

Under the direction of the Director of Learning Resources, the Library and Learning Resources will offer a full range of library materials and information resources.

It is the aim of the library to provide a balanced collection of significant materials and information resources that will enrich and support the curriculum, aid the individual in the pursuit of information, provide a broad view of cultural heritage, promote aesthetic appreciation, present varied points of view concerning contemporary problems and issues, furnish intellectual stimulation, and invite the creative use of leisure time.

The selection and evaluation of library materials and information resources will be based on curricular demands, the recommendations of current professional review sources, plus the suggestions and requests of members of the campus community.

All faculty, staff, and currently enrolled students may borrow materials upon presentation of an El Camino College identification card. Area residents may borrow materials upon application for and purchase of a borrower's card through the Friends of the Library.

The following guidelines will be used in implementing the Library Policy.

- 1) Prioritization
  - A. To provide materials and information resources that meet direct curricular needs in the courses of study.
  - B. To include standard reference works in the major fields of knowledge.
  - C. To provide materials of current interest and concern.
  - D. To provide a well-rounded reading experience.

Library materials and information resources will be purchased that are appropriate to the diversity of backgrounds and skills in the student body and works written by authors from a wide variety of backgrounds and perspectives.

- 2) Selection Criteria. When selecting materials, the library considers the following:
  - A. Meeting the diverse needs of the campus community
  - B. Currency
  - C. Relevance
  - D. Overall balance of the collection and format of the material

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

### 3. Donations

The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., that the materials must be added to the collection, the donation will not be accepted. All donations will be acknowledged by the College Foundation.

### 4. Special Collections

Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

### 5. Government Publications

The library is not a designated government depository library; therefore, government documents will be cataloged and added to the book collection.

### 6. Discarding

When withdrawing materials, the following factors will be considered: the physical condition, number of duplicate copies, contemporary relevance and previous usage.

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### 8. Replacements

Missing lost or damaged materials that are paid for will not necessarily be replaced.

### 9. Controversial Materials

Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents, which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

If library materials are questioned, the concern must be addressed in writing to the Director of Learning Resources, signed by the person raising the question, and must indicate specific objections. The Director, the college librarians and related discipline faculty will review the matter. The Director will respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The decision will abide by the Academic Freedom BP/AP 4030. The questioner may accept the review, or present an appeal to the College President and if not satisfied, to the Board of Trustees.

10. A Library Advisory Committee will be convened at least twice annually to discuss library issues and provide input in the development of policies and procedures.
11. Library policies and procedures are available on the library website.