Selection of Learning Resource Materials

Related Policy and Procedures:
3-7-1000 Selection of Learning Resource Materials

Division of Responsibility:
Academic Affairs

June 24, 2013

Administrative Responsibilities
It is the responsibility of the Head Librarian to review and revise this procedure in conjunction with the Vice President for Academic Affairs.

Procedure

A. Procedural Responsibilities

1. Responsibilities of Faculty
   Faculty members are responsible for remaining current in their areas of specialization and for assisting the library staff in updating the collection to ensure its currency and relevance to each curriculum. They should encourage students to avail themselves of the wealth of learning resources housed in the College library. To do this, the faculty member must be acquainted with the library’s present holdings and make suggestions to the Head Librarian for new acquisitions.

2. Responsibilities of Head Librarian
   The Head Librarian is responsible for supplementing materials ordered by faculty and for making catalogs and booklists used for purchasing all periodicals, media, and reference works available to faculty.
B. Selection Criteria

Materials, both library and audio-visual, selected for Piedmont Technical College, are recommended by the faculty members to satisfy needs of the curricula and to supply enrichment; these materials are approved by the Head Librarian, and/or are selected by the Head Librarian to fill a void in the collection. Suggestions made by students and other interested persons are given careful consideration.

1. Materials must generally meet a specified need based on the curriculum and on requests from instructors and administrators.

2. Materials must be suited to the level for which they are purchased and must maintain a high level of interest.

3. Materials must be authentic.

4. Materials must be selected to keep abreast of the current trends in the academic programs.

5. Materials must enrich the students' literary heritage and historical heritage and encourage the growth of democratic ideals.

6. Acquisitions must be made to gratify the increasing emphasis upon the individualized reading program.

7. Materials must diffuse the knowledge of contributions made by ethnic groups.

8. The format and technical quality of acquisitions must be the best available at a cost that the College budget permits.

9. Professionally selection aids, where such are available, are used to guide selection.

10. Materials must be selected with reasonable consideration of their utility to students with disabilities.

C. Discarding Materials

1. Discarding or removing materials from the collection is an integral part of collection development and is an ongoing initiative of the library staff.
2. The criteria applied for selection are also applied to weeding. Excess duplicates, damaged copies, and outdated materials are considered for withdrawal.

3. Decisions to remove material are often made in consultation with faculty representatives. Additional criteria include superseded editions, materials which contain inaccurate information, and items circulated infrequently. The librarians consider each item individually and check it against the appropriate subject bibliography.

4. Prior to the final decision to weed, they consult with the Department Heads/Academic Program Directors concerning items in their subject field which are being considered for removal.

5. When a new program is being planned, the existing relevant collection is evaluated by the librarians in consultation with appropriate Department Heads/Academic Program Directors and faculty.

D. Request for Reconsideration
Despite both the care taken in selecting audio-visual and library materials and the qualifications of persons who make the selections, occasional objections to a selection will undoubtedly be made. The complainant is to submit his/her criticism in writing to the College President. The prepared form, "Citizen's Request for Reconsideration of Library and/or Audio-visual Materials" is to be used by the complainant to file his/her criticism for consideration. That formal statement will be considered jointly by the College President and the Vice President for Academic Affairs, who will make a final decision in writing to the complainant.