



Collection Development Guidelines

Southwestern College Library

Contact: 619-421-6700 x5381 or library@swccd.edu

Introduction

The purpose of the Collection Development Guidelines is to identify the principles that guide the selection of materials for the Southwestern College Library. The guidelines are informed by curriculum, mission, District policies and the Library Strategic Plan. A robust and effective collection is fundamental to curriculum support and requires the expertise of librarian selectors, collaboration with discipline faculty, and input from students. A stable fiscal commitment from the District is a necessary component of the goals of the guidelines.

Library faculty will review the guidelines periodically to ensure that they accurately reflect the current instructional needs of the District.

Objectives of the Guidelines

Collection development refers to information in the Library's collections in all formats. The objectives of the Collection Development Guidelines are:

- To guide librarians in providing a balanced, diverse, and relevant collection in support of the instructional and lifelong learning needs of students, faculty, and staff
- To encourage participation with discipline faculty in the development of the collection
- To assist in creating an organized and accessible collection of materials
- To provide a framework for collection evaluation

Intellectual Freedom and Library Collections

In support of the free exchange of ideas, the Library is guided by the Library Bill of Rights, originally adopted by the American Library Association in 1939 and revised and reaffirmed most recently in 2019 (Appendix II).

As stated in the Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Library resources are not to be excluded from the collection because of the experiences or views of its author.

It is the Library's role to provide information, facilitate open discourse, and support free access to ideas.

Therefore, effective collection development:

- Supports, expands, and contextualizes college curriculum
- Provides resources for assignments and classroom instruction
- Supports a dynamic, broad, and balanced collection in all subject areas

- Provides information about local topics
- Promotes intellectual growth and critical thinking
- Supports lifelong learning and independent study

Selection of Materials

Library faculty select materials using a number of resources, including selection criteria (below), input from discipline faculty, participation in the curriculum review process, institutional planning documents, professional literature, data, and student recommendations. Librarians also may select materials on topics that support a cohesive and balanced collection.

Librarians are assigned to subject areas based on their education, expertise, and experience. Librarians regularly review recommendations from a number of sources and ensure their selections support the goals of the collection development guidelines in maintaining a balanced and current collection.

Selection Criteria:

Librarian selections are based on the existing collection and curricula. Factors considered may include:

- Relevance to college curriculum and assignments
- Currency
- Reading level or intended audience
- Cost
- Format
- Overlap with existing holdings
- Student equity and access
- Accessibility of digital resources
- Relevance to overall collection
- Permanence
- Publisher
- Author credentials

Requests to Reconsider Materials

The Library is responsible for providing materials representing various views of controversial topics. Library faculty adhere to the principle of free access to ideas and an open discourse in a free society. Individuals or groups who object to Library materials will be asked to complete and sign a *Request to Reconsider Educational Resources Form* (Appendix III). The Dean will consult with the subject area librarian and follow up with the patron. Repeated requests may be referred to the VPAA or the President.

Types and Format of Library Materials

In consideration of longevity and preservation, books are normally purchased in a hardcover format unless it is unavailable or if the subject area changes rapidly. eBooks are purchased using the same guidelines for selection as print materials, with an additional analysis of purchasing models that are unique to this format. A regular fiscal commitment from the District for eBooks is a necessary component of this equation.

Reference Materials

Reference books are selected according to curricular interest and for any areas where factual information may be required. Reference materials are reviewed regularly and outdated resources are updated. The books are available in multiple formats, including in print, eBooks, and via online databases.

Course Reserve Materials

All Library-owned materials may be placed on Reserve at the request of an instructor or a librarian. Reserve materials may be checked out for a limited time period for in-house use. An instructor's personal copy may be made available to students. Discipline faculty are responsible for obtaining copyright clearance for Reserve materials when necessary. The Library is unable to purchase textbooks for classes. Library faculty work with discipline faculty for alternatives to support student success.

Periodicals and Databases

The majority of periodicals are available to search and read via the Library's online databases. Online database agreements limit access to currently enrolled SWC students, staff, faculty, and administrators. The online databases are selected according to the same selection criteria as other Library materials. There is also a small print collection of newspapers, journals, and magazines in the Library.

Media

The Library subscribes to streaming media online databases in support of the curriculum. There is a small collection of DVDs that are maintained at the Circulation Desk.

Leisure Reading and Graphic Novels

To encourage literacy and support the demand for popular titles, the Library maintains small Leisure Reading and Graphic Novels collections. The majority of the items are acquired as gifts.

Juvenile Collection

The Library maintains a limited number of children's books in support of the Family Studies Department. The books include Newberry and Caldecott winners, ALA Notable Books, and other titles of permanent value.

ESL Readers Collection

The ESL Readers Collection consists of graded readers for English learners. Topics include fiction, biographies, and nonfiction.

Online Materials

In addition to databases, credible digital sources that provide useful and appropriate coverage in support of the curriculum may be provided.

Archives and Special Collections

The Archives and Special Collections areas of the Library have their own Collection Development guidelines. Please refer to that document for more information.

Gifts

Subject area librarians review gifts using the selection criteria outlined above, while also taking into consideration the overall condition of the material. If material is not added to the collection, it is sent to the Friends of the Southwestern College Library book sale or to a literacy partner, such as Better World Books. Damaged items may be discarded.

Although the Library does not determine the value of gifts, upon request an acknowledgement letter outlining the receipt of the gift will be sent to the donor.

Collection Maintenance

De-selection

Periodically, Library faculty will evaluate the collection in order to maintain current, useful, and relevant materials. De-selection (weeding) is an integral component of collection development. Materials that are out-of-date, inaccurate, damaged, duplicates, no longer relevant, or that have been superseded by more recent editions will be considered for withdrawal.

Replacements

Replacement of damaged, lost, or missing material is not an automatic process. Library faculty are responsible for replacement decisions and a number of factors are considered in each case, including:

- Availability of new and better materials on the subject
- Demand
- Cost
- Number of other books in the collection that fulfill a similar subject need
- Availability of the item in an digital format

Preservation, Repair, and Disposal

Whenever possible, items will be repaired and preserved. Withdrawn items may be donated or sold with any proceeds going to the Friends of the Southwestern College Library. In certain cases an item may be discarded due to its condition or grossly inaccurate information.

Appendix I

SWC Mission

Southwestern Community College District is the premier public institution of higher education in Southern San Diego County that serves a diverse community of students by providing quality academic programs, comprehensive student support services that ensure equitable access, and clear pathways to student success.

Southwestern Community College District promotes learning and success to prepare students to become critical thinkers and engaged life-long learners/global citizens. The District is committed to continuous improvements through the use of data-informed planning, implementation, and evaluation.

Southwestern Community College District utilizes a variety of instructional modalities to provide educational and career opportunities in the following areas: Associate degree and certificate programs, transfer, professional, technical and career advancement, foundational skills, personal enrichment, and continuing education.

Governing Board approved August 12, 2024

Vision Statement

Southwestern College is the leader in equitable education that transforms the lives of students and communities.

Southwestern College Library Mission Statement

Southwestern College Library empowers students to engage with information to achieve their academic goals and to promote lifelong learning.

Appendix II

Library Bill of Rights (American Library Association)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Appendix III

Request to Reconsider Educational Resources Form

The faculty at Southwestern College Library established collection development guidelines and a process for gathering input about particular items. Completion of this form is the first step in that process. If you wish to request reconsideration of a resource, please return the completed form to the Southwestern College Library Dean.

Southwestern College Library. 900 Otay Lakes Road, Chula Vista, CA 91910.

Date: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Do you represent self? _____ Or an organization? _____

Name of Organization: _____

Resource on which you are commenting:

____ Book ____ Media ____ Periodical ____ Digital Resource or Online Database
____ Other

Title: _____

Author/Producer: _____

What brought this resource to your attention? _____

Have you examined the entire resource? If not, what sections did you review? _____

What concerns you about the resource? _____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

What action are you requesting the Library to consider? _____
