

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 users 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 curriculum, certificates, degrees and transfers of the College of the Sequoias District.
2. Maintain a diverse, accurate and relevant collection.
3. Maintain ease, equitable access between centers and distance learners.
4. Develop critical thinking skills.
5. Promote lifelong learning.

Curriculum Support:

- i. Curriculum Course Outlines: One librarian will serve on the Curriculum Committee to be aware of and to support new and continuing COS Course offerings.
- ii. Division Liaison Work: Each librarian serves as a liaison to academic divisions. They will communicate and collaborate with division faculty about current resources, needs and ways to better serve faculty and students. Faculty requests and the creation of subject/class guides are high priority.
- iii. Library Instructions: Librarians will make purchases to support specific assignments from instruction sessions.
- iv. Reference Transactions/Course Assignments: Librarians are constantly assessing the collection when providing reference assistance. When materials needed by students are not available to COS students, librarians will purchase materials that support student assignments as funding allows.
- v. Textbook Reserve Collection: The library will maintain an accurate and relevant textbook collection which supports COS course offerings.

Diversity, accuracy, and relevancy:

- vi. Balanced: Librarians make an effort to select materials that represent a fair and balanced point of view.

- vii. Accurate: Materials will have appropriate publication dates and authoritative publisher.
- viii. Relevant: Materials will support assignments and include current issues.
- ix. Diverse: Materials will reflect the diverse community of learners and reading level.

Access and Equitability

- x. Materials are purchased to support the curriculum offered at each library location.
- xi. Materials are purchased in a variety of formats, including print, AV media and electronic as funding allows.
- xii. All electronic materials can be accessed off campus with a MyGiant log-in.
- xiii. The library is committed to making materials accessible to students, faculty and staff. All Library/LRC computers have software installed to improve accessibility to materials, (i.e., Kurzweil).

Critical Thinking Skills:

- xiv. Librarians encourage critical thinking by choosing materials that support:
 - a. Formulating research questions
 - b. Selecting appropriate sources
 - c. Evaluating sources
 - d. Recognizing bias
 - e. Synthesizing information
 - f. Using information legally and ethically

Lifelong Learning:

- xv. Librarians choose a variety of materials that challenge, inform, entertain, and enrich students beyond their classroom assignments by:
 - a. reflecting the ideals of intellectual freedom.
 - b. representing diverse cultures.
 - c. supporting the development of information literacy and lifelong learning.

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 accepted and become property of the COS Library/LRC. Library staff reserve the right to add only selected items that meet the objectives in this document. Materials may be added or discarded without consulting the original donor.