San Diego City College Library
Collection Development Guidelines
May 2005
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Introduction

The Learning Resource Center (LRC) affirms and supports the mission of San Diego City College and vigorously upholds the campus’s commitment to “the tradition of academic freedom.” We enhance the campus teaching and learning environment to meet “the diverse and ever-changing educational, cultural, and economic needs” of our students by continuing to evolve and mature as the campus’s information hub and by providing students the opportunity to acquire information literacy competencies: the foundation of life-long learning. To these ends, we will aid the campus in identifying and embracing emerging information resources and technologies, their appropriate academic application, and the requisite training.

The San Diego City College Library provides access to resources and services that support the academic success of City College students. Material formats include books, periodicals, electronic resources (e-resources) and media resources. While the curriculum is the foremost component in the collection development criteria, the library recognizes that close collaboration with the faculty is required to maintain the most relevant collection possible. All collection development decisions, including acceptance of gifts and withdrawal of materials, are the responsibility of the library. Suggestions from students, staff and faculty are strongly encouraged. This plan supports the mission of the library and the college by providing guidelines for collection development and maintenance.

Selection Guidelines

I. General Guidelines

Materials will be selected according to the following criteria:

A. support of the academic curriculum
B. currency when applicable
C. appropriate academic level for community college students
D. contribution to the balance of the overall collection
E. contribution to the balance of the collection in all District libraries
F. availability of item in alternative formats
G. cost of material relative to the budget
H. materials other than those in English will be acquired only in support of foreign language programs
I. multiple copies of the same titles will be acquired only when appropriate
J. textbooks are acquired only when the material covered is not available in any other resources or are seminal works
K. review sources are used when available and/or appropriate
L. Juvenile, children, and K-12 curricular materials are not collected
M. Low reading level materials for English Speakers of Other Languages (ESOL) classes are minimally collected
N. Desk Copies are not collected
O. Instructor's editions and solution manuals are not collected. Instructors may choose to donate or place on reserve personal copies of such materials

II. **Reference and Circulating Books (print)**

Reference books are information resources that include but are not limited to almanacs, manuals, encyclopedias, indexes, handbooks, directories, dictionaries, atlases, and compilations of statistics.

Circulating books are those intended for students to check out of the library. Fiction is acquired when a book is considered of significant literary value such as a title by a well known local author, an award winner, or a title appearing in *Resources for College Libraries*.

Paperbacks are purchased only when hardbacks are not available or when the price difference prohibits hardback purchase.

III. **Periodical Subscriptions**

Periodical subscriptions are print magazines, journals, newspapers, indexes, other serials.

Periodical subscriptions are reviewed on an annual basis according to the following criteria:

A. supplementing the electronic periodical databases  
B. illustrations and browsability within popular periodicals  
C. current awareness

IV. **Electronic Resources (e-resources)**

Electronic resources include books, reference databases, newspapers, and periodical indexes with full text. In accordance with the guidelines set by the California Council of Chief Librarians, San Diego City College subscribes to a core database collection which includes a general purpose aggregated database, an encyclopedic reference resource and a newspaper aggregate. In addition, San Diego City College subscribes to specialized databases that support the curriculum. Some of the benefits of purchasing e-resources are multiple simultaneous user and remote-access capability.

Electronic resources are acquired according to the following criteria:

A. degree of user friendliness  
B. full-text availability  
C. scope and subjects covered  
D. value added components
V. **Media Materials**

Media materials include audiovisual materials supported by available equipment and facilities. These materials include videos (VHS and DVD), CDs and audio. These formats will be superseded as technology changes. When materials are available in multiple formats, the most current technology supported by the campus infrastructure and available equipment will be selected.

San Diego City College participates in the San Diego and Imperial Counties Learning Resources Cooperative purchasing and resource sharing program for films and videos. It is anticipated that this program will include materials available via media streaming. In addition, the library acquires media material for the LRC. Video materials are purchased only if closed captioning is available.

Selection and acquisition procedure:
1) Appropriate librarian liaison works with faculty member to get as much information as possible about the video.
2) Liaison passes the information to the electronic resources librarian, who will check on price information and captioning status.
3) Title selection is decided upon as a group twice per year
4) The electronic resources librarian or acquisitions librarian will place the final order.

VI. **Gifts and Donations**

All gifts and donations are welcome. The decision to add a gift to the collection is made in accordance with the collection development criteria.

VII. **Collection Maintenance**

Collection maintenance requires review and assessment of the collection. Periodic withdrawal is an ongoing process. De-selection of a title will occur when it no longer fits the collection development criteria.

Additional criteria may include:

A. usage statistics
B. shelf space
C. physical condition

VIII. **Conclusion**

The collection development plan will be periodically reviewed by the library faculty. Revisions to the plan will be made to reflect the evolving needs of the San Diego City College and the Learning Resource Center. Input from the faculty, staff and students is encouraged.