

Collection Management Policy and Guidelines

Mission

The Library/LRC supports student success, community advancement, and information literacy by providing equal access to quality resources and services to our students, faculty, and staff in a safe and inclusive environment.

Vision

The Library/LRC commits to:

- Provide equitable and continuous access to quality and cost-effective information resources, library services, and technology tools to students, faculty and staff.
- Maintain a dynamic and diverse collection of information resources relevant to the curriculum and personal enrichment that supports student success.
- Nurture a safe, welcoming, mutually respectful, and student-centered learning environment for individual and collaborative work.
- Promote information literacy and guide students in developing the necessary skills to become independent and lifelong learners.
- Encourage professional growth of library staff in order to meet the changing academic, technological, occupational, and cultural needs of the diverse user community.

Objectives of the College of the Sequoias Learning Resource Center (LRC) Library Collection:

1. Support curricula, certificates, and degrees offered by the Sequoias Community College District.
2. Maintain a diverse, accurate, and relevant collection.
3. Ensure ease and equitable access between centers and distance learners.
4. Support the development of critical thinking skills.
5. Promote lifelong learning.

Curriculum Support:

1. Curriculum Committee Representation: One District Librarian serves on the COS Curriculum Committee to ensure the department is aware of new and modified courses.
2. Division Liaison Work: Each District Librarian serves as a liaison to academic divisions, fostering collaboration and communication between Library and academic disciplines. These relationships inform purchase decisions.
3. Library Instruction: Assignments supported during library instruction sessions inform librarians' purchase decisions.
4. Reference Transactions/Course Assignments: District Librarians continually assess the collection while providing reference assistance.
5. Textbook Reserve Collection: The Library will maintain a textbook collection which supports COS course offerings.

Diversity, Accuracy, and Relevance:

6. Diverse perspectives: District Librarians select materials that reflect a wide range of viewpoints pertaining to controversial issues.
7. Accuracy: Materials will have appropriate publication dates and authoritative publishers.
8. Relevance: Materials will support assignments and include current issues.
9. Diversity: The collection includes materials that reflect the cultural, linguistic, and educational diversity of the COS campus, and broader community.

Access and Equity:

10. Materials are purchased to support curriculum offered at each COS campus, as well as for online classes.
11. Materials are purchased in a variety of formats including print, audiovisual, and electronic, as funding allows.
12. When possible, electronic materials are made accessible remotely through MyGiant login.
13. The Library is committed to accessibility. All Library/LRC computers have software installed to improve accessibility to materials (e.g., Kurzweil).

Critical Thinking Skills:

14. District Librarians support critical thinking by choosing materials that help:
 - Formulate research questions
 - Select appropriate sources
 - Evaluate sources
 - Recognize bias

- Synthesize information
- Use information legally and ethically

Lifelong Learning:

15. District Librarians choose a variety of materials that inspires curiosity and personal growth beyond academic requirements by:

- Reflecting the ideals of intellectual freedom.
- Representing diverse cultures, experiences, and voices.
- Supporting the development of skills for lifelong learning, such as information literacy, independent research, and digital fluency.

De-selection of Materials

Using the criteria outlined above and the availability of funds for replacement/new purchases, the liaison librarian will review their designated subject area(s). Titles that do not meet the criteria will be withdrawn from the collection.

Donations of Materials and Monetary Gifts

Monetary Gifts

Donors wishing to make monetary gifts can contact the COS Foundation Office (559) 730-3861.

Donation of Physical Items

Gifted items will be reviewed by the Director of Learning Resources and District Librarians. Only materials that meet the objectives and standards of the Library collection will be added. The Library reserves the right to accept or decline donations and to remove donated items without consulting the original donor.

Challenged Materials

If a student, District employee, or community member wishes to challenge the inclusion of a library item, the concern must be submitted in writing to the Director of Learning Resources. The written challenge should include specific objections and page references. The Director of Learning Resources and District Librarians will review the material and respond in writing. If the challenger is not satisfied with the outcome, they

may appeal the decision through the Superintendent/President to the Board of Trustees. This process ensures transparency and upholds the principles of academic freedom and access to information.

The challenged material will remain available in the Library throughout the challenge process.

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