

MATERIALS SELECTION POLICY

Learning Resource Center materials are selected by the LRC staff with input from faculty, staff, students, and community patrons. Materials are selected to support each curriculum and for self-help. All materials are selected to provide cultural enlightenment, factual knowledge, literary appreciation, aesthetic values, ethical standards, literacy education, and recreational reading. The community college student body is as diverse as the community the College serves. It is the obligation of the LRC to provide for each unique group by considering different points of view. Principles are placed above personal opinion and reason above prejudice to select materials of the highest quality in regard to content and format.

Criteria

When making selections, the following criteria are used:

- Educational significance
- Relevance to curriculum
- Positive reviews
- Faculty recommendation
- Credibility of author, producer, or publisher
- Accuracy of information
- Copyright date
- Timeliness and permanence
- Integrity
- Cost
- Format
- Contribution to overall collection
- Representation of a controversial subject
- User appeal
- Literary style

The LRC selects and acquires resources based on the American Library Association's definitions for collection levels. The ALA collection levels are:

1. Comprehensive level
2. Research level
3. Study level
 - a. Advanced study level
 - b. Initial study level
4. Basic level
5. Minimal level

The LRC will select materials at levels 3b, 4, and 5.

Level 3b: The collection at the *initial study level* is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs supported by seminal retrospective monographs (as are represented by Books for College Libraries); a broad selection of works of more

important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

Level 4: The *basic level* is a highly selective area of the collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

Level 5: The *minimal level* is a subject area in which few selections are made beyond very basic works.

Contributions of print materials shall be evaluated by the same criteria for selection and will be accepted or rejected based on the criteria.

Periodical subscriptions are reviewed in the summer and the renewal order is placed in the early fall. If a new periodical title is desired the request for it should be made the previous summer. Requests for magazines and newspapers should be made following the same procedures used for book requests. Orders may be written on the book order cards.

Department heads, lead instructors, and or/deans are asked to notify the LRC Director of new courses or curricula. Notification should be made in writing, well in advance, to ensure the selection and purchase of appropriate materials.

Procedures for Selection

The existing collection is evaluated by the LRC Director and the Librarians. Materials no longer appropriate will be removed. Materials of educational value that are worn or lost will be replaced. Librarians will evaluate any selection using the criteria above prior to placing an order for purchase. *Books-In-Print* can be used to verify book ordering information.

Faculty requests should be made using the book order cards distributed to each department or obtained from the LRC Director. The LRC cannot process an order without the appropriate authorization. Each fall, new faculty will be given an instruction sheet on requesting new materials (See Appendix C.)

Bestsellers

A new book title is automatically added to the library's Bestsellers collection each week after its first inclusion in the *New York Times Book Review*. Both fiction and nonfiction titles are included in the Bestsellers collection.

Textbooks

Textbooks are not purchased by the Learning Resource Center. However, textbook donations by faculty are accepted, subject to the LRC's policy.

Newspapers

The LRC subscribes to 10 area papers, 4 national papers, and 2 state papers as well as various topic-specific newspapers.

Serials

Magazines and journals are purchased to support programs of study as well as general and popular reading. Priorities are given to titles, which are indexed in periodical indexes subscribed to by the library. The LRC currently subscribes to over 780 periodical titles.

Electronic Resources

Electronic resources, are selected to support the curriculum. They include indexes, abstracts, partial or full text of various subjects. Faculty, staff, and students may make a request for these products. The requests should be made using the same guidelines as used for purchasing books. The purchase of these products will depend on compatibility with the present technology, budget, and educational value.