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 Diablo Valley College (DVC) Library
Collection Development/ Acquisitions Policy

Introduction

Diablo Valley College Library’s mission reads:
The Diablo Valley College Library provides a student-centered learning environment
with quality library and information services and resources. The Library supports
academic excellence by providing intellectual, physical, and electronic access to
information, ideas, and services for a diverse community. The Library encourages and
facilitates information competency, critical thinking, intellectual independence, and
lifelong learning.

The Library a vision:
• Serve as a student-centered library in which quality services and student success
  are primary goals recognized and shared by all staff.
• Support academic excellence by the acquisition, organization, maintenance, and
  representation of resources in multiple formats necessary for current and
  anticipated instructional programs.
• Develop information literate students who can effectively identify, access, utilize,
  create and evaluate information resources.
• Promote individual and collaborative learning by providing spaces in which
  individuals and groups can study, reflect, and be creative in a rich, dynamic and
  welcoming environment.
• Lead the college in the management of information resources and in the creative
  and effective use of new technologies.
• Develop partnerships with other educational systems, libraries, the community,
  businesses, and our students and faculty.
• Integrate cultural diversity in our programs, collections and staff.
• Serve as a center for lifelong learning by providing information, activities and
  environments for independent study and self-directed, interactive and
  collaborative learning.

The Library acquires materials needed to support the teaching programs of the
college, as well as many current publications of popular appeal and interest, general
reference works traditionally found in a college library and other resources necessary
to meet the above stated mission. Materials include but are not limited to books,
pamphlets, periodicals, newspapers, electronic resources, maps and microforms. The
Library acquires and archives materials related to the history, development and
character of the college and the community. Multiple copies of titles and
replacements for lost, stolen or damaged volumes are secured when instructional need
is indicated. Gifts to the college library are accepted or rejected in accordance with
Gifts/Donations Policy. All purchases made with library funds become part of the
Library’s collection.
The Library supports and reflects the concept of the individual’s right to read and to obtain access to information. Neither the defense of that which is thought to be good, nor the protection of readers from that which is thought to be bad, are objectives of the Library. Published materials are not excluded from the collection because they have aroused public antagonism, nor are they added only for that reason. Every effort is made to assure that conflicting viewpoints on political and social matters are adequately reflected in the collection; however, we recognize that it is impossible to represent every point of view or any point of view completely.

The Library encourages faculty to become familiar with Library holdings in their subject fields and to read reviews in their professional journals, to keep themselves informed on current publications in their subject areas in order to request that library materials supporting their courses be acquired. Requests from other staff members and students are given full consideration. In addition to this, the librarians are responsible for collaborating with faculty in selecting and deselecting materials in all subject areas. Librarians are responsible for overseeing the balanced growth and quality of the collection as a whole, and for maintaining a vigorous deselecting program in order to keep the collection active and relevant to the needs of the academic community.

General Collection Development Policy

Scope of the Collection
The DVC Library’s collections are intended to meet the curricular, informational and recreational needs of DVC students, faculty, staff and administration. Librarians collect materials of contemporary significance, which enrich and maintain an overall balance in the collection. Collections are sufficiently broad in format, treatment and scope so that the needs of most individuals can be met. (See the Collection Depth Indicators Policy.)

Principles
A commitment to meeting the needs of the College underlies all decisions concerning the selection and acquisition of library materials. Critical factors in considering materials to be selected are

- the proliferation of information in a variety of formats
- available financial resources
- the cost of continuing obligations
- the cost of processing, housing and maintaining material
- accessibility of materials
Collection Development Policies Review and Revision

Because of the dynamic nature of collection development, the Director of the Library and the Librarians will review and revise polices regularly.

General Selection Policies

Materials/items that meet the needs of students, including items for term papers, class assignments and bibliographical tools, which facilitate using and finding these materials, are selected for the DVC Library.

Special priority is given to impending new courses, certificates, degrees and/or programs; and to programs being reviewed by accrediting bodies. After primary needs are met, consideration is given to other desirable materials, which will provide balance to the collection.

In order to collect materials, which will support the current curricular needs of the College, the library chooses a representative selection of resources based on the following selection criteria

- importance/relevance to the curriculum
- contribution to depth or breadth of the collection
- faculty recommendation
- patron needs, including requirements of special populations
- timeliness of information/permanence/currency of data
- depth of coverage
- adequacy of scope
- authoritativeness: authority of author/authority of publisher
- accuracy
- physical quality
- appropriateness of format
- special features
- price/value/cost
- bibliographic accessibility: inclusion in important bibliographies, major indexes and abstracting services, syllabi and databases
- physical space requirements
- maintenance costs
- licensing requirements
- selection for review in reputable review media
- demand of users
- availability of materials

Paperbacks are purchased when deemed appropriate. Consider paperbacks when
- paperback is the only available format
• multiple copies are needed
• subject matter is limited/short-lived
• hardback format is prohibitively expensive

Textbooks
DVC has a robust/dynamic collection of textbooks supported largely by special funding. In January of 2008, the DVC Foundation awarded the Library a grant, which greatly expanded this collection. ASDVC, EOPS and others have provided funds in subsequent years. Faculty supplements the collection with personal copies of textbooks and selected departmental purchases.

Out-of-Print Books/Monographs
The Library generally does not attempt to purchase material through the out-of-print marketplace. Exceptions may be made for an item that is clearly identified as classic and/or for which there is a compelling reason for the purchase.

Continuations/Standing Orders
Some materials that are frequently updated are designated as continuations to be purchased or on a schedule determined by the Librarian coordinating collection development or designee.

Considerations in designating continuations/standing orders include
• importance of timely receipt of material
• importance of materials to the curriculum
• importance of continuity of materials
• impact on the materials budget

Gifts/Donations
The Librarian coordinating collection development or a designee assesses potential gifts to the Library. Gifts are accepted with the understanding that the Library may use and/or dispose of these materials as it sees fit. For inclusion in the permanent collection, gifts must meet established selection criteria. (See the specific Gifts/Donations Policy.)

Ordering Periodicals/Journals
Periodicals are ordered from a periodicals vendor “jobber” subscription services, whenever possible. Periodicals that cannot be supplied by a “jobber” are ordered directly from the publisher. New titles are ordered during the Fall semester for January start dates. (See the specific Periodicals Collection Development Policy for details.)
Collection Depth Indicators Policy

Collection depth indicators representing a continuum from out of scope level through comprehensive level for the Diablo Valley College Library are defined below. Only with limited exceptions do we collect beyond levels 2 and 3. Collection levels are adapted from ARL and Library of Congress conspectus documentation.

Superseded editions and titles containing outdated information should be withdrawn, except older materials, which are retained for historical purposes.

0- Out of Scope—The Library does not intentionally collect in this subject/area.

1- Minimal Information Level—Few selections are made beyond very basic works. Monographs and reference materials are collected, but periodicals directly related to topics and in-depth electronic resources are not collected.

2- Basic Information Level—A collection of general up-to-date works introduce and define a subject; it also suggests further sources of information on a topic. This may include dictionaries, encyclopedias, access to appropriate bibliographic databases and electronic resources, selected editions of core works, historical surveys, bibliographies, handbooks, a few major periodicals and a spectrum of points of view.

3- Study or Instructional Support Level—Collection includes a wide range of basic and retrospective materials support certificate and associate degree programs. Independent study and most learning needs of community college clientele are supported. A range of monographs, collections of works of more important writers, a selection of representative journals, electronic resources, data sets and reference tools are maintained.

4- Research Level—Collection includes material to support high-level original research, including some upper level undergraduate research for community college students.

5- Comprehensive Level—The Library’s aim, so far as is reasonably possible, is to collect significant works in applicable languages for defined and very limited fields.

Deselection Policy for Print Monographs

An important aspect of collection maintenance is the deselection or weeding of materials that no longer support the mission of the college or the library. The library engages in deselection by the permanent removal of items from the collection by subscription cancellation, sale, donation or disposal, if physical condition is irreparable. Deselection of items can occur during routine weeding or evaluation projects, as damaged or dated items are brought to selector’s attention, or as new editions of certain titles supersede older ones. Funds acquired from the sale of any deselected materials may be used to acquire other titles for the library.

Objectives of Deselection

- To increase the relevance of the collection to current curricular needs and increase circulation
- To make the best possible use of library shelf space (See Deselection Guidance)
- To maintain the collection in acceptable physical condition

Deselection Criteria

- Curricular relevance
- Faculty recommendation
- Obsolescence/currency
- Physical condition
- Redundancy/duplication
- Use/circulation (See Appendix I for guidance)
- Available at other local libraries
- Inclusion in standard bibliographies/other lists
- Other considerations

Deselection Guidance

Materials are reviewed using the “Musty” formula. This formula is intended to serve as a guideline for collection review. (The MUSTY formula was adapted from Segal, Joseph P. Evaluating and Weeding Collections. Chicago: American Library Association, 1980.)
Musty = Misleading, Ugly, Superseded, Trivial, Your Collection has no use for this work.

The Musty formula suggests the number of years to retain material by LC subject classification.

Classic and/or historic works and notable authors will generally be retained in the collection; Latest editions are preferred unless the work is of classic or historical value.

<table>
<thead>
<tr>
<th>LC Subject Classification</th>
<th>Description of LC Subject</th>
<th>x years from publication date/x years since last circulation</th>
<th>Exceptions, notes, comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General Works</td>
<td>10/3-5yrs (older eds.)</td>
<td>Encyclopedias staggered in years for ordering (e.g., one per year)</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy, Psychology, Religion</td>
<td>15/5</td>
<td>Etiquette 5/3; Keep current self-help titles; Major religions</td>
</tr>
<tr>
<td>C, D</td>
<td>History, General &amp; Old World</td>
<td>15/5</td>
<td></td>
</tr>
<tr>
<td>E, F</td>
<td>American History, Western Hemisphere</td>
<td>15/5</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Geography, Maps, Anthropology, Recreation, Oceanography</td>
<td>15/5</td>
<td>Historical</td>
</tr>
<tr>
<td>H</td>
<td>Social Sciences - Economics, Finance, Sociology</td>
<td>10/3-5</td>
<td>Controversial issues represented from all views—retain balance</td>
</tr>
<tr>
<td>J</td>
<td>Political Science</td>
<td>10/5</td>
<td>Historical</td>
</tr>
<tr>
<td>K</td>
<td>Law</td>
<td>10/5</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
<td>15/5</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Music</td>
<td>X/X</td>
<td>Keep basic materials, especially histories</td>
</tr>
<tr>
<td>N</td>
<td>Fine Arts, Architecture</td>
<td>X/X</td>
<td>Keep basic materials, especially histories</td>
</tr>
<tr>
<td>P</td>
<td>Language</td>
<td>10/3-5</td>
<td>Keep classical authors, basic materials; Keep foreign language dictionaries; Discard texts; ESL - replace frequently</td>
</tr>
<tr>
<td>P</td>
<td>Literature</td>
<td>X/X</td>
<td>Keep basic materials, criticisms, class authors; Discard minor authors no longer read; Discard texts</td>
</tr>
<tr>
<td>Q</td>
<td>Sciences</td>
<td>10/5</td>
<td>Keep basic books of significant historical or literary value; Monitor regularly; Keep taxonomies</td>
</tr>
<tr>
<td>Q</td>
<td>Math and Computers</td>
<td>5/3</td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>Anatomy &amp; Physiology</td>
<td>X/5</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
<td>5/3-5</td>
<td>Keep basic books of significant historical or literary value; Monitor regularly</td>
</tr>
<tr>
<td></td>
<td>Agriculture, Forestry, Animal</td>
<td></td>
<td>Keep CA material; Keep books</td>
</tr>
</tbody>
</table>

*Diablo Valley College Library Collection Development Policy, last reviewed 10/2013*
<table>
<thead>
<tr>
<th>S</th>
<th>Culture, Fish Culture, Plant Culture</th>
<th>5-10/3-5</th>
<th>on newest technology and hybrids</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Technology, Engineering, Construction, Photography, Arts and Crafts, Home Economics/ Household Management</td>
<td>5/3-5</td>
<td>Keep repair manuals for older (discard volumes which supersede others) appliances, equipment, machinery, etc. where appropriate for collection; Retain basic cookbooks; Discard food groups</td>
</tr>
<tr>
<td>U</td>
<td>Military Science</td>
<td>15/5-10</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Naval Science</td>
<td>15/5-10</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Books (General), Book Trade and Industries, Bibliographies, Library Science</td>
<td>10/5-10</td>
<td>Bibliographies seldom of value after 10 years from date of publication</td>
</tr>
</tbody>
</table>

Other evaluation / assessment techniques:

- Percent of standard titles or items from “best” or “core” lists
- Shelf scanning by librarian / outside expert
- Examination of class / shelf list type data, e.g., create lists
- Evaluation by faculty / staff expert

Gifts/Donations Policy

- The DVC library welcomes gifts of books and items in other formats, as well as gifts of money for the purchase of library materials.
- Gifts must supplement the Library’s existing collections and support the College’s curriculum. Additionally, gifts should provide the Library with a core of materials of interest to the college community.
- Gifts are accepted or declined in accordance with the criteria established in the Library’s Collection Development and Acquisitions policies.

Conditions for acceptance

- The donor should be directed to the Library Director or the Librarian coordinating collection development to arrange a mutually agreed upon time for the Library to receive gifts and to ensure formal acknowledgement, and consideration. After acceptance of the gift, the donor receives a letter of thanks and acknowledgement from the DVC Foundation.
- Upon accepting any gift, appropriate Library staff will carefully review the material in order to determine its suitability for the Library’s collections.
- Gift books should have a copyright date of within the past 5-10 years. Classics or special collections items are exceptions.
- All monographs donated in someone’s memory or purchased with donated funds will acknowledge the donor and the circumstances of the donation on a bookplate affixed to the inside book cover.
- The library does not accept gifts that have undue restrictions or conditions placed upon the use of items or proffered funds.

- Once a gift is accepted, it becomes the property of the DVC Library. The library reserves the right to accept, reject, sell, or otherwise dispose of donated materials.

- The DVC Library will not appraise or assign a monetary value to donated materials. Donors who wish to claim gifts as an income tax deduction should arrange to have an evaluation made by an independent appraiser prior to donation of the materials.
**Electronic Books Policy**

Electronic book collections are considered when they provide the most current/appropriate and/or cost-effective format/resources, as well as in support of distance education courses and programs. In general, we do not purchase non-Reference titles individually. General selection criteria will guide purchases. When possible, a consistent vendor/provider will be utilized. This policy will be reviewed at least once annually.

**Deselection Guidance**

Deselection Criteria


**Use these general criteria: weed if**

- there is a newer print or e-book edition
- there are multiple copies of the e-book
- title does no support curriculum

Similarly, to print resources, there is a MUSTIE formula for e-books. A few factors are noted as not relevant to e-books but most can be applied.

- **Misleading** (and/or factually inaccurate). Weed outdated edition and books that are no longer accurate. Pay special attention to areas where information has changed recently or where it changes rapidly, like in medicine, [law, computer-related, test-prep] and travel.
- **Ugly**: Not relevant to e-books.
- **Superseded** (by a truly new edition or by a much better book on the subject). Especially for reference materials, test guides, and travel manuals, weed older editions.
- **Trivial** (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past). Weed older titles that were of fleeting interest or are about outdated popular culture.
- **Irrelevant** to the needs and interest of [DVC’s] community. [Pay special attention to non-circulating e-books, especially] self-published e-books.
- The material or information may be obtained expeditiously Elsewhere, [e.g., Project Gutenberg]. Items, which do cost the Library, should not clutter the OPAC.

mld rev. 5/14/2013; 10/10/2013
Internet Resources Collection Development Policy

A collection of reliable and useful Internet resources to support academic programs is another important way to provide current research information. Featured links chosen to support the curriculum are selected and evaluated by the DVC librarians according to the criteria listed below. DVC faculty, staff, and students are also encouraged to recommend Internet resources.

Selection Criteria

Content/Scope

- Purpose and who or what the Web page represents is clear.
- Format and material presented is appropriate and relevant to the intended audience.
- Imparts quality information and/or links to sites in support of the curriculum area. Links are complete, accurate, valuable, and verifiable.
- Information provided is reasonably comprehensive and references are fully cited.
- Site is free of bias. If the site is biased, the bias is evident to the user.
- No obvious factual inaccuracies and/or grammar or spelling errors.

Authority, Source, and Date

- Author/Producer/Source is immediately clear.
- Credentials of the author are included so that the user can easily determine if the author is a reliable source of information on the subject matter.
- Attributable to a reliable and credible source such as a university, organization or association, agency, or reputable commercial enterprise. Means for contact/feedback are provided.
- Well maintained and frequently updated. Publication and revision dates are stated on revised/updated pages.

Access and Reliability

- Accessible on a regular basis and stable (URL does not change frequently, and if it does, the new address is easily available).
- Download time is relatively minimal regardless of heavy use/traffic.
- Viewable by all Web browsers and accessible by more than one Internet tool.
- Mechanism for searching the content of the site is provided (either a site map or internal search engine).
- Free of blind links or references to sites that have been moved or no longer exist.
Design and Quality
- Easy to navigate; user does not have to excessively scroll through pages of information. Sections of the page are rarely “under construction” or otherwise not working.
- Instructions for navigating the page are available and easy to understand and follow, and icons clearly represent what is intended.
- Information is organized and relatively intuitive to users.
- Content easily accessible within a reasonable number of links (e.g., no more than three “clicks”).
- Graphic elements are relevant and follow good graphic design principals.
- Graphics are functional in nature and do not distract from the overall content.
- Modifications for special needs groups are available (e.g., large print, alternative text for graphics, modifiable graphics and audio options).

Internet Resource Selection and Policy Review Responsibility
- The process of selection and evaluation of Internet resources for the collection will include input from librarians, departmental faculty, and other appropriate personnel. Final decisions are the responsibility of appropriate library personnel based on the selection criteria of this policy.
- Because of the complex and dynamic nature of providing access to Internet resources, the coordinator of collection development and other librarians will need to review this policy regularly.

Internet Resources Deselection/Review Criteria
Ongoing deselection of Internet resources is a necessity due to the dynamic nature of these resources. Resources will be deselected when
- A particular Internet resource is no longer available or maintained.
- Currency and reliability of the resource's information has lost its value.
- It no longer meets the curriculum and instructional goals of the DVC community.
- Another Internet site or resource offers more comprehensive and/or up-to-date coverage.

Librarians, faculty, staff, and students will make recommendations for deselection on an ongoing basis. Sites will be reviewed on a periodic basis for continued access.

Periodical Collection Development Policy

Collection of periodicals to support academic programs is important for providing current research information. Access to current and timely information is best accomplished with periodical/journal publications. When a periodical is selected, a continuing commitment has been made for the cost and shelving space of the title for an indefinite period. The availability of full-text format in on-line electronic indexes will factor into a decision to begin a subscription in a print format. Faculty, staff, and students may also make recommendations, which must be approved by library staff according to the following criteria.

Prioritized periodical selection criteria-- periodical provides:
- Curriculum support for academic and vocational programs
- General education and news coverage
- Recreational needs

Selection criteria
- Relevance to the curriculum
- Appropriate for undergraduates
- Presents balanced, multiple, and/or varying opposing viewpoints
- Included in available indexes
- Not available through full-text databases
- Cost is considered
- Meets program accreditation requirements
- Faculty recommendation
- Not available at other local libraries
- Compliance with copyright guidelines and ILL usage

Cancellation criteria
- Cost increased dramatically or is considerably higher than average
- Curriculum and program changes
- Low usage statistics
- Available in electronic format or at other local libraries

Gifts
- Accepted or rejected based on the above selection criteria
- Currency
  --ongoing gift subscriptions that meet above selection criteria
  --back issues only to replace missing issues or, in rare cases, to extend the range of a current subscription
- Shelf space is available

Selection responsibility
- Director of Libraries in consultation with librarians
DVC PERIODICALS RETENTION PERIODS:

One year + current newspapers; popular mags-----full-text or Microfilm
2 years + current getting microfilm too; full-text
4 years + current no microfiche; indexed in database subscriptions
5 years + current scholarly, vocational such as dental, journalism, LIT Horticulture…
10 years Special subjects – the exception
keep all those of historical/cultural use in assignments

PERIODICAL WEEDING CRITERIA:

1. If a title is older than 1980 (when most online indexing starts), it will be weeded with the exception of special topic.

2. Consider discarding hardcopy back issues older than 1980 if in full-text. We have not decided about Microfilm.

3. If we no longer subscribe to a title,
   • toss the print if we have microfilm
   • toss print and microfilm if it’s not indexed

4. Newspapers – keep only 1 month.
Collection Development Policy
San Ramon Campus/Dougherty Valley Station

This policy is part of a larger plan to provide access to library materials to all DVC students at all sites. It acknowledges the use of appropriate technologies to best serve the students and faculty with constraints on their time and mobility. It also works within the current space limitations of the Dougherty Station Library. A combination of collaboration with the Contra Costa County Libraries and supplementation with additional college-level resources will benefit both SR and PH Campuses. Planning for a partnership with the Contra Costa Libraries and the City of San Ramon began in the mid 1990’s has resulted in a joint-use library. By maximizing expertise and resources, the joint-use library provides our students and faculty with

- A core print collection to support the need for immediate information
- Access to the print and online collections of the DVC/PHC Library
- Immediate access to the entire county library system’s collections
- Use of county library databases too costly for the college to afford alone
- A beautiful 11,600 sq. ft. library building with resources, technology and staff expertise to assist with information and research needs.
- Expanded opportunities to collaborate in programs of interest to all in such areas as child development, study of aging and entrepreneurship

This SRC/DSL Library collection development policy is based upon the assumption that SRC is part of DVC and therefore DSL collection development is done collaboratively with the DVC Library PH and Grampuses in order to benefit the entire college community.

An emphasis on access to online collections will

- Address space constraints of the joint-use building plan as well as those at PHC.
- Address the need of all DVC students to be able to access resources and information 24 hours a day from any location.

The collection plan is three fold:
1. to take full advantage of electronic resources,
2. to build a core print collection of reference and circulating books and periodicals essential to the curriculum
3. to continue to use the DVC main library as the net depository of more in-depth print collections

While the ultimate responsibility for development and maintenance of the college resources in the DSL rests with the DVC Director of the Library, the process of selecting materials for the library is a cooperative one involving the DSL librarian assigned to work with the college, college and public librarians, faculty, staff, students and the community. Instructors, as the subject specialists, are encouraged and expected to make recommendations for library materials.

Selection of materials for college students and programs will be based on the following criteria:

Diablo Valley College Library Collection Development Policy, last reviewed 10/2013
• Importance/relevance to the curriculum
• Relevance to the instructional needs of the faculty
• Patron needs, including requirements of special populations
• Timeliness of information/permanence/currency of data
• Depth of coverage
• Adequacy of scope
• Authoritativeness: authority of author/authority of publisher
• Accuracy
• Physical quality
• Price/value/cost
• Physical space requirements
• Selection for review in reputable review media
• Demand of users
• Availability of materials
• Balance between print and electronic formats

Paperbacks are purchased when deemed appropriate. Consider paperbacks when
• Paperback is the only available format
• Multiple copies are needed
• Subject matter is limited/short-lived
• Hardback format is prohibitively expensive

Selection of materials for SRC students has concentrated on purchasing books to support the following curriculum areas:

• Standard reference materials to support a wide range of subjects
• Business books, including business management, marketing and advertising, small business, e-business, entrepreneurship
• Early childhood development and education
• Gerontology and the study of aging including health-related issues
• Literature: building a core literature collection including many historical and contemporary classics. Popular fiction will be purchased by the public library
• Health and nutrition
• Writing, study skills, critical thinking
• Biological science
• Film studies
• History

Periodicals:
We contribute to a core of popular print periodicals and rely on full-text databases for the more extensive collections.
Appendixes

Policy Statements on Intellectual Freedom
The DVC Library embraces the principles of intellectual freedom including the ALA Library of Rights and the Intellectual Freedom Committee Interpretations of the Library Bill of Rights. In addition, the Library endorses the ALA/ACRL Standards for Libraries in Higher Education and the Guidelines for Distance Learning Library Services.

These documents may be accessed at the following sites

Intellectual Freedom Statements and Guidelines
http://www.ala.org/advocacy/intfreedom/statementspols

Intellectual Freedom Principles for Academic Libraries
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551

Freedom to Read Statement
http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill

Interpretations of the Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations

  Labeling and Rating Systems
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating

Expurgation of Library Materials
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8540

Diversity in Collection Development
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8530

Evaluating Library Collections
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8537

Challenged Materials
http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31881
Policy on Confidentiality of Library Records
http://www.ala.org/Template.cfm?Section=otherpolicies&Template=/ContentManagement/ContentDisplay.cfm&ContentID=13084

Policy on Government Intimidation
http://www.ala.org/Template.cfm?Section=otherpolicies&Template=/ContentManagement/ContentDisplay.cfm&ContentID=12454

**ACRL Standards**

Standards for Libraries in Higher Education
http://www.ala.org/acrl/standards/standardslibraries

Standards for Distance Learning Library Services
http://www.ala.org/acrl/standards/guidelinesdistancelearning