

AP 4040 Library and Learning Support Services

Reference:

Education Code Section 78100;
Accreditation Standard II.C

The Mission of Taft College

Taft College is committed to student learning in transfer and career and technical education programs supported by pre-collegiate basic skills and a wide range of student services. All programs and services are focused on the educational needs of the community learners.

The Mission of the Taft College Library

Taft College Library is dedicated to providing quality, relevant, timely, and accessible information resources in a variety of formats. The Library's collections are built and maintained in support of the college's mission to provide the first two years of undergraduate education in a wide variety of academic and vocational programs for students who intend to transfer to a four-year university, or to receive an AA/AS degree, or a vocational certificate. Taft College Library subscribes to the Library Bill of Rights, as adopted by the American Library Association. In addition, the Library strives to make available to Taft College students, faculty and staff the resources needed to conduct research related to their curriculum and endeavors, and by promoting the information literacy skills needed to successfully retrieve and evaluate quality information through instructional support.

Information literacy, as defined by the American Library Association, is the ability of individuals to understand an information need, the ability to locate, evaluate, and use information efficiently, effectively, and ethically to answer the information need.

Objectives

The library's mission is accomplished through the following objectives:

1. To support the mission of Taft College and the West Kern Community College District.
2. Provide an appropriate, organized and readily accessible collection of print and non-print resources and supportive equipment to meet the institutional, instructional, and individual information and research needs of students, faculty, and staff.
3. Provide users with formal and informal instruction to achieve the information competency skills necessary for life-long learning.
4. Provide professionally qualified and skilled library staff to support the use of the library resources and to support the academic and collegial needs of the college.
5. Provide courteous, prompt, and accurate service to every patron.
6. Provide and maintain an easily accessible, user-friendly and safe environment that fosters teaching and learning for all library users, library employees, and Taft College faculty.
7. To prepare students for life-long learning by teaching information competency skills necessary for self-education and independent scholarly pursuit.
8. To respond to the changing state of knowledge and the curriculum by continually evaluating collections and services and implementing change as appropriate.
9. Ensure availability of library collections and services to distance education seekers.
10. Collaborate with other library and learning resources providers through conferences, associations, consortia, and related groups.

Our Philosophy

The Taft College Library encourages the free exploration of ideas in the pursuit of knowledge and will make available study materials that represent a broad range of thought. Items selected should, whenever possible, represent equally all views of a controversial issue or should present a point of view balanced by other materials in the collection.

Library Functions:

1. Building a comprehensive and diverse collection that supports the College curriculum and challenges students according to their abilities.
2. Providing formal and informal instructions and resources that assist students and faculty in becoming effective users of ideas and information.
3. Promoting the development of information competency skills among students and faculty.
4. Providing professional and paraprofessional staff to instruct and assist in the use of the library resources.
5. Providing leadership by assisting faculty in the promotion of the use of library resources.
6. Providing a physical environment that is welcoming and conducive to the pursuit of learning and education goals.
7. Supervision of the facility be certificated personnel during all hours the library is open to students.

Types of Materials Purchased

Library materials are purchased to serve these basic purposes:

1. To be used by students in connection with class work.
2. To support instructors in preparing for the teaching of classes.
3. To support college staff in professional duties.

4. To promote life-long learning and support library users in general intellectual and cultural development.

Specific Formats Selected/Guidelines

In selecting books, the major emphasis is on acquiring new or current titles, although important retrospective titles may be acquired when appropriate for the collection. The library will always attempt to obtain the latest edition of a title except in rare instances when an earlier edition may be preferred. Hardbound books are preferred for their greater durability.

NONFICTION – Selection is based on: relationship to curriculum, accuracy of contents, quality of writing, cost, format, extent to which the subject matter represented in the collection, social significance, and timeliness or permanent value.

FICTION – Evaluated according to the nonfiction guidelines plus readability and literary style. Both literature and contemporary fiction are purchased.

REFERENCE MATERIALS – Chosen on the basis of authority, reliability, scope, treatment, arrangement, format, cost, existing holdings, and estimated frequency of use.

MAGAZINES AND JOURNALS – Basic, popular, general informational and scholarly periodicals are provided. Because purchases in this area involve an ongoing commitment to continue subscriptions in future years, and overall funding is limited, requests are considered carefully by the librarian. Preference is given to titles indexed in the finding tools most used by students, availability in electronic formats, and in other local area libraries will be considered, as is remote access cost and functionality.

NEWSPAPERS – The Library subscribes to several local newspapers and are archived for one month.

NON-PRINT MATERIALS – Requests for non-print materials are considered on the same basis as nonfiction materials, with special emphasis on the suitability of the format to the content, special features or extra value provided by an electronic format, quality of production, training/customer support, and reputation of the vendor or producer. The extent to which the library or another campus unit has the equipment available to access and read the material format (including hardware and software) is an important consideration in the purchase decision. Requests for

non-print materials outside the scope of the Library's collections (records, videotapes, films, cassettes, slides) are forwarded directly to the appropriate college department and the requester is notified of the action taken.

The selection of online databases follow the same criteria as non-print materials, including the importance of the resource to academic discipline(s) and the level of expected use; distinctiveness of the database; value/cost/quality; extent of coverage; currency of the information; and, the ability to provide off-campus access through user authentication recognition.

Audio/Visual materials will follow the general selection criteria with an emphasis on copyright/licensing restrictions; longevity; and curricular support.

Textbooks – The Library maintains a Reserve collection of textbooks obtained from the publishers and faculty who purchase copies of texts used in classes, which are held on reserve at the Circulation Desk.

Selection Process

Responsibility – The librarian and the teaching faculty share responsibility for selecting materials for the library collection. As subject experts, faculty members can have significant input in the selection of library materials within their subject areas. Each individual member of the faculty should regularly examine the library's holdings in his/her subject field, and assess their adequacy with respect to current teaching emphasis, and recommend the purchase of new titles. The librarian is responsible for the selection of reference materials, general titles not specifically related to the curriculum, and for maintaining a balance between various subject areas and between standard and current works. The final decision to purchase library materials is the responsibility of the librarian.

Process – The librarian circulates to the faculty and administrators new publication announcements and current reviews from a variety of reviewing sources. Also, faculty may request titles (or suggest subject areas for acquisition development) directly to any library staff member. Student requests are encouraged. Requests may be submitted at the Circulation Desk or by using the online form available on the library's webpage. All requests will be given careful consideration and will be evaluated according to this policy. Other materials are selected by the Librarian

from standard buying guides, selection journals, personal examination of materials, best titles lists in specific subject areas, bibliographies and other sources.

Library materials may be requested at any time of the year, but extensive requests may be set aside by the librarian for action later in the year when funds availability is clearer. To provide for greatest budgetary flexibility, no allotment of funds is made to individual departments. Records of funds expended by department are compiled at the close of each fiscal year for internal use.

Gift Material

Gifts are welcomed but accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are sold or given to other libraries or non-profit agencies. The library assumes no responsibility for appraisal or valuation of gift items. All gifts will be acknowledged in writing.

Controversial Material

Materials representing various sides of controversial subjects are included in the collection. A conscientious effort is made to include all sides of an issue. Each book or other item will be judged as a whole. No subject which is otherwise appropriate will be included in order to keep its ideas from the students, or excluded solely because its ideas might be considered distasteful harmful. Access to the Internet for research and study purposes is available to students, faculty and community users, and filtering is not used.

Attempts by individuals or groups to influence what students read and learn are considered legitimate by the college only if they are advanced in a way that does not violate the liberties of students and others and does not interfere with the professional responsibilities of the faculty, library staff, administration, and the Board of Trustees. The library endorses the Library Bill of Rights as well as the Freedom to Read and the Freedom to View statements issues by the American Library Association.

Challenged Materials

Because of the library's philosophy of intellectual freedom, there may be materials in the library's collection that may be of concern to individuals or groups. The acquisition of such materials does not imply approval or endorsement of their content or opinions, but enables the library to support curriculum and provide diverse perspectives. The following process will be employed when concerns are voiced:

1. A written statement of concern must be submitted to the head librarian. The statement must include: name, address, telephone number or email address, author/producer, title, comments on the material as a whole as well as comments on the specific matters of concern, and a statement as to a satisfactory resolution of concern.
2. The head librarian will convene a review committee composed of the Vice President of Instruction, Division Chair of the Learning Support Division, and the head librarian, or teaching faculty member.
3. The review committee will review the material and statement of concern. Each committee member will vote yes or no for continued inclusion in the collection. The head librarian will prepare a written response summary.
4. The concerned party will be notified of the results within 7 days of the review committee meeting.

Requests for Reconsideration

All requests for reconsideration regarding any book or other instructional material must be presented in writing for the study and evaluation before any action is taken. When a request is received concerning the merits of materials, it shall be addressed first to the Librarian. The librarian will determine whether to refer the matter to the Learning Support Division for a recommendation, and will consult with the Vice President of Instruction. All complaints will be responded to in writing.

Discard Procedure

To keep the collection current and to maintain adequate shelving space for new acquisitions, material is periodically reviewed and considered for discard (or cancellation, for electronic resources). The Librarian has the overall responsibility

for reviewing and recommending discarding. Faculty are urged to review the collection in their discipline regularly and to suggest material to be discarded and will be consulted about areas of the collection being reviewed for potential discards.

Items to be discarded include those in poor physical condition; unwarranted duplicates; titles no longer in demand; obsolete or superseded editions; and materials where the contents are no longer accurate.

When a specific subject area of the collection has been reviewed and discards selected, the items will be held in a separate area in the Technical Processing Room and faculty will be notified and given an opportunity to review what has been deselected and to recommend that it be kept in the collection.

The final decision on discarding is made by the Librarian. Materials withdrawn are customarily sold or given to other non-profit organizations.

Library Clientele

The students registered for Taft College courses as well as the faculty, administration, and the support staff of the institution are the primary clientele of the Taft College Library for whom the collections are developed. Understanding the needs of these library users is the basic premise in the philosophy of collection development. Resources selected should fill a current or foreseeable need for some fraction of the library's clientele.

Service is extended beyond this defined group to include members of the outlying community, but resources will not be specifically acquired for individuals or groups whose needs do not overlap with those of the above defined clientele.

Primary Services to Current Taft College Students:

1. Use of library materials and information resources within the building.
2. Borrowing books and course materials, with a free Taft College library card.
3. Use of videos and DVDs within the library and available for check-out.

4. Remote access to online databases, using their Taft College unique student ID number.
5. Access to Inter-Library Loan service, via in-person requests.
6. Access to computers within the library, using their Taft College ID card.
7. Service, support, and research assistance from librarians, library staff, and student employees.

Primary Services to Taft College Faculty and Staff:

1. Use of library materials and information resources within the building.
2. Borrowing books and course materials for extended time periods.
3. Borrowing videos and DVDs.
4. Remote access to online databases, using their Taft College unique user ID.
5. Access to ILL service, with requests in-person or via email.
6. Service, support, and research assistance from librarians, library staff, and student employees.
7. Collaborative assistance from librarians in pursuit of course goals and activities.

Primary Services to Community Guests:

1. Use of library materials and information resources, including videos, DVDs, and electronic databases while in the library.
2. Access to computers within the library when not in use by Taft College Students.
3. Service and support from librarians, library staff, and student employees.

4. Residents of Kern County, age 18 and over, may, upon payment of an annual fee, obtain a Special Borrower library card which allows the borrowing of three (3) books.

Policy Review

Regular review of the Collection Development Policy will occur every three years and will involve college staff and faculty as appropriate.

References

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill/>

Freedom to View Statement

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>