



# Library and Media Services

## Collection Development and Materials Selection Policy

May 2006

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## **Collection development defined**

Through collections, instruction, facilities, and services, Pierce College Library provides leadership and support for the curricular and intellectual information needs of the college community.

Collection development is the means by which the Library provides organized collections of print and non-print resources that will meet instructional requirements, as well as the cultural and recreational needs of the college community. Collection development is an ongoing process, undertaken by librarians, with input from faculty, administrators, staff, and students.

## **Purpose of policy**

This policy is intended to guide the building and enrichment of the collection in accordance with the missions of Pierce College and the Pierce College Library by stating the guidelines and principles with which the process of selecting, and to a less-detailed degree, de-selecting, materials will proceed. To accommodate change, the policy will be reviewed and revised periodically. This policy will

- Ensure that the Library develops a collection that is responsive to the curriculum, balanced intellectually, and responsive to the needs and use patterns of faculty, students, and staff.
- Provide objective criteria for selection and development.
- Help clarify to users the philosophy behind and the scope of our collection.
- Help ensure that available resources are directed with an eye to those policies, practices and procedures that best enable the Library to support the college mission.
- Ensure that the Library supports the Library Bill of Rights of the American Library Association and other principles and ideals of intellectual freedom.

## **The District Role of the Library**

Pierce College Library is guided by the “one library, two locations” principle. The Fort Steilacoom and Puyallup campus libraries operate collaboratively and cooperatively; the collections combine to support the entire curriculum and to form Pierce College Library. Funds are maximized through joint collection development, low duplication of circulating titles, daily courier service delivering materials between campuses, rotating standing orders, and full resource sharing.

## **Users defined**

The students, faculty and staff of Pierce College are the primary users or “patrons” of Pierce College Library. Although some non-students who are residents of Pierce County are granted borrowing privileges, the library collection is not intended to serve the general public. Nor is it intended to fully support the faculty’s individual research projects, nor to provide specific materials

for class presentations. Faculty research is, however, supported by the Library through the provision of services such as interlibrary loan, special databases searching, and reference assistance. Faculty librarians are also available to assist faculty in developing their assignments with Information Competency components.

## Cooperation with other libraries

Pierce College Library is committed to cooperative efforts with local school, public, and academic libraries in order to maximize the access to materials for our mutual patrons and to reduce unnecessary duplication of materials, thereby reducing costs for everyone.

Current cooperative efforts include

1. **Community/Technical Colleges:** reciprocal borrowing privileges are granted by all Washington State community and technical college libraries to all currently enrolled Washington State community college students.
2. **The Evergreen State College:** registered Pierce College students have borrowing privileges at The Evergreen State College.
3. **Western State Hospital:** borrowing privileges are granted to all Pierce College students and staff for use of the hospital library. All staff of Western State Hospital are granted the same use of the Pierce College Libraries. Borrowing privileges do not extend to hospital patients.
4. **Interlibrary Loan:** Pierce College has endorsed the Washington State Interlibrary Loan Code and provides full interlibrary loan service for all registered students, staff and faculty.

## Overview of the Pierce College Library collection

The Library's collection consists primarily of materials carefully selected to support the college curriculum. The collection represents the depth, breadth, varying perspectives, and historical and current treatments of subjects taught in, and of interest to, a two-year college community. Additional materials are collected to stimulate intellectual curiosity; to provide cultural, educational, vocational, and recreational enrichment; and to satisfy needs for information of local interest.

The Library will strive to meet or exceed accreditation standards in regard to collections as set forth by the Association of College and Research Libraries in Standards for Community, Junior and Technical College Learning Resource Programs  
<http://www.ala.org/ala/acrl/acrlstandards/standardscommunity.htm>.

While interlibrary loan and other cooperative agreements may provide some materials needed by the college community, the Library must receive adequate support from the institution to ensure that it will be the primary resource for the majority of the college's information needs. Materials for which there are legitimate recurring needs should be purchased by the Library.

In developing and maintaining the Library's collections, the faculty librarians will be mindful of the

tremendous diversity of the college's constituency. Librarians will attempt to meet the information needs of a wide variety of users, considering diversities such as ethnic/racial/national origins, religious traditions, economic backgrounds, sexual orientations, family configurations, ages, political persuasions, disabilities, and learning styles.

## ***Collection Organization***

The Library collection shall be organized so as to permit the most efficient access. Special collections within the Library will be kept to a minimum and will be established only after a distinct need has been identified. Special collections shall not be created through labeling; the Library supports the 1990 revision of the Statement on Labeling of the ALA <http://www.sbac.edu/~media/labeling.html>. Decisions regarding special collections shall be made by the Dean of Library and Media Services and faculty librarians. Special collections currently include Reference, Reserve, New Reader, Children's Literature, Paperback, Annual Reports, Maps, Audiovisual, and Vertical File. Special collections housed in areas of the college outside of the Library will be discouraged so as to maximize college resources and the availability of materials to all students. Such collections must be approved by the Vice President for Learning and Student Success in consultation with the department involved and the Dean of Library and Media Services.

Circulation policies and procedures and security systems must provide for both reasonable use of materials by individuals and the availability of those materials to other members of the college community who might wish to use them. Extended circulation periods to individual patrons that may effectively result in loss of ownership of these materials, as well as overly restrictive circulation periods that unnecessarily deprive patrons of access to materials, should be avoided.

Materials needed for specific courses can be placed – on a quarter-to-quarter basis – in the Reserve collection that offers limited circulation. As a general rule, Reference books will not be placed on reserve.

If material is purchased with library funds, it must remain library property and under library control. If material is loaned on a long-term basis, it must be available for immediate recall.

## **Selection**

### ***Responsibility for Selection***

Selection and collection development are the ultimate responsibilities of the Dean of Library and Media Services, who has final authority, and who authorizes the faculty librarians to carry out these obligations. These duties are fulfilled in accordance with the objectives and criteria defined in this policy. As curriculum is the most important influence on the development of the collection, it is imperative that librarians obtain suggestions and advice about materials selection from faculty and administrators and keep abreast of all changes in college curriculum. Instructors have the responsibility of recommending purchases consistent with their curricular offerings, and for considering and arranging for collection support when the college institutes new programs. Recommendations are always welcome from students, faculty, staff, and community members.

Faculty librarians remain current with curricular changes by regularly attending division meetings, consulting with other faculty members, and reviewing all course changes and proposals approved by CLASS.

### ***Collection Development Priorities***

In establishing priorities for collection development, first consideration is given to instructional materials directly supporting course and program goals. Attention is paid to the connections between and interdependence of disciplines, and discrete areas of study within disciplines.

Initiating collections in response to new curriculum depletes resources available for existing instructional collections and programs. Such impacts should be carefully considered when developing new programs.

Collection development takes into account instructional techniques, course goals and publishing patterns in disciplines and occupational programs. Depth and breadth of collections are in part driven by student/faculty participation in resource-based teaching and learning.

Mindful of Pierce College's mission to provide a holistic education, as evidenced by its adoption of the five Core Abilities (Effective Communication, Critical Thinking and Problem Solving, Information Competency, Multiculturalism, and Responsibility), the Library also purchases materials beyond the academic curriculum that relate to academic success, vocational guidance, and college transfer. Materials not related to the curriculum, and focusing on personal, consumer, and/or recreational interests, are minimally collected. More comprehensive collections in these areas are available through resource sharing with local public libraries.

While relevancy to the College's mission is the most important criterion in the development of the Library collection, practical considerations such as budget and space constraints do impact decision-making.

### ***General Selection Criteria***

Selection is made on the basis of reviews; recommendations of faculty, students, and staff; current and retrospective bibliographies and lists of notable books; and other sources such as publishers' catalogs. Final selection decisions are made by the Dean of Library and Media Services and faculty librarians. Funds are not strictly allocated among the various academic divisions, although equity among programs is sought while giving consideration to the fact that costs of materials across disciplines are not equal.

Collection deficiencies receive priority in selection and are determined by considerations of unmet needs, collection use, course offerings, and collection balance.

In order to provide for students' diverse reading levels, print materials with a range of readability levels are sought.

The collection includes some upper-division material for use by more advanced students.

The following criteria will be used for materials selection, as applicable:

1. Materials shall support, and be consistent with, the general educational goals of the college and the objectives of specific courses.
2. Materials shall meet high standards of quality in content and presentation.
3. The most appropriate physical format will be selected, considering both the intended use and the cost.
4. The selection of materials on controversial issues will be directed toward maintaining a balanced collection that represents various views. The entire range of human cultural practice and social expression is welcome in our collections. Materials representing alternative points of view not embodied in mainstream literature will be sought.

## Multiple Copies

The library does not normally purchase multiple copies of a circulating title. Exceptions may be made when a work is assigned every quarter; or has high demand on both campuses; or is a "classic" likely to get heavy use. Whenever possible, added copies are purchased in paperback editions.

As a rule, the Library aims to duplicate no more than 75-80% of the reference titles at the two campuses, and no more than 25% of the circulating titles.

## ***Criteria for Specific Formats***

### Periodicals

Journals, magazines and newspapers are purchased or accepted as gifts for one or more of the following reasons in order of priority:

- To keep the Library's collections up-to-date with current information regarding the various subjects studied through Pierce College's instructional programs.
- To provide material not available in books and other media.
- To keep faculty and administration aware of recent developments in their fields.
- General reading.

Due to the expense of serials, and the commitment the college extends when adding a new subscription, special attention will be given to optimal placement when selecting and housing periodicals.

In addition to the general criteria for selection of all materials, individual periodical titles are chosen and retained according to the following criteria:

- Availability
- Space requirements
- Ease of accessibility by students, e.g. indexing
- Availability of equipment to read or view, and to print
- Durability
- Cost
- Availability of full text in existing periodical databases

Newspapers are purchased to give local, regional, national and international news coverage.

### Periodical Back-files

Retention of periodical back-files is considered on a title-by-title basis and will depend on use statistics, potential reference value, and availability of storage space. When space is not a major issue, retention in paper format is preferred for its ease of use by students. When a shortage of storage space requires, and when cost allows, back-files will be retained in microfiche/film or CD-ROM format.

### Videotapes / DVDs

In addition to the standards set forth in "General Selection Criteria" the following will be applied:

- (a) The material is such that it can be best presented only in the VHS or DVD format. It is not, for example, simply a recorded lecture, a series of still photographs, or material which could just as easily be published as a book, unless video is the only format available.
- (b) It is issued in a format (i.e. 1/2" VHS tape or DVD) for which playback equipment is readily available at Pierce College.
- (c) It is offered at a price lower than the expected rental costs for the same item over a one-year period (taking into account not only the rental price but also the number of times the item would be rented on an annual basis).

### Audio Recordings

Audio recordings are added to the collection when their formats offer distinct advantages over print format, e.g. poetry read aloud by the poet; an interview with an author; foreign language instruction; music instruction, and notable speeches. The Library does not, as a rule, purchase "Talking Book" versions of novels for listening rather than reading except as appropriate in the New Reader collection.

## 35 mm Slides

35mm slides are purchased only if the special content of these materials (such as art reproduction) requires the finer resolution capability, greater color fidelity, and larger screen image of projected film.

## ***Electronic Resources***

Electronic resources are increasingly available as a means of providing wide access to materials beyond the Library's physical location. Electronic formats include CD-ROMs, networked databases, electronic journals, and Internet resources. Examples include

<i>Vietnam: A Visual Investigation</i>	CD-ROM
<i>ProQuest Direct</i>	Periodical Database
<i>American Journal of Psychology</i>	electronic journal
<i>Columbia Guide to Online Style</i>	website

## General Selection Criteria for Electronic Resources:

The Library collects electronic resources according to the General Selection Criteria (p. 5). In addition, criteria specific to electronic formats are applied. When making collection decisions, faculty librarians consider whether the electronic resource

1. provides information not available in print or other formats;
2. enhances and complements the existing collection of print and other materials;
3. is relevant to Pierce College users;
4. provides wider accessibility under copyright law or the licensing agreement;
4. can be permanently retained;
5. is compatible with existing hardware at Pierce College; and
6. is user-friendly.

## Criteria for Specific Electronic Formats:

In addition to the general criteria in the paragraph above, electronic resources are purchased or posted on the Library's web page in accordance with criteria specific to each format.

### *Computer Software*

1. most appropriate format for topic
2. presents a unique method of instruction
3. necessary to enable use of other electronic resources
4. IBM compatible, but other formats will be considered

### *Databases*

1. coverage and scope of database

2. availability of full-text documents
3. user-friendliness of interface and search capabilities
4. availability and ease of downloading and printing information
5. accessibility from locations outside the library and off-campus

#### *Electronic Journals*

The Library provides access to various electronic journals via the Internet. Access is enhanced by including links to the journals from Pierce College Library's web page. If an electronic journal is free, inclusion criteria follow the General Selection Criteria for electronic resources. If the journal requires a paid subscription, it is chosen using the following additional criteria:

1. wider access at a reasonable price compared to the print version
2. availability of full-text current and back issues
3. ease of downloading and printing
4. length of retention period
5. favorable reviews in publications such as *Ulrich's* and *Magazines for Libraries*

#### *Internet Resources*

The Library offers unrestricted access to the Internet. In addition, the Library provides links to selected Internet resources, and purchases rights to them if necessary, based on the following criteria:

1. authority of the source
2. provision of value-added aspect or service
3. currency
4. technical ease of use
5. perceived stability of information

#### *Licensing of Electronic Resources*

The Library complies with licensing agreements, and negotiates with vendors when necessary for broader access and other benefits. The Dean of Library and Media Services has responsibility for examining contracts and negotiating with vendors. The Library will advise its users to comply with licensing agreements.

#### *Summary*

Information in any format will always be considered for acquisition and will be judged by criteria such as relevance to curriculum or collection goals, cost, quality, and availability of equipment to access it.

## ***Special Collections***

### Reference Collection

In addition to the standards set forth in "General Selection Criteria," books are selected for the reference collection with the intent of providing a comprehensive store of information on as wide a range of subjects as possible, including topics not represented in the general collection. Classification of material within the reference collection is the responsibility of the faculty librarian in charge of Technical Services.

Books are classified in the Reference Collection for the following reasons:

1. Their organization and format are such that they are especially valuable as sources of ready information.
2. The demand for them is so great that they must be available in the library at all times.
3. They are so rare, expensive, or vulnerable to damage that they should not be circulated.

### Reserve Collection

Library- or faculty-owned materials may be placed in the limited-circulation Reserve Collection for a specific course or quarter at faculty request provided that copyright regulations are adhered to. Other materials may be placed in the Reserve Collection due to very high monetary value, high use or risk of theft or mutilation. In all cases, faculty librarians make the final determination as to titles suitable for Reserve classification. Reference materials are not normally placed on reserve.

### Children's Literature Collection

The Children's Literature Collection consists of picture books for children birth through age 8, and a representative selection of titles from the genres of children's literature that meet general curricular needs. It includes materials such as board books, song books, poetry, nonfiction, concept books, and fiction.

### New Reader Collection

This collection includes a variety of materials designed to meet the needs of newly literate adults and those learning English as a second language. Popular materials are collected at different levels of difficulty and are intended to encourage reading and foster language development. Although not a primary focus, some instructional materials and level-appropriate reference sources (e.g. dictionaries) are collected.

## Maps

The map collection includes political, thematic, and physical maps of all areas and is especially rich in topographic maps of Washington State. Maps are selected when their size, data, or topic is unique or superior to that provided in an atlas. Attention is given to local maps not available in any other source or format.

## Paperback Collection

The library's Paperback Collection consists of donated books, primarily mass-market paperbacks. This collection is intended to meet the recreational reading needs of students. These books are given minimal processing, but are cataloged and included in the online catalog.

Because these inexpensive paperbacks are acquired almost entirely through donations, this collection is not balanced. At any given time it may emphasize science fiction, adventure, or romance, depending on recent acquisitions. Books are selected from gifts to add to this collection when they are appropriate for the reading level and interest of the college community.

The paperback collection is less permanent than the main cataloged collection, and books may be added or withdrawn frequently as their popularity and durability are assessed.

## Vertical File Materials

Pamphlets and other ephemera are occasionally added to the vertical file in order to provide the most current information available on a variety of topics, with particular emphasis on local information and information not readily available on the World Wide Web. Materials are selected at the discretion of the faculty librarian who oversees this collection.

Multiple copies of a pamphlet or clipping may be filed under several subject headings for ready access by students.

Because these materials quickly lose their usefulness, the vertical file is weeded more frequently than the permanent library collection.

## ***Materials Not Selected***

### Required Textbooks

Textbooks are not usually purchased for the library collection, but those selected are judged by the existing criteria for all materials. They are purchased when they are the most suitable format for supplementary reading or practice, or for reference or research. Gifts of recent texts are accepted and added to the collection if deemed potentially useful to students. The first preference will always be to purchase materials that complement required texts.

## Materials Used in Classes

The Library does not normally purchase lab manuals and textbooks students are expected to purchase, or reference material necessary for classroom instruction. Nor does it collect books with formats unsuitable for multiple use – such as those with perforated tear-out pages or workbooks designed to be written in – except for test guides and certain materials intended for second-language learners.

## Serials Not Indexed

As a rule, the Library does not subscribe to periodicals not indexed in library-owned periodical indexes. However, when there are few indexed titles in a field, exceptions may be made.

## Graduate Level Research Materials

Since the primary goal of the Library is to meet the curricular needs of Pierce College students, the Library will not attempt to acquire a comprehensive collection of upper-level materials or graduate-level materials to meet faculty research needs. Such needs are usually met through interlibrary loan and referral to colleges and universities nearby.

## Obsolete Media

Phonograph records and other infrequently-used media are not purchased when there is no equipment to access them, and when cheaper or more readily available formats replace them.

## **Gifts**

Gifts of books and other materials are accepted under the following conditions:

1. All gift materials received by the Pierce College Library become the property of Pierce College. No materials received as gifts are returned to donors. If the donors of gifts of exceptional value so desire, they may be identified on mounted bookplates.
2. No special collections will be established except in accordance with the established collection development policy.
3. The Pierce College Library has the right to dispose of any gift materials which are not selected for addition to the library collection. Such disposition shall be in accordance with Washington State Law, and may include transfer to other libraries, sale, or discard. The Dean of Library and Media Services or his/her designee shall make the final determination as to the disposition of all gift materials.
4. Gift materials shall be selected for addition to the collection according to the standards set forth above under “General Selection Criteria.”

## Collection Maintenance

Systematic and regular withdrawal of materials from the collection benefits the Library by ensuring that the collection accurately reflects the current needs of the college community. Selection and de-selection are two aspects of the same continuous process of collection development and maintenance. Faculty librarians evaluate the collection periodically for library materials that have become obsolete, are physically unusable, or have low circulation. As part of their review, they consult instructors with expertise in the relevant disciplines for advice concerning withdrawal of the material (see later).

Books and materials selected for removal must meet at least one of the following conditions before being discarded:

1. The material has been infrequently used for an extended period of time.
2. There is other material in the collection that fulfills the same need more adequately.
3. The physical condition of the material is such that it cannot be utilized, and repair would be impractical.
4. The age of the material is such that it is not useful for either current or historical purposes, or is no longer within the scope of the current collection development policy.
5. Duplicate copies of the title exist, and use does not mandate retaining more than one copy.
6. The material supported a course/curriculum no longer offered at the college and does not meet the needs of any other course/curriculum.

Materials that are listed as sources in heavily-used indexes and bibliographies such as the *Play Index*, *Granger's Index to Poetry*, etc., are retained unless physically unusable. Titles from these sources that receive heavy use are checked in Books in Print and comparable guides before discarding and replaced with newer editions if available.

In examining the collection, faculty librarians periodically reconsider each item to determine whether or not it deserves a place on the shelf. The following categories apply:

1. Retain.
2. Withdraw: subject matter out-of-date; no longer consistent with curriculum.
3. Withdraw and Replace: poor physical condition but the material is still useful; old edition to be replaced with new edition.

Withdrawn library materials are offered for sale or discarded. The Dean of Library and Media Services or her/his designee shall be the sole judge of the final disposition of discarded materials, in full compliance with Washington State law.

## ***Reclassification of reference materials***

Books are removed from the Reference Collection for the following reasons:

1. They have been superseded by newer, more up-to-date editions. When the library acquires a new edition of a previously-held title, the older editions are evaluated on an individual basis and retained; reclassified from reference to circulating; transferred to the other campus library; or withdrawn, as appropriate
2. Their value as ready-reference sources has decreased to the point where they are no longer in constant demand, or they are no longer contributing to the overall comprehensive nature of the reference collection. Books which have been removed from reference but which still retain informational value may be reclassified for transfer to the general circulating collection, or transferred between campuses.

## **Procedure for Review of Library/Media Center Material**

Since free access to information is essential not only to education but to our democracy, the Library upholds the principles of the American Library Association's *Freedom to Read Statement* <http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm> and makes every effort to provide materials representing all points of view, including those which are unpopular or unorthodox. To quote directly from the *Library Bill of Rights* <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>, "Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment." This responsibility also entails establishing formal procedures for persons or groups wishing to request reconsideration of any material in the Library collection.

Should a Library user encounter material he or she feels is objectionable, the user has the right to complete a "Statement of Concern Regarding Library Resources" form [Appendix C]. The form may be obtained at the reference desk or from the office of the Dean of Library and Media Services, and the completed form must be submitted to the Dean of Library and Media Services.

No material will be withdrawn, removed, or undergo a change in location or status until the entire review process is completed.

The patron's request will be received by the Dean of Library and Media Services, who will review the request with the faculty librarians and prepare a written response that includes an explanation for the decision to retain, withdraw, or relocate the material in question. The explanation may include how the material relates to the educational goals of the college and the Library/Media Center, criteria used for selection of this and similar items, published reviews, and/or patron requests for and use of the material. Copies of the response will be submitted to the Vice President for Learning and Student Success.

Within three weeks of the postmark of the response from the Library/Media Center, the complainant may forward a written appeal to the Dean of Library and Media Services. The Dean will then, within two weeks of receipt of the appeal, establish and call the first meeting of an ad hoc Review Committee, whose members will be

- Two tenured faculty selected by the President of Pierce College Federation of Teachers (with at least one from the subject area of the material in question);
- One division chair selected by the Chancellor of Pierce College;
- One library faculty member (selected by the Dean of Library and Media Services) who is responsible for materials selection in the subject area of the material in question;
- One student (selected by Student Government);
- One librarian from the community (selected by the Dean of Library and Media Services); and
- The Dean of Library and Media Services.

The chair will be selected by the Committee.

The Committee will review the written request and the response, and will read, listen to, and/or view the material in question in its entirety. The library faculty member will provide information to the Committee, which may include

- Collection objectives that are met by the material;
- Reviews from professionally recognized sources;
- Statements by instructors whose students use or may use the material; and
- Any other information that could assist in defining the purpose or value of the material.

The Review Committee may rely on any resources of the college in arriving at a decision, taking into consideration the intellectual freedom documents of the American Library Association and Washington Library Association found in the appendices of this policy. The Committee may interview any other individuals, including the complainant, as well as seek counsel and advice from the Office of the Attorney General.

Within 45 days of receipt of written appeal, the Committee will reach its decision with four or more concurring votes of the seven Committee members, and will forward the written decision and all documentation to the Dean of Library and Media Services for action. The committee chair will notify the complainant in writing of the decision of the Committee and ensure the appropriate action has been complied with. Copies will be forwarded to the Chancellor of Pierce College.

Within two weeks of notification of the Committee's decision, the complainant or a dissenting member of the Committee may forward a written appeal to the Chancellor of Pierce College. Appeal decisions will be based on the material included in the file.

Material that has undergone a review may not be re-challenged for one calendar year from the date the Review Committee's recommendation is sent to the Dean of Library and Media Services.

## **Periodic Review**

Since Pierce College is a dynamic institution, the Library's Collection Development and Materials Selection Policy must be responsive to change. Therefore, this policy will be reviewed periodically by the faculty librarians and revised accordingly.

## **Saving Clause**

Nothing contained in this policy shall conflict with the laws of the State of Washington or Pierce County, Washington, or with any policy established by Pierce College or the State Board for Community and Technical Colleges.

## APPENDIX A - Pierce College Mission Statement

### Pierce College Mission Statement

- We are a community of learners open to all.
- Our community is built on a foundation of respect and openness to change.
- Together, we strive to meet the needs of our diverse community and develop each member's abilities.
- Our commitment to quality education and teaching excellence prepares learners to live and work successfully in an ever-changing world.

### Values and Goals

To accomplish our mission, we commit ourselves to these values:

- Access
- Multiculturalism
- Educational Excellence
- College Environment

What do our mission and values look like in action? These are our goals:

#### Access

- Provide an open door admission policy.
- Support the principles of affirmative action and equal opportunity in all areas.
- Identify and overcome institutional barriers to learning.

#### Multiculturalism

- Recruit, retain, and involve a diverse faculty, staff, and student population.
- Value the dignity, strength, and contribution of each individual in our community.
- Celebrate our diversity.

#### Educational Excellence

- Prepare students to live and work in a dynamically changing world by emphasizing whole student development and the **five core abilities**:
  - Effective Communication
  - Critical Thinking/Problem Solving
  - Multiculturalism
  - Information Competency
  - Responsibility
- Use the abilities of our students as the measure of institutional quality and effectiveness.
- Provide a quality educational environment.
- Meet the diverse educational needs of our community by providing comprehensive programming: academic transfer, career preparation, retraining, developmental, continuing education, and lifelong learning needs of our community.
- Anticipate and plan for continuous change in the design and delivery of programs and services. Embrace changing technologies as integral to education.

## **College Environment**

- Provide an accessible, safe, healthful, and comfortable learning and working environment.
- Implement effective decision making processes that value collaboration and the contributions from all students, faculty, staff, and community.
- Develop dynamic local, regional and global networks and partnerships.
- Provide effective systems, including appropriate use of technology, to meet the business and operation needs of the institution using the most efficient, responsible and accountable methods.
- Develop innovative funding to increase educational opportunities.
- Engage in on-going college-wide planning processes that allow us to evolve in response to an ever-changing world.
- Strive to be a place where all of us can find meaning in our work.

## **APPENDIX B - Pierce College Library Mission Statement**

### **Pierce College Library Mission Statement**

It is the mission of Pierce College Library to be a dynamic, high quality teaching library through active and effective participation in the instructional and community service processes of Pierce College. The Library will fulfill this mission by

- Employing professionally-qualified librarians who are active educators and faculty members.
- Providing maximum access to information resources and services that support and augment the classroom experience and that foster academic excellence through the freedom of inquiry.
- Encouraging and facilitating intellectual independence and lifelong learning through instructional programs and services that emphasize information competency and complement classroom instruction.
- Providing distinctive programs and services designed to meet the intellectual and cultural needs of an information-based society.
- Providing an atmosphere and environment that supports the use of information in learning and study.
- Utilizing available and emerging technologies that support and enhance instruction and information retrieval.

To carry out its mission, the library has set the following goals:

1. To support the curricular and other information needs of the College by selecting, acquiring, organizing, producing, preserving and circulating a collection of materials in a variety of formats, as well as equipment necessary for their use.
2. To interpret the collection to all users, to assist them in the utilization of the library as well as other electronically available databases, to provide referral to additional information sources, and to supply individualized assistance in using instructional materials.
3. To provide comprehensive information competency instruction that is integrated with the curriculum, enabling all users to locate, evaluate, organize, and utilize information.
4. To improve services through regular evaluation of the collection, programs, and facilities in light of applicable standards.
5. To provide comfortable, barrier-free facilities that afford maximum access to resources, and to encourage their use in an atmosphere conducive to academic study.
6. To support the Library Bill of Rights of the American Library Association and other principles and ideals of intellectual freedom.
7. To encourage excellence and innovation in library staff through personal and professional growth opportunities.
8. To develop and maintain an audio-visual services program that enhances the instructional effectiveness of the faculty through the use of materials and technology.
9. To assist in the development of local and inter-institutional information networks.
10. To develop library services that are consistent with College program objectives by maintaining close and purposeful working relationships with all constituencies.
11. To stimulate intellectual activity and cultural awareness through programming, displays, etc.

12. To share resources, services, and ideas with all areas of the College, as well as with professional, public, and private organizations and institutions in the community.
13. To promote the use and services of library/media.
14. To enhance the quality and reputation of the College through library teaching, resources, services, and community relations.
15. To maintain effective administrative planning and operation, in accordance with established principles of library management and with College policy.

## APPENDIX C – Statement of Concern About Library Resources

The library values your opinion. If you would like us to reconsider the presence in our collection of any library material, please complete this form, indicating as clearly as possible the nature of your concern. If your concerns relate to a library program or other library services, please indicate in the appropriate space. A librarian will contact you in the near future to discuss your request.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ (work) \_\_\_\_\_ (home)

### I. LIBRARY MATERIALS OR SERVICES OF CONCERN

Book \_\_\_ Textbook \_\_\_ Video \_\_\_ Magazine \_\_\_ Newspaper \_\_\_ Pamphlet \_\_\_ Play \_\_\_ Student  
Publication \_\_\_ Artwork \_\_\_ Audiovisual Material \_\_\_ Library Program \_\_\_ Collection \_\_\_ Exhibit  
\_\_\_ Performance \_\_\_ Speech \_\_\_ OnLine Resources \_\_\_ Other \_\_\_

A. TITLE \_\_\_\_\_

B. AUTHOR OR PRODUCER \_\_\_\_\_

C. WHAT BROUGHT THIS TITLE TO YOUR ATTENTION? \_\_\_\_\_  
\_\_\_\_\_

D. HAS THE COMPLAINANT READ, VIEWED, ETC., THE MATERIAL IN ITS ENTIRETY? TO  
WHAT DOES THE COMPLAINANT SPECIFICALLY OBJECT? WHAT SPECIFICALLY DOES THE  
COMPLAINANT THINK IS THE PROBLEM, OR WHERE DOES THE HARM IN THE MATERIAL  
COME FROM? (USE OTHER SIDE OF THIS FORM IF NECESSARY.)

\_\_\_\_\_

E. WHAT MATERIALS DO YOU SUGGEST WE SUBSTITUTE FOR THESE THAT WILL PROVIDE  
THE SAME LEVEL OF INFORMATION ON THIS SUBJECT?

\_\_\_\_\_

F. IF YOUR CONCERNS ARE FOR OTHER THAN LIBRARY MATERIALS PLEASE STATE THEM  
BELOW. (USE OTHER SIDE OF THIS FORM IF NECESSARY.)

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_