

ROCK VALLEY COLLEGE

POLICY #169

ADMINISTRATIVE POLICY CATEGORY

General Administration

POLICY TITLE:

Material Selection Policy
RVC Library

REFERENCE:

BR#763, 3021

ISSUED BY:

DATE:

POLICY STATEMENT:

It is the responsibility and aim of the RVC Library to provide circulating material, electronic resources, and reference service to meet and/or supplement the needs of the College community and its educational program. For this purpose, representative materials are selected and maintained for general information, for supplementing the curriculum, for professional reading, and for general leisure.

PRINCIPLES:

To meet this end, material in whatever form deemed necessary will be selected by the faculty, students, and professional library personnel with the final decision for purchase resting with the Director of the Library. The following principles as incorporated in the School Library Bill of Rights of the American Library Association will direct the selection of material for the library:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests abilities, and maturity levels of the students served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable students to make intelligent judgments in their daily life.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

SPECIFIC POLICIES:

1. Careful attention in selection is given to the building of a well balanced collection so that all areas of interests and needs of the college students are adequately met.
2. Maintaining qualitative standards for the selection of materials is essential. Standard tools and reliable guides are consulted, and whenever possible materials are carefully examined and evaluated before purchase.
3. Since their professional preparation and experience provide them with a wealth of knowledge in their respective fields and of the types of materials appropriate for the needs and abilities of their students, faculty members are requested to make recommendations for materials to be added to the library. All requests for library acquisitions from faculty members are to be routed to the librarian in charge of acquisitions or the faculty member's liaison librarian.
4. Students are encouraged to make suggestions for materials to be acquired for the library.
5. Appropriate materials are obtained to update materials that have lost much of their usefulness because of age or wear.
6. Numerous materials are selected to meet the needs of changing teaching methods, current interests, and individualized instruction.
7. Materials are selected throughout the school year as needed, rather than annually or semiannually.
8. Each divisional chairperson is responsible for seeing that the book and audiovisual collection representing his/her particular area is of sufficient quantity and quality to meet all instructional needs of his/her divisional members as well as students enrolled in programs of study in his/her particular division.
9. The professional librarians, especially the librarian in charge of acquisitions in concert with the Director of the Library, make the ultimate decision as to the suitability of faculty requests, gifts, and material selections in general. Any disagreement by faculty members with the decisions of the acquisitions librarian should be made in writing through the appropriate divisional chairperson who in turn informs the Director of the Library. Other individuals should direct their concerns in writing directly to the Director of the Library.