

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number:	L 1.0
Procedure Title:	Library Collection Development – Selection
Relevant Board/SACSCOC Policy:	
Originating Unit:	Library
Maintenance Unit:	Director of Library Services and Dean of Academic Support Services

- I. Purpose: To identify the process through which library resources will be selected for the library collection and describe the criteria for selection. Related statements and procedures can be found in the Palo Alto College Ozuna Library Collection Development Guidelines.

https://pac.alamo.libguides.com/ld.php?content_id=39056992

II. Procedure statement:

A. Responsibility:

1. The Director of Library Services oversees the selection of library resources. Librarians are assigned by the Director as liaisons to each academic department. The library liaisons assume responsibility for implementing the selection of all resources, in all formats, for the subject areas associated with their assigned department(s).
2. The library liaisons will maintain a collection that ensures that the quantity, quality, and diversity of resources that are necessary to meet the needs of the College.

B. Resource Selection Process:

1. Any college administrator, faculty, staff, student, or community member may submit requests for resources. Faculty requests are routed to their respective library liaison. Non-faculty requests for resources may be submitted to any library service desk and are forwarded to the library liaison responsible for the specific subject area of the request.
2. The library liaisons will meet with or contact each of their assigned departments at least once in the fall and spring semesters. At this time, the liaison will share library news and will supply the department chairperson and faculty members with the *Guidelines for the Selection of Library*

Materials by Faculty, which outlines the process for identifying and submitting requests for the resources needed by their department. The liaison will also provide the faculty with contact information for submitting purchase or subscription requests during the semester.

3. Throughout the academic year, the library liaisons also research standard library selection tools and subject area trade journals for reviews of newly available resources. New resources that are identified for possible purchase consideration will be shared with faculty during the academic department meetings and/or through email communications. This collaborative exchange contributes to the identification of new library resources to be added to the library collection.
4. The library shares the list of newly acquired resources with their assigned academic department chairperson.

C. Criteria for Selection:

1. Library resources are defined as all materials collected or leased by a library regardless of format or medium. This includes, but is not limited to books, periodicals, maps, audiovisuals and e-resources (i.e., e-books, streaming videos, etc.).
2. Resources in all formats that directly support and supplement classes and programs offered by the College will be selected; these library resources will be at the level designated by the Research Libraries Group Conspectus, Study or Instructional Support Level. Exceptions to meeting this level will be made for the Children's Library, Leisure Reading, and Young Adults collections.
3. Selections for the library will be made primarily from English language resources. Works in languages taught by the College may also be selected.
4. Duplicate copies of titles may be purchased if actual or anticipated demand dictates. Duplicates may be designated as reference material to ensure availability.
5. The library does not, in general, purchase books or other instructional materials that are required by a course offered by the college. Exceptions may be made if there are no other resources available on a particular subject.

Attachments:

Date Created: May 31, 2000

Date Updated/Approved: March 22, 2016

Date Updated/ Approved: Jan. 5, 2021
Date Updated/Approved: June 16, 2026

Approved:

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