



Cerro Coso Community College Library

Collection Development

I. Values and Purpose

A. Mission of the Library

The mission of the Cerro Coso Community College Library is to further the educational objectives of the college by acquiring and making available high-quality print, audiovisual and electronic resources, and to provide the space and means for independent study and discovery.

It is the vision of the library to provide a well-rounded resource collection of high quality materials which primarily supports the instructional programs of Cerro Coso Community College at all sites.

B. Library Philosophies

The library strives to uphold the provisions of current U.S. copyright laws and regulations with regards to acquiring, circulating, and duplicating materials, and strives to inform staff, faculty, and students about fair use and respecting the intellectual property rights of others. However, the library does not assume responsibility for verifying copyright compliance by users operating the public copier or computers.

All records related to user registration, material circulation, or reference queries are considered confidential. The library protects the privacy of its patrons by disclosing library records or personal information **only** with the consent of the user or as required by law. The library's automated system does not keep historical records of materials borrowed after the materials have been returned or the appropriate fines have been paid. These records are kept only as long as needed in order to protect college property and to maintain the library inventory.

The library supports and reflects the concept of intellectual freedom and the individual's right to read and to obtain access to information. It endorses the principles of the American Library Association's [Library Bill of Rights](#) and its [Freedom to Read Statement](#). The library collections include materials representing various sides of controversial subjects in order to further the intellectual investigation and growth of its users. Selections are not made on the basis of anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collections and serving the interest of the college communities. The inclusion of material is not an indication of library endorsement, and no material which is otherwise appropriate will be excluded solely because its ideas will be considered by some to be distasteful or harmful.

Challenges and criticisms to any given item should be submitted in writing to the Library Department Chair and signed by the party challenging the material. The Department Chair shall refer the matter to the Vice President of Academic Affairs for consideration. If deemed necessary, the College President will be included in discussions and subsequent decisions.

C. Purpose of Collection Development Guidelines

This document includes collection development guidelines that state the philosophy of the library, outline the general nature of its patrons and collections, and create a framework upon which collection development practices – including selection, maintenance, and weeding of print, audiovisual, and electronic library materials for the library – should be developed.

II. Collection Overview

A. Library Background

Cerro Coso Community College serves an area of 18,000 square miles – the largest in California. It enrolls about 5,000 students across six locations, including an online campus, and offers a number of certificates and degrees.

The library provides learning resource services to Cerro Coso students, faculty, and staff working on and off campus. It houses over 26,000 print volumes, 27,000 e-Books, 900 audiovisual materials, 30 databases with over 6 million full-text articles, and more.

The Indian Wells Valley main campus library in Ridgecrest serves nearly half the Cerro Coso student population. Additional library services are offered at the Bishop, Mammoth, and Kern River Valley campuses. Many services are offered online to accommodate distance learners, and several locations include computer labs to meet the demands of living in the digital age.

B. Responsibility for Collection Development

The development of the library collections is primarily the responsibility of the Library Department Chair and staff. College faculty, staff, and students are encouraged to suggest acquisitions for the library, but library staff retains the right to reject requests deemed inappropriate to the collection. Faculty recommendations and reviews are strongly encouraged for building and maintaining the collection in each curriculum area. Online forms for recommending material are located on the library web site.

C. Funding Sources & Budget Allocations

Library materials are purchased through the Cerro Coso general fund. Most of the eBook collection has been purchased at a reduced price through a resource sharing program called the Community College Library Consortium (CCLC). Previously, some databases and audiovisual materials were purchased through the Technology and Telecommunications Infrastructure Program (TTIP), but this funding has ceased in recent years.

Budget allocations prioritize databases subscriptions, followed by course-related materials and general reference materials. Remaining funds are used to supplement general academic needs.

D. General Nature of the Collections

The library acquires print, audiovisual, and electronic materials and resources to support Cerro Coso programs, as well as reference materials and general works traditionally found in a community college library. In addition, the library acquires basic writings suitable to the diversity of students' abilities in major fields of knowledge and information on current matters of public interest and controversy.

High priority will be given to maintaining a reference collection and electronic resources in support of the curriculum and for general information to serve students at all college sites and online. The college library will generally defer to the public library for materials of a more popular nature. While members of the general public are welcome to use the library and its collections, materials will not be purchased specifically for community patrons.

The majority of collections are in English to reflect the English-based curriculum. Materials in other languages may be purchased primarily to support foreign language instruction.

The library does not serve an archival function, except for materials pertinent to Cerro Coso history.

As part of its membership in OCLC, the library has access to an interlibrary loan service (ILL) through WorldCat, which is available to all Cerro Coso students, staff, and faculty. Materials not owned by the college may be borrowed from another library using this service. While the library does not charge for ILL material, other lending libraries may set restrictions and fees for loaning their own materials.

Library resources may be broken down into collections. These collections include:

- **Reference:** Library-use only print materials designed to be quickly consulted for small portions of information. All materials at satellite campuses fall into the reference collection.
- **Reserve:** Library-use only materials intended to directly supplement college courses. They may include textbooks, videos, and other items included by instructors for the use of students.
- **Kern County Law Library:** Library-use only section of legal materials on reserve, along with a computer terminal at the IWV campus dedicated to accessing digital law information.
- **Circulating:** Print materials representing a wide variety of subjects, available at the IWV campus for check out by students, staff, and faculty.
- **Audiovisual:** Audiovisual materials in different formats to support a variety of learning styles. These may be checked out by staff and faculty or used in the library by students.
- **Electronic:** EBooks and database collections that may be accessed online. These frequently updated collections comprise over half of the college's research materials. EBooks can be found through the general library catalog, while databases are listed on a separate page.

The library catalog and electronic resources are accessible from computers throughout the campus and at distant sites. Remote access is also available to all Cerro Coso students with a current student ID number from the Library web site.

III. Selection and Weeding

A. Selection

Print Materials

Print materials are selected for their present and continuing relevance to the college curriculum and their relationship to other library holdings. High priority will be given to collections that support the curriculum. Priority will also be given to replacing basic materials from the collection. Duplicates, condensed books, and mass market or “popular” materials will not be purchased for the collection unless necessitated by course curricula. In general, materials will be selected by personal examination or from review journals on the basis of critical judgment.

Major factors considered when selecting print materials for the library collection include:

- Present and future relevance to college curricula.
- Anticipated demand or potential use.
- Appropriateness to a community college in academic level.
- Relation to existing collection and other materials on the subject.
- Adequacy and size of current collection on the subject.
- Positive evaluations from knowledgeable reviewing sources.
- Timeliness and permanence of the material.
- Unbiased, factual content.
- Cost.

EBooks may also be selected using the criteria for print materials. The decision to purchase items in print vs. electronic format is subject to several variables, including price, availability, demand from onsite vs. online students, and similar materials already in the print and electronic collections.

Audiovisual Materials

Audiovisual materials should support the current educational program of the college. When possible, digital or electronic formats are preferred to analog. The same guidelines used for print selection will be applied to non-print materials, with the following considerations used as criteria where appropriate:

- Instructor recommendation.
- Anticipated demand or usage by other instructors.
- Weakness of the collection in a particular subject area.
- Currency and timeliness of the material.
- Technical quality of sound, color, and continuity.
- Format and compatibility with current equipment.
- Cost-effective format.

By law, all videos intended for use in the classroom must have closed-captioning.

Electronic Resources

The library's electronic resources presently include full-text periodical and newspaper databases, reference resources, and Internet resources. EBooks are selected based on print criteria.

Electronic periodical, newspaper and reference resources are selected after trial review by library staff and college faculty, staff and students. The selection of Internet resources is guided by stated criteria and perceived supplementary need.

Criteria for Selection of Electronic Databases and Reference Resources:

- Present and future relevance to the college's educational programs.
- Potential use, college-wide.
- Appropriateness to community college collection in academic level and ease of use.
- Relation to existing collection and other resources and materials.
- Reputation of company and products.
- Timeliness of material and consistency of updates.
- Cost and reasonableness of annual expenses for continuation of the subscription.
- Annual budget allocation or outside funding sources.

Criteria for Selection of Internet Resources:

- Anticipated demand or usage.
- Appropriateness to community college collection in academic level and ease of use.
- Recommendations by outside sources, faculty members, or library staff members.
- Reviews in library journals and other publications.
- Content is professional, well-written, and grammatically accurate.
- Content is unbiased and opinions are clearly identified.
- Facts are current, verifiable, and accurate.
- Content does not violate copyright law.
- URLs and links are stable and current.
- General access does not require membership, fees, or special downloaded software.

The library examines its web links annually, but cannot be held responsible for user-created content, advertisements, or other material on a web site which may be unsuitable for academic purposes.

Textbook Policy

It is the purpose of the library collection to supplement and augment the curriculum. The library does not purchase books that are required texts for any course offered by the college, but may accept them as donations. Supplementary course material may be purchased at the request of the instructor or by the decision of the Department Chair. These materials may be housed in the Reserve collection.

Periodicals and Newspapers

Due to budgetary restraints, the library no longer purchases print periodicals. All current subscriptions are donations from outside sources. Older periodicals will be weeded depending on use and space available. Newspapers will be kept for three months.

B. Donations

Donations to the library are accepted only when they add strength to the collection. Gifts often require more time to screen, organize, catalog and process than new materials, so staff time requirements are considered in accepting gifts. Gifts must meet the basic standards of selection criteria. They must be in clean, usable condition, with content that furthers the goals of the collection development policy.

Materials that are **not** accepted may include religious tracts, textbooks or encyclopedia sets more than five years old, journals or magazines more than a year old, and audiovisual material in cassette or older analog formats.

Donations must be approved by the board. If you are interested in donating materials please contact Julie Cornett jcornett@cerrocoso.edu.

Desk copies of textbooks currently being used for Cerro Coso courses are generally welcome, as are subscriptions to current periodicals that meet academic selection requirements. For questions about acceptable donations, please contact the library.

Before making a contribution, the donor must understand the following:

- All materials donated to the library become the property of the Kern Community College District.
- Upon request, Cerro Coso may furnish the donor with a letter describing the donation for tax or other purposes.
- In compliance with IRS regulations, staff cannot put a value on gift items for tax or other purposes.
- There will be no restrictions imposed by the donor as to the disposition of gifts.
- Library staff retains the right to determine which gifts will be included in the library collections.
- Library staff will determine housing and circulation procedures for all gifts.
- Materials that cannot be used will not be returned to the donor.
- The library retains the right to dispose of donations as it wishes. Gifts not retained for the collections may be made available to the community for purchase through a book sale, with proceeds going to new book purchases.

C. Damaged or Missing Materials

When an item becomes damaged, it is the discretion of the library staff as to whether the item should be removed from the collection, replaced by a newer copy, or repaired in-house.

Library staff may make minor repairs, but do not prioritize preservation when an item is severely damaged, warped, or requires expert repair work such as rebinding. Because major repair is highly technical, time-consuming, and costly, staff will take into consideration the demand, currency, and the overall condition of the item before determining its repair, removal, or replacement.

Similarly, lost or missing materials will be replaced according to the conditions listed under the selection process.

D. Weeding

Deselection, commonly known as “weeding,” is the withdrawal of damaged or obsolete materials from the library collections. Weeding is essential to maintaining the quality of the collections in terms of accuracy, currency, and usefulness. Whenever possible, the participation by appropriate faculty members should be solicited in the discarding of material. The final responsibility shall be with the Library Department Chair. The goal of weeding is to ensure that the collections represent current and useful information on all subjects, with a continuous re-evaluation of the collections in relation to changing curriculum content and current needs of faculty and students at all college sites.

Discarded materials will be added to the Cerro Coso surplus in accordance with college procedures.

In reviewing items for weeding, the following criteria may be considered:

- Insufficient use or low circulation.
- Irrelevant to instructional programs.
- Outdated or inaccurate information.
- Lack of value to the collection.
- Poor physical condition (worn or damaged).
- Superfluous duplicate copies or superseded editions.
- Obsolete formats.

Some subject areas age more quickly than others. General or theoretical materials, as well as those with historical value or those considered classics in their field, may be kept longer. The average lifespan of a few selected subjects is listed below.

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| • Careers & Colleges: 5-7 years. | • Pure Sciences: 10 years. |
| • Health Care & Medicine: 5-7 years. | • Business & Economics: 10 years. |
| • Political Science: 5-7 years. | • Social Sciences: 10 years. |
| • Law: 5-7 years. | • Sports: 10 years. |
| • Geography: 7-10 years. | • Education: 10 years. |
| • Applied Sciences: 7-10 years. | • Dictionaries: 10 years. |

Subjects that rarely become outdated but are still weeded based on condition and other factors include:

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| • Mathematics | • Fine arts |
| • Anatomy | • General history |
| • Philosophy & Religion | • Literature |
| • Psychology | • Humanities |