

**ADMINISTRATIVE RULE NO: 4025-01
RELATED TO POLICY SERIES NO: 4025**

TITLE: LIBRARY RESOURCES: SELECTION GUIDELINES AND CRITERIA

To help Linn-Benton Community College librarians and faculty select resources and to maintain and develop a balanced, useful, and high quality collection, these guidelines and criteria have been developed.

GOALS

- A. To support the instructional programs of the college;
- B. To enable the faculty and administrative staff to keep abreast of developments in their fields of interest;
- C. To provide access to information that is outside the scope of present instruction;
- D. To provide the public with access to resources and services;
- E. To train in information literacy (the information-literate student, faculty, or staff member has the ability to use resources independently and effectively);
- F. To provide an atmosphere conducive to study and research.

STATEMENT AND MISSION

The Library collection is not only a set of books, media, and online materials, but is a reflection of the ever-changing instruction offered at LBCC and the ever-changing interests of Library users. As a result, the resources must be evaluated continually, new resources selected and added, and resources that are outdated, damaged, or no longer relevant to the curriculum removed from the collection and withdrawn from the catalog. These guidelines and criteria themselves must be evaluated continually and revised to reflect the changing needs of the students and faculty of LBCC. The Library supports the American Library Association's Bill of Rights and the concept of intellectual freedom. The Library respects and complies with applicable U. S. copyright laws.

The Library is committed to providing resources, services, and an environment that support the mission, goals and curriculum of Linn-Benton Community College.

RESPONSIBILITY

The librarians are responsible for purchase decisions based on the Library mission and goals and on the following guidelines and criteria. Faculty and staff of the college recommend to librarians curriculum-related resources that will support their programs or will be needed for course assignments and research. These curricular requests have priority consideration. Student requests for resources are welcomed and solicited.

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In subject areas not represented by curriculum, but necessary to maintain a balanced and complete collection or access, the librarians shall be responsible for selecting the resources.

The dean of Student Services has the final responsibility for maintaining and developing the Library collection.

SELECTION OF PRINT RESOURCES

Print resources are defined as books, periodicals, maps, pamphlets, government documents, newspapers, and microfilm copies of materials.

Reviews in professionally recognized book review periodicals such as Choice, Library Journal, and the New York Times Book Review, as well as reviews in reputable online sources, are used for selection of many of the print resources.

Selection of resources in areas relating to the professional technical classes is often made from advertisements and reviews in trade and professional journals. Often only a direct mail advertisement announces the publication of a title, and reviews are rarely available. When adding books, the librarian and/or faculty members exercise a great deal of judgment and evaluate the existing library resources.

SELECTION OF NON-PRINT MEDIA AND ONLINE RESOURCES

Non-print media resources are defined as motion pictures, video recordings (videos), DVDs, sound recordings (cassettes and CDs), slides, computer software, videodiscs, CD-ROMs, filmstrips, or combinations of any of these. Non-print media resources, purchased by Media Services, are usually added as direct support to class or course instruction on the recommendation of the faculty.

Online resources are defined as items or sites requiring computerized access, resources such as eBooks, periodical databases, and Web sites. Internet resources may be selected for inclusion in the Library Information Lab or the Library sites to provide organized access to a selection of academically relevant sources.

These resources, selected mainly by the librarians, the manager of Media Services, the Library computer lab specialist, and interested faculty, are included based on criteria comparable to those used when considering the addition of resources to the traditional collection. The primary criteria for selection of these resources are the extent to which it is relevant to the curriculum, improves the overall Library collection and/or enhances the Library's access to information. Guidelines for selecting information sources address general considerations, product considerations, vendor considerations, and technical considerations. Specific quality indicators are sought, such as: reliable, accurate, peer-reviewed, reputable authorship, consistently available, well-organized, regularly maintained (i.e. current), and freely accessible to the LBCC community. Also, responsibility for the resources must be identified in the resources and the integrity of any original source is reasonably preserved. Some of the resources (e.g. databases) may be restricted to members of the LBCC community because of agreements with database vendors. The Library sites are at the following URLs:

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1. <http://www.linnbenton.edu/library/>
2. <http://lib.linnbenton.edu/>

GENERAL EVALUATION CRITERIA RELATING TO ALL TYPES OF RESOURCES

Each resource is considered in terms of its own merit and usefulness to the persons using the LBCC library from any location. For all resources added or accessed, the following general criteria are considered:

- A. quality of content;
- B. appeals to the interests and needs of the campus community;
- C. permanent value as source materials;
- D. relation to specific courses of instruction;
- E. contemporary significance (relevance to today);
- F. accuracy;
- G. currency;
- H. objectivity;
- I. skill, competence, and purpose of the author;
- J. relations to other materials and existing areas of coverage in order to maintain a balanced collection;
- K. vitality and originality of thought;
- L. artistic excellence;
- M. price;
- N. format and quality of manufacture; and
- O. accessibility of materials in other libraries.

A resource need not meet all these criteria to be acceptable, but all are considered.

COLLECTION MAINTENANCE

Responsibility for selecting resources for withdrawal lies with the librarians and the faculty in the relevant subject discipline. Librarians strongly encourage the faculty to review their subject areas to identify items that should be removed from the collection. In those subject areas not represented by curriculum, the librarians shall be responsible for selecting resources for removal from the collection.

REQUEST FOR WITHDRAWAL OR ADDITION OF RESOURCES

Whenever any person using the Library objects to the presence or absence of any resource, the complaint is given a fair hearing and referred immediately to the Library Department Chair who will discuss the matter with the complainant. Resources subject to complaint are not removed from use pending final action.

The following outlines the process to follow in making a formal request for removal or addition of library resources:

- A. The complainant is asked to fill out the appropriate form (Request for Reconsideration and Removal of Library Resources OR Request for Addition of Library Resources) so a more formal consideration of the complaint may be made.
- B. The Library department chair and librarians examine the resource in question. If it is a request for withdrawal, they check reviews and determine whether it conforms to the standards of the resources selection policy and the LBCC Board Policy relating to selection of library resources. If it is a request that has been rejected for addition of a resource to the collection, they re-consider its addition.
- C. The Library department chair decides whether or not to add, withdraw, or restrict the resource in question and writes to the complainant giving the reasons for the decision.
- D. The dean of Student Services is notified of the complaint and of the decision.
- E. Should the complainant disagree with the decision of the Library department chair, the complainant may appeal to said dean who reviews the original complaint and decision.
- F. If the complainant is not in agreement with the dean's decision, the complaint will be reviewed by the president of the college. The decision of the president is final.

DATE OF ADOPTION: 08/13/84

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