

LIBRARY AND TUTORIAL SERVICES

Under supervision of the Director of Learning Resources, District Librarians, in consultation with the faculty from the academic and vocational areas, will coordinate the development and maintenance of a well-rounded collection of resource materials of the highest possible standard no matter of modality or location.

The Library has the responsibility of providing materials on opposing sides of controversial issues, as well as being representative of the many groups and opinions prevalent in our society.

These materials will:

1. Enrich and support the curriculum of the District.
2. Be provided in a variety of formats, print, electronic, visual and audio, to serve students on and off the campus.
3. Provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. Encourage literacy and information competency.
5. Be maintained by continual evaluation, procurement and replacement.

Gifts to the collection will be used only if they enhance the collection by the above criteria. Determination of additions to the collection will be made by the Director of Learning Resources and District Librarians.

To insure the adequacy of the collection, the Director and Librarians will review the materials according to professional standards developed in the field for community college libraries. The Library provides training to students so that library resources may be accessed and used effectively and efficiently. The Library will provide reference help from a Librarian all the hours the Library is open.

If library materials are questioned or challenged by students, District employees, or members of the community, the questions should be directed in writing to the Director of Learning Resources, signed by the person raising the question, and indicating specific objections, page references, etc. The questioned materials will then be reviewed by the Director and the District Librarians. When this review has been completed, the Director will respond in writing to the question/challenge and forward copies of the letter to the Superintendent/President. The questioner may accept the review, or present an appeal through the Superintendent/President to the Board of Trustees.

The Tutorial Center will provide access and opportunities for students to improve their basic skills, including: reading, writing, techniques for studying and computer

literacy. The Tutorial Center will provide tutoring for specific subjects and classes based on the needs of students. Student tutors will receive training on how to tutor effectively.

References: Title 5, Education Code Section 78100, 78101, 78103; Civil Code Section 1798.90; Accreditation Standard II.C

Approved: March 10, 2009

Revised: May 11, 2015