



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-7-1000.1

PAGE: 1 of 3

TITLE: 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

December 12, 2017

February 2, 2015

Date Approved by President

Date of Last Review

Date of Last Revision

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 assisting the library staff in updating the collection within their areas of specialization in order to ensure currency and relevance to each curriculum. Faculty members should encourage students to avail themselves of the resources, both print and electronic, available to them through the library. To do this, faculty members must be familiar with the library's present holdings and make suggestions to the librarians for new acquisitions.

2. Responsibilities of Head Librarian

The Head Librarian is responsible for the selection of all materials beyond those that are requested by faculty and for making catalogs and booklists used for purchasing periodicals, books, and audiovisual materials available to faculty for guidance in the selection process.



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-7-1000.1

PAGE: 2 of 3

B. Selection Criteria

Most materials selected for the Piedmont Technical College Library are recommended by faculty members to meet the needs of the curricula and for the students' enrichment; these requested materials are evaluated, then approved or disapproved, by the Head Librarian. The Head Librarian selects other materials needed to fill gaps in the collection or to enhance the collection. Other purchases, mostly electronic, are made to take advantage of consortium discounts and to provide distance education students equal access to library resources. Suggestions made by staff, students, and other interested persons are also give careful consideration.

1. Major emphasis is on purchasing current materials (and those with historical value) which support the curriculum of Piedmont Technical College and are appropriate for the community college in general.
2. The library does not purchase textbooks except when they provide the best coverage of a particular subject.
3. Materials must be authentic.
4. Multiple copies of titles may be purchased, as required, at the discretion of the Head Librarian.
5. Research or graduate-level materials are purchased upon request when they directly serve a faculty or staff member's teaching or job-related requirements and are not readily available via interlibrary loan or PASCAL Delivers.
6. Serials will be purchased for the following reasons:
 - a. To supplement the book collection.
 - b. To keep the library collection up-to-date with current thinking in various fields.
 - c. To provide information which, because of its currency, is not yet available in books.
 - d. To provide professional reading in various subject areas.
 - e. To meet program accreditation standards.

Also considered in the purchase and retention of serials are the accessibility of content through subscription databases, usage, and alternative formats and price.

Newspapers are purchased to provide local, national, and international news coverage.

7. No materials are excluded from the collection because of the race, religion, nationality, or political views of the author, or because of the language or controversial content of a title. The endorsement or disapproval of an individual or group will not be cause for a title to be automatically excluded. The library adheres to the provisions of the "Library Bill of Rights" and the "Intellectual Freedom Statement" of the American Library Association.



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 3-7-1000.1

PAGE: 3 of 3

8. The format and technical quality of acquisitions must be the best available at a cost that the College budget permits.
9. Professional 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.
11. To encourage a general appreciation of reading and an awareness of current events, the library provides a collection of popular reading materials.
12. Gifts will be accepted with the understanding that they will not necessarily be added to the collection. The items will be evaluated using the same standards of selection as are used in the evaluation of new materials. Gift books must also be in satisfactory physical condition.

C. Discarding Materials

1. Discarding or removing materials from the collection (weeding) 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. When a new program is being planned, the existing collection in that discipline 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 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.