The Collection Development Policy of the Library includes elements from the Library’s overall mission statement:

The Evergreen Valley College Library supports the philosophy and goals of the College. The primary purpose of the Library is to facilitate and improve learning by providing resources, services and assistance for the instructional programs of the College. Likewise, the Library provides resources and services relevant to general information needs; intellectual, personal, and professional growth; cultural development and activities of the College and community.

In addition, the Library conforms to the Library Bill of Rights by representing all sides of issues. No material shall be excluded from the collection because of the race or nationality of the author or the political, moral, or religious views expressed in the work.

The Library’s Collection Development Policy covers all print and non-print materials added to the collection of Evergreen Valley College.

**Scope of Collection**

The primary focus of the Library Collection is to support subject areas taught at Evergreen Valley College with attention also given to material representing a broad spectrum of human knowledge. Selection criteria includes the following:

a) accuracy and authority of the material, the reputation of the author and publisher, and the social and/or artistic merit or importance of the material. Such evaluation shall be based on reviews in the professional literature and on the professional judgment of the faculty and Library staff.

b) major emphasis on current publications of works which promise to fulfill future as well as current needs.

c) curriculum support in a systematic and comprehensive manner.

d) priority for selection of materials will include class need, materials requested by instructors to supplement their field, general reference material, and outstanding books in fields not represented in the present curriculum.

Meeting the needs of a diverse student body is a high priority in developing the Library Collection. Library staff actively seek to add materials reflecting multicultural community issues and authors in consideration of general principles of library material selection. Materials in languages other than English are purchased if they support the curricular needs of languages and ethnic studies. Donated materials in other languages will be accepted if suitable for student use.
While the Library does not purchase textbooks, they may be donated by faculty members for addition to the collection. A faculty member may also put a copy of a current textbook on reserve if needed by students.

The Library does not purchase materials solely to support faculty research; staff will assist faculty in obtaining such material through Interlibrary Loan.

**Responsibility for Selection**

Responsibility for the selection of library materials for the College lies with the entire college community. Faculty members are largely responsible for recommending the acquisition of materials in their subject fields. Any member of the faculty or staff may request that an item be added to the collection by submitting a request form to the Library. Students may also submit recommendations for purchase.

The Library staff encourages the interest and activity of individual faculty members in selecting material for the Library to assure the building of a comprehensive collection. Librarians assume responsibility for systematically reviewing current and retrospective bibliographies and making selections. Responsibility for coordinating the collection as a whole, for aiding the faculty with bibliographical assistance, and for making judgments as to the format, degree of completeness, and number of copies of materials to be acquired rests with the librarians.

e) While materials are purchased for the Library Collection primarily by the Library, some instructional areas use their discipline funds to acquire curriculum specific materials to be added to the Library Collection. Final decisions for collection balance and development lie with the librarians.

Gifts of either library materials or money to purchase them will be accepted provided they fit into the Library’s collection policies and are given without restriction. The Library must be free to dispose of any materials which are not needed for the collection. Generally materials which are not added to the collection are sold to college students, faculty, and staff. Proceeds from the sales remain in the Library’s materials budget.

Weeding, or the removal of obsolete materials for purposes of discarding, is an integral part of the total organized effort to study and develop the collection. Librarians consider items for discarding based on duplication, circulation, physical condition, currency, and accuracy of information. Weeding is done by the librarians in consultation with faculty as needed.

Ultimately, the responsibility for maintenance of the Library collection rests with the College Library Director.

*Revised 6/97*