Library Collection Development Policy

Seattle Central College
Updated 2.2024

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College Mission

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

Core Values

Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

- **Accessibility** for all learners and partners
- **Collaboration** through open communication and commitment to working together
- **Diversity, Inclusion, and Equity** for all individuals, particularly the underserved in our community
- **Fiscal Sustainability** for long-term viability and excellence in service and operations
- **Growth and Engagement** of faculty and staff through professional development
- **Innovation** in instruction, student services, operations, and organizational culture
- **Integrity** by adhering to the highest standards of ethics and public stewardship

Library Mission & Goals

The Seattle Central College Library is an ecosystem of workers, students, resources, spaces, and instruction working together so that students have access to information they need to flourish academically, personally, and in community. We welcome diverse voices, approaches, and perspectives to build the knowledge that will make our communities stronger and wiser.

Our Inspiration
"Only with the interdependency of different strengths, acknowledged and equal, can the power to seek new ways of being in the world generate, as well as the courage and sustenance to act where there are not charters." (Lorde, Sister Outsider, 111)

Lorde, Audre. Sister Outsider: Essays and Speeches. Revised edition., Crossing Press, 2007.

The Seattle Central College Library supports the College's mission and learning outcomes by promoting information literacy through innovative and responsive programs, collections, and services. We continuously improve these programs, collections, and services through planning and assessment. In recognition of the "interdependency of different strengths" necessary to undo past harms, we apply antiracist and social justice principles to all our practices.

We:

- Provide instructional programs to support our students' wide range of educational goals and learning styles
- Develop collections to include a variety of formats and points of view that reflect the diversity of the community we serve
- Offer services to integrate a contemplative learning environment with current information technology
- Collaborate with students, staff, faculty, and administration on library and campus-wide initiatives
- Enhance access to library resources through a variety of pathways that serve users wherever they are
- Advocate for the fiscal, physical, and human resources needed to build outstanding library services and collections
- Promote the value of the library as an essential resource for academic excellence

User Groups Served

The library collection is selected primarily to serve students, faculty, staff, and administrators of the college. Members of the community may also use the library collection, with some restrictions.

Responsibilities for Selection

As delegated by the college administration, the Library Administrator is responsible for the overall development and maintenance of the library collections and services. The library faculty (sometimes described as 'selectors' in this document) are responsible for actual selection and deselection activities, consistent with the objectives and criteria defined in this policy. Non-library faculty can recommend purchases in their subject areas to support the curriculum and are responsible for consulting with library faculty regarding library resources for new courses and programs. Faculty, students, staff, and administrators are invited to submit suggestions for purchases in any subject area. Whenever practical, the Library coordinates resource selection with the libraries at North Seattle College and South Seattle College. Individual selectors may create scope notes for selection criteria in specific areas as needed. Such scope notes shall be added to the addendum.

Collection Objectives

New materials are added to the collection to:

- Support the ongoing instructional curriculum
- Enhance life-long learning and information literacy

- Center voices from historically marginalized identities
- Provide materials for independent study and intellectual exploration
- Provide items for career, recreation, and personal growth

Overview of the Main Collection

Library collections include books, periodicals, and audiovisual resources, in print or electronic formats, owned by the library or accessed through licensing agreements. Collections in all curriculum-related areas will be developed through the two-year college or certificate level. Collections for the Bachelor of Applied Science programs will be developed through the baccalaureate level. No area will be developed to the graduate research level except for faculty professional development related to teaching and learning. To obtain advanced level subject specific material, faculty and staff are encouraged to apply for a community borrowing card from the University of Washington and to visit their campus for library resources. Additionally, the Library can provide document delivery services, with costs covered by the program/department of the requesting faculty/staff. For topics beyond the curriculum, the Library will strive to maintain basic works in all library classification divisions. Selection decisions are made by each subject librarian.

In addition to materials that support instructional programs and to further meet the stated Collection Objectives, the Library provides:

- Reference materials
- General and specialized periodical databases, streaming media, and other electronic resources
- Materials regarding careers and educational opportunities, in coordination with Career Services
- Information about the history, people, environment, and issues of the Pacific Northwest, Washington, and the Seattle area, which were originally stewarded by Coast Salish and Duwamish tribes
- Materials in community college history and philosophy, adult and vocational education, and other areas directly related to improving the quality of instruction or college management
- Materials for recreation
- Materials for citizenship and voting
- Materials at appropriate reading levels for library users, including new readers and those reading at a high school level or lower
- Devices/equipment to support learning, e.g., Chromebooks, hot spots, etc.

Housing and Location

Library materials will be housed in and will circulate from the main library in the Broadway-Edison building or from a co-location library as appropriate. Co-locations include: Health Education Center, Wood Technology Center, and Maritime Academy. Reference books and some media do not circulate unless a librarian approves an exception.

Other Collections

Reserves Collection

The reserves collection includes materials for short-term circulation. Reserve materials may be either library owned or instructors' personal copies. Instructors are encouraged to provide current reserve textbooks not already part of the collection. High demand and/or fragile items may also be placed in the reserves collection. The reserves collection is acquired and developed with support from the Student Leadership textbook fund.

Basic & Transitional Studies Collection

The Library offers materials which support ESL, ABE, and GED/HS+ students in their language competency, test preparation, intellectual curiosity, and information literacy needs. The BTS collection provides access to materials by subject, reading level, and author in the following sub-collections: ESL Language Learning, ESL Readers, ESL Non-Fiction, and Easy Fiction. Reference, instruction, and circulation services enable Basic and Transitional Studies students to become self-sufficient information seekers and library users.

Popular Reading Paperbacks

The library maintains a print collection of genre fiction and narrative nonfiction for extracurricular reading, in both paperback and hardcover. Selection for this collection is based on genres popular with students and represent experiences and identities that mirror student interests and experiences. Priority is given to authors and stories that reflect marginalized identities and experiences.

Genres currently included in this collection are:

- Suspense
- Mystery
- Historical Fiction
- Realistic Fiction
- Romance
- Science Fiction
- Humor
- Fantasy

- Horror
- Steampunk
- Biography/Memoir
- Graphic Novels

Considerations for Selection:

- Fun and recreational reading, genre fiction
- Marginalized identities, authors of color and own voices
- Topics relevant to students' interests and lived experiences
- Inclusion on bestseller and award lists
- Positive reviews
- Publication within past 10 years and/or current popularity (such as TV/movie tie-ins)
- Circulation statistics

Professional Development Collection

Materials purchased with professional development funds support Seattle Central College employee success in student services and instruction. The primary focus of this collection is theory and practice in education (e.g., teaching, learning, student development, or educational equity). For additional information on the Professional Development Collection, see Appendix II.

Archives

The Library's Archives Collection acquires and preserves materials derived from and relevant to the history of Seattle Central College. The collection comprises a range of items including, but not limited to, photographs, publications, and official college records. The collection is housed in the Library behind the circulation desk. Current students and employees of the Seattle Community Colleges may use the Archives Collection for research and educational purposes. A detailed Mission & Scope can be found in Appendix III and on the Library's [Archives Collection](#) webpage.

Selection Criteria

In general, materials will be evaluated based on timeliness and historical value, accuracy, effective expression and quality production, evaluations in professionally recognized critical guides and reviews, appropriateness of level of approach, patron interest, and cost. Availability of other materials on a subject may also be considered. The library will strive to meet or exceed accreditation standards regarding collections as set forth by the Association of College and Research Libraries in Standards for Libraries in Higher Education.

Materials do not have to satisfy any one or all these criteria but will be examined and judged with the following in mind:

- **College Mission Statement:** Support of the diverse interests and contributions of students, staff, and faculty of all cultures, races, genders, ages, sexual orientations, ranges of abilities, and economic means.
- **Curriculum Support** of college transfer, basic studies, professional/vocational programs, and bachelor's programs taught at the college.
- **Reviews** in professionally recognized critical guides.
- **Quality of the Publication** evaluated according to scholarship, authority of publisher, authority of authors, clarity of expression, and appropriate formatting.
- **Timeliness and Historical Value**, including materials that reflect current issues, methods, trends, and ideas, as well as those works that support the study of local, national, and international issues and events in history.
- **Relevance** to the experiences and identities of student populations.
- **User Interest** in the subject, author, and/or format of the work.
- **Cost** weighed against patron needs, available collection funding, and projected longevity of use. Cost may determine whether to purchase the hardbound, paperback, or electronic version of a resource. This decision-making may vary considerably across disciplines.
- **Appropriateness** of the reading level, subject matter, format, and language.
- **Requests** from faculty, staff, and administrators for items known to be important to either a particular program or to the professional development of instructors.
- **Requests** from students, especially where there is a noticeable demand for the type of item or title being requested.
- **Format,** including the library's ability to provide access and/or support necessary equipment.
- **Ease of availability** from other sources, including the Internet and local public libraries.

Criteria by Format
In addition to the above criteria, there are special aspects to consider for some formats.

Ebooks
Selection of ebooks follows collection development parameters above. Ebooks may be selected individually or may be purchased or licensed as part of a subscription collection. Licensing secures the right to maintain access to the collection and to accommodate users from remote sites through our online catalog. The library collects both reference and

monographic materials in this format. Ebook titles in the collection are not generally duplicated in print except where demand is high. Ebooks with districtwide and unlimited user access are prioritized over those with more limited licensing options.

Print Periodical Subscriptions

The print periodicals are provided as a current browsing collection. In addition to the general criteria for selection of all materials, individual periodical titles are chosen and retained according to the following criteria:

- Availability
- Space requirements
- Ease of accessibility by students, e.g., indexing
- Durability
- Price of the subscription
- Availability of full text in existing periodical databases
- Duplicate subscriptions in electronic format through a current library database will be evaluated based on their value in print format (graphics, browsing, or for classroom instruction)

Periodical Back Files

Retention of periodical back files is considered on a title-by-title basis and will depend on usage statistics, potential reference value, and availability of storage space. Back files will be maintained for rare, unique, or high-demand titles.

Media

Media is selected in consultation with content faculty and previewed if necessary. Types of media include videos and sound recordings. Any physical materials using current and readily available technology are purchased whenever possible. The library also subscribes to databases with streaming media.

The Library does not attempt to obtain public performance rights for materials in the collection, except when in collaboration with another college group, e.g., Student Leadership. Media is provided for viewing within the *Fair Use Guidelines for Copyright*. License agreements may limit the ability of the library to offer some materials through a network.

Electronic Research Databases

The Library provides access to information through a variety of electronic resources to support instructional programs. District libraries operate collaboratively and cooperatively whenever possible to provide content and purchasing power. Assessment and evaluation of

databases is ongoing. The following criteria guide the selection of subscriptions to databases:

- Cost relative to electronic resources budget and the number of users served
- Availability of full-text
- Level of program support needed
- Relevance of database content to college instructional programs
- Variety of titles covered, with inclusion of marginalized perspectives included
- Availability to remote users through IP authentication and proxy authentication
- Search interface, graphical layout of content, and quality of indexing
- Customer support, database response time, and licensing
- Accessibility features, e.g., captioning, text-to-speech, etc.

Interlibrary Loan

In order to offer access to a wider variety of resources, the Library offers interlibrary loan services for materials, as requested by users, when alternatives are not available and when budget allows. Librarians use the document delivery system Article Galaxy to order articles electronically after determining that the same or similar content cannot be found using current library resources or the free web.

Materials Not Selected

In general, the library does not collect the following materials:

- Consumable or one-time use classroom materials, such as lab manuals, course packs, and workbooks
- Realia, games, and software applications (except those that accompany a manual)
- Periodicals that are included in databases available through the library
- Graduate-level research materials
- Microform, VHS, cassette tapes, and other formats not supported by library media equipment
- Instructors' annotated editions of textbooks and materials labeled as "review copy only"

Weeding (Deselection)

Books and Audiovisual Media

The collection will be periodically evaluated to identify material to be withdrawn. The librarian responsible for the subject area under review will involve faculty subject specialists in the decisions whenever practical to make recommendations for replacement. Decisions

to withdraw will be based on the same objectives and criteria that govern selection, with these additional specific criteria:

- Appropriateness to the collection
- Relevance to the curriculum
- Relevance to current student identities & research interests
- Timeliness/historical value
- Scholastic level of content
- Accuracy and completeness
- Circulation or use statistics
- Physical condition
- Ability to provide necessary viewing/listening equipment for format
- Duplicate title
- Shelf space considerations
- Older volumes of books already updated

The library will not automatically replace weeded materials. Withdrawn library materials are offered for sale or discarded. The Library administrator or a designee shall be the sole judge of the final disposition of discarded materials, in full compliance with Washington State law.

Periodicals

In addition to general criteria for weeding irrelevant, outdated, and superseded material stated for books above, other factors apply to periodicals:

- Full-text available in a database subscription
- Title ceased publication
- Title no longer indexed
- Title no longer relevant to college curriculum or student interest
- Subscription canceled due to cost or change in curriculum
- Gift subscription no longer donated
- Replaced by more appropriate publication
- Change of format
- Retention period as determined by librarians

Databases & Ebooks

Databases may be deselected due to cost, relevance to curriculum, or the acquisition of alternative/similar resource. Individually selected ebooks should be regularly reviewed for age and relevance. When e-resources are shared across the district, deselection will be completed in coordination with librarians at North and South.

Retention Guidelines for Periodicals

The following retention guidelines reflect the costs of print periodicals, a drop in print usage, and the corresponding acquisition and use of online resources.

General Guidelines
- The print periodicals are provided as a current browsing collection.
- Retention of periodicals will be individually determined. Each title will be reviewed for both renewal and retention, in advance of each subscription's expiry date (a typical subscription cycle is one or two years).
- Back files will be maintained for rare, unique, or high-demand titles.
- Canceled or "dead" subscriptions will be discarded after 1 year.
- Full-text electronic access to titles will be used for titles not maintained.

Copyright

The library complies with laws, regulations, and standard best practices when acquiring or duplicating materials.

Intellectual Freedom

The library provides a broad range of materials representing diverse points of view on current and historical issues to help students develop critical and analytical skills. No material will be excluded from the collection or exhibit space because of race, nationality, sex, sexual orientation, or the political, religious, philosophical, or social views of the author. The library adheres to the following documents from the American Library Association:

- [The Library Bill of Rights](#)
- [Interpretations to the Library Bill of Rights](#)
- [Code of Ethics](#)

Access to library materials will not be restricted other than to protect materials from theft or damage. Reserve service will be provided to allow equal access to assigned materials. Other materials may be placed on Reserve to support special collections or to protect items from theft or damage. Challenges to material held in the collection will be referred directly to the administrator in charge of the Library. Challenged materials that meet the criteria of this policy will not be removed under any legal or extra-legal pressure.

Challenges to library materials

Complaints about an item in the library collection must be submitted using the Request for Review of Library Materials form and addressed to the Library Administrator. Complaints should include:

- Title and description of the item of concern; location if electronic
- Specific concern, including page numbers, quoted text, or a description of the content
- Critical review of the work
- Action being requested
- Name and contact information of the complainant

See Appendix V for more details.

Gifts

Gifts are accepted with the provision that they will be evaluated for inclusion in the collection in the same manner as other materials. Unusable gifts will be sold, exchanged, donated, or otherwise disposed of according to the discretion of the library administrator.

The library cannot legally appraise gifts for tax purposes. Donors may request a signed and dated gift statement as a receipt.

See Appendix VI for more details.

Appendices

Appendix I:
Basic & Transitional Studies Collection Guidelines

Purpose

The Library offers materials and services which support ESL, ABE, and GED students in their work toward language competency, test preparation, and information literacy. The BTS collection includes fiction and non-fiction at appropriate reading levels in most subject areas. Reference, instruction, media, and circulation services enable Basic & Transitional Studies students to become self-sufficient information seekers and library users.

User Groups Served

Adult Basic Education (ABE) -- for adults who are already proficient in the English language, but wish to improve their basic reading, writing, and math skills. Reading and writing are integrated to give students the foundation for effective communication.

- Reading instruction emphasizes comprehension, vocabulary development, critical thinking, and study skills.
- Writing skills include the review and application of language and grammar rules, correct usage and spelling, writing sentences, and paragraphs.
- Math instruction includes skills development regarding the addition, subtraction, multiplication, and division of whole numbers, as well as fractions, decimals, percents, and an introduction to algebra and geometry.

General Education Development (GED) Preparation -- for young and mature adult students who need a review of the 5 subject areas covered by the GED test -- Science, Social Studies, Literature, Math, and Writing.

English as a Second Language (ESL) -- helps non-native speakers to communicate in English through the development of skills in listening and observing, speaking, reading, and writing. At the beginning level, emphasis is on improving listening comprehension, vocabulary development, and English structure. The courses advance to note taking, composition, oral presentation, and class discussion at the more advanced levels.

Student Learning Outcomes

The library collaborates with the Basic and Transitional Studies division to ensure that students:

- Feel comfortable visiting the library and asking for help from staff and librarians
- Identify the location of resources and services in the library
- Discover materials appropriate to their ability level and educational needs
- Develop skills to retrieve and use appropriate resources and services

Formats

- Print books
- Print Books with supplementary media (CD/DVD)
- Print newspapers
- Multimedia (DVDs and CDs)

Selection Criteria

- **Curriculum Support/Appropriateness** of the reading level, subject matter, format, and language.
- **Reviews** in professionally recognized critical guides.
- **Quality of the Publication** evaluated according to authority of publisher/authors
- **Timeliness**, including materials that reflect current issues, methods, trends, and ideas; and those works that support the study of local, national, and international issues and events in history.
- **User Interest** in the subject and/or format of the work.
- **Cost** weighed against patron needs, available collection funding, and projected longevity of use.
- **Requests from students** where there is a noticeable demand for the type of item or title being requested.

Deselection Criteria (Weeding)

- Physical condition
- Circulation or use
- Timeliness/Historical value

Location

All print materials are co-located at the southeast area of the library, some in the regular shelving units, others on smaller portable shelves. DVDs & CD kits are integrated with the Circulating Media collection.

Focus & Organization Display

Weekly Newspapers offers simplified current news stories for Intermediate and Advanced students:

- 3 publications: *News for You, Easy English News* (includes teacher guide), and *The Change Agent*
- Located on permanent shelving unit in labelled clear trays to promote neatness
- Retain current 3 months, then discard

Non-Fiction Books at a simplified reading level for Intermediate and Advanced students:

- Subjects include: Psychology, Religion, U.S. and World History and Culture, Geography, Sports, Business, Family & Social Issues, Politics & Government,

Immigration & Human Rights, Law, Education, Music/Dance/Art, Communication & Media, Science, Health, Agriculture, Technology, Food & Cooking, and Biographies/Autobiographies.

- o Located on permanent shelving unit by subject using Library of Congress Classification (LCC)
- o Navigation tools include user friendly shelf labels and a posted key to LCC

Language study materials to support reading, writing, listening and speaking skills:
- o Dictionaries (Picture, American English, Multilingual), Grammar, Vocabulary, Idioms, Pronunciation)
- o Located on permanent shelving unit; shelved by LCC to reflect subtopics of PE1128-English Language
- o User-friendly shelf labels and a posted key to LCC for navigation & reshelving
- o Cover alerts for titles with response pages (to dissuade writing) OR accompanying media (to encourage checkout)

Standardized Test Preparation [Compass, GED, IELTS, TOEIC, TOEFL, SAT, ACT, TEAS]
- o These books have been put into their own section on a trial basis. Books in this subject area from the main collection have been placed here as well.

Easy Fiction includes young adult and children's books pulled from the PZ classification for improved access. High interest/low vocabulary novels and poetry for Intermediate to Advanced students and children's picture books for Beginner reading level:
- o Mostly contemporary young adult fiction titles with some classics from a variety of genres
- o Located on permanent shelving unit; shelved alphabetically by author then by title, spine label prefix ESL FIC. Award-winning Picture Books are also located on permanent shelving unit in bins and color-coded [PURPLE]
- o Navigation & reshelving tools include small signs on the shelves and genre stickers.

Readers are titles specifically published as "readers" within specific series by specific publishers:
- o Fiction, non-fiction, and biography titles for non-native and early literacy students
- o Multiple copies (for informal book group discussions) are limited to 3 per title
- o BTS faculty and librarian co-developed a standard correlation between current publishers' and the BTS reading levels, based on criteria including word count and sentence structure
- o Located on permanent shelving unit in small portable bins separated by 3 color-coded reading levels: Beginner [YELLOW] Intermediate [RED] Advanced [GREEN]
- o User friendly shelf labels and a posted key to color codes for navigation & reshelving

	Beginner: yellow ESL Levels 2 & 3 ABE	Intermediate: red ESL Levels 4A & 4B ABE	Advanced: green ESL Levels 5A & 5B ABE
Heinemann	Beginner, Starter	Elementary, Intermediate	Upper
Longman	Stage 1	Stage 2	Stage 3, Upper Intermediate
Macmillan	Beginner, Starter	Elementary, Intermediate	Upper
New Readers Press	New Writers Voices		
Penguin	Beginner, Easy Starts, Elementary	Elementary, Pre-Intermediate Intermediate	Upper Intermediate, Advanced
Oxford Bookworms	Starter, Stage 1, Stage 2	Stage 3, Stage 4	Stage 5, Stage 6
Grass Roots Press	Health; How To; Animals; Humor; Romance	Open Door; Quick Reads; Good Reads; Rapid Reads; Novels for Adult Learners	Anything else, check with BTS librarian (e.g. The Breadwinner = EasyFic)

Media items encompass DVDs, multimedia CD/book kits for all language levels:

- o Mostly language learning and pronunciation, math skills, and test prep, with some mainstream TV shows and popular films for listening and pop culture awareness.

Appendix II:
Professional Development Collection

Purpose

Materials purchased with professional development funds support Seattle Central College employee success in student services and instruction. The primary focus of this collection will be on the theory and practice in education (e.g., teaching, learning, student development, or educational equity).

Selection Criteria

- Relevance to curriculum and/or student services.
- Reviews in professionally recognized critical guides.
- Quality of the Publication evaluated according to authority of publisher/authors
- Timeliness, including materials that reflect current issues, methods, trends and ideas; and those works that support the study of local, national, and international issues and events in history.
- User Interest in the subject and/or format of the work.
- Cost weighed against patron needs, available collection funding, and projected longevity of use.
- Requests from employees where there is a noticeable demand for the type of item or title being requested.

Funding for professional development books is provided by the Lockwood Fund for Faculty Development.

Requests for Titles

Staff and faculty may request a title for purchase by completing a "Suggest a Book" form. [See Appendix IV]

The librarians collectively approve Professional Development book requests as they arrive. The collection development coordinator submits an order request to the acquisitions team to complete and informs the faculty professional development coordinator of the new addition.

Appendix III:
Archives Collection

Mission Statement

In line with the mission of the Seattle Central College Library, the SCC Library Archives collects, preserves, and protects materials illustrating the history of the college, its changing community, and its evolution over time. By maintaining an accessible collection of original documents, ephemera, and photographs, the Library Archives ensures institutional memory and local history (including notable and contentious history) is available to researchers on campus and in the community. The library does not attempt to maintain a comprehensive archival collection. This is a collective endeavor. We value participation from the college community, including both employees and students, in maintaining our institutional memory.

Scope

The Library Archives collection areas include (but are not limited to):

- Artifacts documenting the creation, funding, restructuring of offices/programs, e.g. Accessibility Resource Center, Multicultural Student Services, Childcare Center, Health and Wellness Center, The Mitchell Activity Center/swimming pool, greenhouse, student leadership
- Artifacts illustrating the history of the college, as Seattle Central College, Seattle Central Community College, and Edison Technical School. (Artifacts of Broadway High School are stored in the BHS Archive.)
- Audio and video resources produced by or about the College, its students, employees, programs, services, events, and facilities
- Budget and related documents not available through State Board of Community and Technical Colleges (SBCTC) or Seattle Colleges
- Information about awards and recognitions (college & individual)
- Items documenting actions on or near campus, e.g., WTO, Occupy, CHOP/CHAZ
- Key documents about major projects and endeavors, such as applications for or final grant reports, e.g., Critical Moments Project, Seattle Promise, Achieving the Dream, Umoja, Academy of Rising Educators, Achieving Systems Integration
- Newspaper and magazine articles highlighting SCC students, employees, programs, services, events, and facilities
- Photographs, maps, blueprints, and plans of SCC campus, buildings, and property (including satellite locations)
- Recordings of notable guest speakers or notable college events, provided that permission was granted for recording

- Records of activity related to legislation/bills that the college supported or had a stake in

The Library Archives does not collect:

- Directories or lists of employees
- Documents and artifacts that cannot be accommodated or adequately preserved in the space available
- Employee correspondence
- Individual department and/or divisions' archival materials, except as described above
- Information already available from other entities
- Meeting minutes

Collection Development, Gifts, and Donations

In line with the Seattle Central College Library Collection Development Policy, materials will be selected based on the quality of the material, condition, and relevance to the Library Archives Mission and Scope.

Gifts are accepted with the provision that they will be evaluated for inclusion in the collection in the same manner as other materials. Unusable gifts will be sold, exchanged, or otherwise disposed of according to the discretion of the Library. The Library cannot legally appraise gifts for tax purposes. Donors may request a signed and dated gift statement as a receipt.

Any accepted gift or donation becomes property of the Library Archives. Additionally, where possible, the rights to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of these images and recordings in any media now known or later developed are transferred to SCC Library. The Library will provide open access to content wherever possible. Donors who own copyrights will be asked to provide a CC license or give explicit permission to reproduce material so that it may be made available digitally.

Policy Inspiration & Guidance from:
Kathleen Magner's Archive Recommendations 2015 report, Elena Bianco's "Preserving Institutional Memory: Archiving Best Practices" Sabbatical project for Skagit Valley College Archives, Randolph Community College Archives, and Lake Washington Tech Library Archives.

Updated: May 2022

Appendix IV:
Suggest a Book

Selectors consider title suggestions from the students, staff, and faculty. The Suggest a Book form (form text below) can be found on the library website and requires users to sign in with their SeattleColleges.edu email account to confirm their current affiliation with the college. When a suggestion form is submitted, the collection development coordinator forwards the details to the appropriate selector and follows-up with the patron about the purchasing decision.

SUGGEST A BOOK [Form Text]

The library collection is YOUR collection! Tell us what's on your wish list.

Before you fill out this form, take a minute to search the Library Catalog (https://tinyurl.com/px99kdkr) to see if we already have the book you want.

If we do not already own it, or if you think we need another copy, fill out this form so we can look into adding it to our collection.

Required

1. Book Title [What is it called? Give the complete title and subtitle if there's one]
2. Link/ISBN [We want to buy the right book; some titles are not very specific. You can find the ISBN with a quick web search: type in the title of the book and the letters ISBN. If you can't find the ISBN, give us a link to a web page where we can see information about the book.]
3. Reason for your book request [why should we buy it?]
   - It's required for my class.
   - It will help me with a research assignment.
   - It's for professional development.
   - For fun!
   - Other
4. Your Name and email [so we can contact you if questions come up AND to let you know when it's ready for checkout]

Appendix V:
Procedure for Review of Library Materials

Anyone who objects to a specific item in the Seattle Central College Library collection and wishes to have it removed must first meet with a librarian; or, if a librarian is not available, the administrator in charge the Library, to discuss concerns about the item. Patrons with objections will be offered a copy of the Library's Intellectual Freedom Policy. The following review process is available to those who would like to make a formal request for review and removal.

Formal Request for Review

Formal requests for removal of an item may be made by submitting a completed "Request for Review" form to the Library Administrator. The form can be found online or from the Library Administrative office. Requests must be submitted title by title; i.e. one form per title. The requestor must complete all the form questions for the request to be considered.

The administrator in charge will log receipt of the form and open a file on the request. No item in question will be withdrawn before the review process is completed and a final decision is reached.

The administrator in charge will forward the "Request for Review" form to the librarian serving in the collection development coordinator role and to the selection librarian assigned to the subject area in question to discuss the request and gather information. The assigned selection librarian will then write a response explaining the decision. This explanation may include:

- How the material relates to the educational goals of the College and the Library
- Criteria used for selection, aligning with the Library's Collection Development Policy and including published reviews if applicable
- Patron requests for and use of the material

Copies of the letter will be submitted to the Vice-President for Instruction and the Library Administrator.

Within three (3) weeks of receipt of the response from the Library, the complainant may forward a written appeal to the administrator in charge. Upon receipt of the written appeal, the administrator in charge will establish and call the first meeting of an ad hoc Review Committee, whose members will be:

- One (1) faculty member from the subject area in question or faculty member selected by faculty senate
- The Library Administrator
- One (1) student, selected by the Associated Student Council.
- The appropriate selection librarian.

The chair will be selected by the Review Committee itself.

Review Committee Process

The Committee will review the written request and read, listen to, and/or view the material in its entirety. The selection librarian will provide information to the Committee which may include:

- Library collection objectives that are met by the material;
- Reviews from professionally recognized sources;
- Statements by instructors whose students use or may use the material;
- Any other material that could help define the purpose and usefulness of the material.

The Committee may interview any other individuals, including the complainant, and may seek counsel and advice from the Office of the Attorney General.

Within 45 days of receipt of the written appeal, the committee will reach its decision and forward its recommendation, along with all supporting material, to the Library Administrator for implementation. The administrator will notify the complainant in writing of the Committee's decision and inform the Vice President of Instruction.

Within two (2) weeks of notification of the Committee's decision, the complainant or a member of the Review Committee may forward a written appeal to the President. The appeal decision will be based on material included in the file.

Material which has undergone a review may not be challenged again for (1) calendar year from the date the Review Committee's recommendation is sent to the Library Administrator.

This review process will apply equally in the case of persons who wish to challenge the Library's decision not to include certain material in the collection. In that case, a request for the addition of material may be submitted.

REQUEST FOR REVIEW OF LIBRARY MATERIALS

Please complete the following form so that the material in question can be thoroughly evaluated considering the Library selection objectives and policies. This form is for one title. If submitting multiple titles, the Request for Review form must be submitted for each individual title. All questions on this form must be completed in order for the request to be considered.

NAME:
PHONE:
EMAIL ADDRESS:
MAILING ADDRESS:

Complainant Represents:

- ❑ Self
- ❑ Organization Name:
- ❑ Other Group: _____

I am a:

- ❑ Seattle Central College student
- ❑ Seattle Central College employee
- ❑ Community member
- ❑ Other: _____

AUTHOR:

TITLE:

PUBLISHER:

1) Have you confirmed that the title is included in the collection? If yes, please include the item's call number or a link to its catalog record (or, if the item is electronic, then provide a permanent link).

2) How much of this item have you read, heard or seen?

_____

_____

3) What do you believe to be the overall theme of the material?

_____

_____

4) Have you read any reviews of this material? Please list or describe:

_____

_____

5) To what do you object in the material? Please be specific, provide examples, and cite pages.

_____

_____

6) What do you think might result from the use of this material by others?

_____

_____

7) Whose voice, representation, or perspective would be lost if this material were to be removed from the collection?

_____

_____

8) What alternative material(s) do you recommend that would provide information on this subject?

_____

9) What would you like the college library to do about this title?
❑ Remove it from the open shelves and put it on reserve.
❑ Withdraw it from the collection.
❑ Send it to a review committee or a library advisory committee for re-evaluation.
❑ Other:

_____   _____
Signature of Complainant   Date

Request received by:
                          Librarian/Staff   Date

Appendix VI:
Gift Policy

The Library welcomes gifts in cash and in-kind according to the following provisos:

1. Gifts of cash may be made in the form of a check inscribed to The Seattle Colleges Foundation.

2. The disposition of gifts in-kind is entirely at the discretion of the library administration and, in the case of books and other items which might be suitable for the library's collections, the library faculty. Materials in the latter category are subject to the same selection criteria as items purchased by the library.

3. Gifts in-kind which are not added to the library collections or otherwise used by the College may be returned to the donor, if the donor requests at the time the donation is made. Such gifts must be recovered by a mutually agreed deadline. Disposition of items not recovered by the deadline will be at the discretion of the Library.

4. At the donor's request, the Library will provide written acknowledgement of the gift. Such acknowledgement will not constitute or include an appraisal of value. Any listing of gifts to be included as part of the acknowledgement must be provided by the donor.