

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: L 1.0
Procedure Title: Library Collection Development - Selection
Relevant Board Policy:
Originating Unit: Library
Maintenance Unit: Dean of Learning Resources

I. Purpose: To identify who is responsible for selecting resources for the library collection and describes the criteria for selection. Related statements and procedures can be found in the [*Palo Alto College Ozuna Library Collection Development Guidelines*](#).

II. Procedure Statement:

A. Responsibility:

1. The Dean of Learning Resources oversees the selection of library resources. Librarians are assigned by the Dean as liaisons to each academic department to work with the department chairs or faculty. The [*library liaisons*](#) assume responsibility for 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 insures that the quantity and quality of resources meet the needs of the College.

B. Resource Selection Process:

1. Any college administrator, faculty, staff, student, or community member may make requests for resources.
2. Faculty requests are routed to their respective library liaison.
 - a. Throughout the academic year, the library liaisons research standard library selection tools as well as subject area trade journals for reviews of new resources. The new resources identified for purchase consideration will be shared with the liaison's assigned academic department.
 - b. To assist with resource selections, the library liaison will supply the department chairperson with the [*Guidelines for the Selection of Library Materials by Faculty*](#). A revised list of suggested review sources is provided each year.
3. Non-faculty requests for resources can be submitted to any library service desk and are forwarded to the library liaison responsible for the specific subject area of the request.
4. The library liaison determines the feasibility of the purchase request using a specific set of criteria as described in the [*PAC Ozuna Library Collection Development Guidelines*](#). Declined requests can be appealed to the department's respective Dean and to the Dean of Learning Resources.

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, pamphlets, posters, maps, microforms, audiovisuals and resources in digital (i.e., e-books, streaming videos) or other formats.
2. Resources in all formats will be selected that directly support and supplement classes and programs offered by the College. Library resources will be collected at the level designated by the American Library Association [Research Libraries Group Conspectus, Study or Instructional Support Level](#). Exception to this level will be made for the Children's Library collection.
3. Selection 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 reference to ensure availability.
5. The library does not, in general, purchase textbooks. Exceptions may be made if there are no other resources available on a particular subject.

D. Purchase of New Resources:

1. Requests that have been approved through the selection process in collaboration with faculty are forwarded to the acquisitions librarian for purchase consideration based on funding.
2. The library liaison shares the list of newly acquired resources with their assigned academic departmental chairperson.

Issued: May 31, 2000

Approved: (signed: Enrique Solis)
President

Updated: September 13, 2010

Dean of Learning Resources

Updated: March 22, 2016

Approved: (signed: Dr. Mike Flores)
President