gift items. To receive a letter of acknowledgement from the RCCD Foundation, the donor must provide a list detailing the author and title of each book donated.

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

### **Textbooks**

Textbooks (print or electronic) are not purchased using funds from the library's operational budget. 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.

### **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. 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.

### **Open Educational Resources (OERs)**

The Moreno Valley College library supports the use of [Open Educational Resources](#) (OERs) to support student success and promote student equity. The Moreno Valley College librarians will assist faculty in finding zero cost or [low cost](#) materials for their courses. MVC librarians can also assist in determining the copyright, fair use, and creative commons licenses for materials found.

- [Low Textbook Cost Definition](#)

- Zero Cost Textbook Definition

### **OER Print Collection**

The library faculty will use their discretion in assessing and prioritizing which OER resources to print for the library's collection.

## **V. Licensing**

The Library will comply with vendor licensing agreements for electronic resources.

## **VI. 508 Compliance**

All resources will be 508 compliant.

## **VII. 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.

### **Discard Procedure**

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 college library faculty have the overall responsibility for reviewing and recommending discarded materials. Discipline faculty are encouraged to regularly review the collection in their subject field and to suggest material to be discarded and may be consulted about areas of the collection being reviewed for potential discards. The withdrawal of resources will be governed by the same criteria that govern the selection of items. The final decision on discarding is made

by the library faculty. 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. (AP2040:

[https://www.rccd.edu/bot/Board\\_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf](https://www.rccd.edu/bot/Board_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf))

### **Controversial Material**

The college libraries endorse the Library Bill of Rights as well as the Freedom to Read and the Freedom to View statements issued by the American Library Association. Materials representing various sides of controversial subjects are included in the collection. A conscientious effort is made to include all sides of an issue. No subject which is otherwise appropriate will be excluded to keep its ideas from the students or excluded solely because its ideas might be considered distasteful or harmful. Unfiltered access to the Internet for research and study purposes is available to RCCD students, employees, and community borrowers only. (AP2040:

[https://www.rccd.edu/bot/Board\\_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf](https://www.rccd.edu/bot/Board_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf))

### **Requests for Reconsideration**

Requests for reconsideration regarding any book or other instructional material may be made to the Public Services librarian. The collection development policy will guide the decision of the Public Services librarian.

#### **Request for Reconsideration of initial determination**

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 administrator who oversees the management of the library. In consultation with library faculty and/or discipline faculty, the library administrator will determine whether to refer the matter to the next level of administration. All complaints will be responded to in writing. (AP2040: [https://www.rccd.edu/bot/Board\\_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf](https://www.rccd.edu/bot/Board_Policies/Chapter%20%20-%20Academic%20Affairs/2040.pdf))

## **VIII. Copyright**

The Library will comply with the existing copyright laws. The Library will also promote copyright compliance among its users and staff.

## **IX. Policy Evaluation**

This policy will be evaluated by the staff of the library in conjunction with the Annual Program Review or as the librarians determine is needed.