

Introduction

The Cerro Coso Community College Learning Resource Center (LRC) is primarily a resource and service for Cerro Coso students, faculty and staff. It exists to further the educational objectives of the college by acquiring and making available for use print, non-print and electronic resources, and to provide space for independent study. The LRC is comprised of both the Library and the Instructional Media Center (IMC).

It is the goal of the LRC to provide a well-rounded materials and resources collection which primarily supports the instructional programs of the college at all sites. The college library will generally defer to the public library for materials of a more popular nature. A high priority will be given to maintaining a reference collection and electronic resources in support of the curriculum and for general information to serve students at all college sites and online.

Collection Development

Major Goals of Collection Development

The Learning Resource Center acquires print, non-print and electronic materials and resources to support the teaching programs of the college as well as reference materials and general works traditionally found in a community college library. In addition, the Library acquires basic writings suitable to the diversity of students' abilities in major fields of knowledge and information on current matters of public interest and controversy.

The LRC supports and reflects the concept of the individual's right to read and to obtain access to information.

Responsibility for Collection Development

The development of the LRC collections is primarily the responsibility of the LRC Director and staff. College faculty, staff and students are encouraged to suggest acquisitions for the LRC, but the Director and staff retain the right to reject requests deemed inappropriate to the collection. The responsibility for the final selection of materials (print, non-print and electronic) rests with the LRC Director. Faculty recommendations are recommended and encouraged for building and maintaining the collection in each curriculum area.

Criteria for Selection of:

Print Materials

Print materials are selected for their present and continuing usefulness and their relationship to other library holdings. High priority will be given to maintaining a strong reference collection in support of the curriculum and for general information. A periodical collection will be maintained to meet the needs for current information in instructional areas.

Factors considered when selecting print materials for the LRC collection:

1. Positive reviews
2. Reputation of author and publisher
3. Authoritativeness
4. Adequacy and size of current collection

5. Appropriateness to a community college collection in academic level
6. Previous use patterns
7. Price
8. Timeliness and permanence of the material
9. Potential use
10. Recency
11. Present and future relevance to the educational program
12. Relation to existing collection and other materials on the subject

Priority will be given to replacing basic materials missing from the collection. In general, duplicates, condensed books and college adopted textbooks will not be added to the collection. In general, materials will be selected by personal examination or from review journals on the basis of critical judgement.

Periodicals and Newspapers

The same guidelines and criteria apply to the selection and maintenance of periodicals as with other print materials. Curriculum needs will be a primary consideration.

The following specific criteria will be considered in subscribing to periodicals:

1. Periodical budget
2. Space limitations
3. Academic or popular nature of the magazine
4. Appearance in standard indexes
5. Reputation of the publication and qualification of contributors
6. Assignment by faculty as required or recommended source of information
7. Reasonableness of annual expense for continuation of subscription
8. Relevance to the curriculum
9. Gift subscriptions will be accepted subject to the same criteria as other

periodicals and print materials.

Older periodicals will be weeded depending on use and space available. Newspapers will be kept for three months. Periodical and newspaper subscriptions may be discontinued for budgetary reasons, because the titles are seldom used, or because they are now available in full text format in one of the library's periodical databases.

Non Print Materials

Audiovisual materials should support the current educational program of the college. The same guidelines used for print selection will be applied to selecting non print materials, with the following considerations used as criteria where appropriate:

1. Weakness of the collection in a particular subject area
2. Instructor recommendation
3. Anticipated usage—appropriateness to and interest of instructors in other fields
4. Cost
5. Technical quality of sound, color, and continuity
6. Currency and timeliness of the material

Electronic Resources

The Library's electronic resources presently include full text periodical and newspaper databases, reference resources and Internet resources.

The periodical, newspaper and reference resources are selected after trial review by library staff and college faculty, staff and students. The selection of Internet resources is guided by stated criteria and perceived collection need. Sites are selected from current reviews in library journals and other publications and from recommendations by outside sources, faculty members or library staff members.

Criteria for Selection of Electronic Databases and Reference Resources:

1. Positive reviews
2. Appropriateness to community college collection in academic level and ease of use
3. Cost and reasonableness of annual expenses for continuation of the subscription
4. Annual budget allocation or outside funding sources
5. Present and future relevance to the college's educational programs
6. Reputation of company and products
7. Relation to existing collection and other resources and materials
8. Potential use, college-wide
9. Adequacy and size of current collection
10. Consistency of updates

Criteria for Selection of Internet Resources:

Content:

1. Is it clear who is responsible for the site? Can the author be contacted?
2. Is the origin of the content documented? Are facts verifiable and accurate?
3. Are the scope and limits clearly stated? Is the title informative? Does the content fit the scope?
4. Are headings clear and descriptive, or do they use jargon unknown to average user?
5. Is text well-written with acceptable grammar and spelling?
6. Is the content organized by the needs of the user?
7. Are the content and links clearly described and suitable to the expected audience?
8. Is there advertising? What is its relevance and proportion to the rest of the site?
9. Is the content up-to-date? Are out-of-date links promptly corrected?
10. Is it clear who is responsible for the site?
11. Are biases and opinions clearly identified? Is there any conflict of interest?
12. Is the content unique, or readily available elsewhere? Has copyright been respected?

Design:

1. Are the individual Web pages concise, or do you have to scroll forever?
2. Do essential instructions appear *before* links and interactive portions?
3. Do all the parts work?
4. Is using the site intuitive, or are parts likely to be misunderstood?
5. Can you find your way around and easily locate a particular page from any other page?
6. Is the structure stable, or do features disappear between visits?
7. Can you "back" out of the site, or do you get stuck looping between pages?
8. Are backgrounds or other visual elements distracting or cluttered?

Access:

1. Must you download software to use it?
2. Do parts of it take too long to load?
3. Is it usually possible to reach the site, or is it overloaded?
4. Is it stable, or does the URL keep changing?
5. Is the URL stated in the *text* of the webpage?
6. Does the site use the words the average person would try in a search engine?
7. Is it open to everyone on the Internet, or do parts require membership and /or fees?
8. Are any rules for use stated up front?
9. Is the site usable with an ASCII browser like Lynx, or with software for people with disabilities?
10. Does it use standard multimedia formats?

Textbook Policy

It is the purpose of the library collection to supplement and augment the curriculum. The library does not purchase books that are required texts for any course offered by the college. Supplementary course material may be purchased at the request of the instructor or the decision of the Director. These materials may be housed in the Reserve collection.

Gifts Policy

Gifts and donations to the LRC are accepted only when they add strength to the collection. They must meet the basic standards of selection criteria. Gifts frequently require more time to screen, organize, catalog and process than new materials. Staff time requirements are considered in accepting gifts.

The donor must understand the following:

1. There will be no restrictions imposed by the donor as to the disposition of gifts.
2. The LRC staff will determine housing and circulation procedures for all gifts.
3. The LRC staff will retain the right to determine which gifts will be included in the library collections.
4. The LRC staff is not responsible for valuation of gift items for tax or other purposes.
5. The LRC staff retains the right to dispose of unneeded donated materials as it wishes. Gifts not retained for the collections are made available to the faculty, staff, students and community through a book sale.

Controversial Materials

The LRC collections include materials representing various sides of controversial subjects. Selections are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collections and serving the interests of the college communities. No material which is otherwise appropriate will be excluded solely because its ideas will be considered by some to be distasteful or harmful.

Questioned material and criticisms should be submitted in writing to the LRC Director and signed by the party challenging any given item. The Director shall refer the matter to the Vice President of Student Learning for consideration. If deemed necessary, the College President will be included in discussions and subsequent decisions.

Evaluation and Weeding of the Collection

Weeding is the withdrawal of damaged or obsolete materials from the LRC collections and is essential to maintaining the quality of the collections. Whenever possible, the participation by the appropriate faculty members should be solicited in the discarding of material. The final responsibility shall be with the LRC Director. The goal of weeding is to ensure that the collections represent current and useful information on all subjects, with a continuous re-evaluation of the collections in relation to changing curriculum content and current needs of faculty and students at all college sites. Discarded materials will be put in a book sale with the proceeds going to new book purchasing. In reviewing items for discard, the following criteria may be considered:

1. Material no longer relevant to the instructional programs
2. Physical condition (worn, mutilated, unrepairable)
3. Duplicates not needed
4. Outdated or inaccurate materials
5. Superseded editions
6. Insufficient use
7. Value to the collections

The Library Bill of Rights

The Learning Resource Center subscribes to the principles of the Library Bill of Rights as well as to other intellectual freedom statements adopted by the American Library Association. Materials in the collections shall be selected to provide divergent viewpoints and opinions to further the intellectual investigation and growth of the students and the community users.