

Library Collection Development Policy

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College Mission

Seattle Central College promotes educational excellence in a multicultural urban environment. We provide opportunities for academic achievement, workplace preparation, and service to the community.

Core Values

Seattle Central is committed to creating a learning environment that is accessible, diverse, responsive, and innovative.

Library Mission & Goals

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.

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

The college administration has delegated the responsibility for development and maintenance of the library collections and services to the administrator in charge of the Libraries. Actual collection development and selection responsibility is in turn assigned to the library faculty, who will discharge this obligation consistent with the selection objectives and criteria defined in this policy. Instructors throughout the campus are responsible for recommending purchases in their subject matter and for arranging for library support when planning courses and programs. Faculty, students, staff, and administrators are invited to submit suggestions for purchases in any subject area. Furthermore, whenever practical, the library attempts to coordinate resource selection with the libraries at North Seattle College and South Seattle College. Individual selectors may create scope notes for selection criteria specific to particular collections, such as ESL, as needed. Such scope notes shall be added to the addendum.

Collection Objectives

In order of priority, new materials are added to the collection to:

- Support the ongoing instructional curriculum
- Enhance life-long learning and information literacy
- Provide a balanced collection, including materials representing a wide diversity of views
- Provide materials for independent study
- Provide vocational and continuing education information
- Provide items for recreation and personal growth

Collection Overview

In support of the instructional programs of the College, collections in all curriculum-related areas will be developed through the two-year college or certificate level. 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 the purpose of faculty professional development related to teaching and learning. Faculty and staff are encouraged to use Inter-Library Loan to obtain advanced level subject specific material. For the independent study needs of its patrons, the library will strive to maintain a minimal collection of basic works in all library classification divisions. These decisions are made by each subject librarian.

In addition to materials for the support of the instructional programs, and in order to further meet the stated Collection Objectives, the library provides:

- Reference materials
- General and specialized periodical databases

- Materials regarding careers and educational opportunities
- Information about the history, people, environment, and issues of the Pacific Northwest, Washington, and the Seattle area
- 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

Housing and Location

Library materials will be housed in and will circulate from the main campus library or satellite library as appropriate. Reference books and some media do not circulate unless a reference librarian approves an exception.

Other Collections

Reserves Collection

The reserves collection includes materials for short-term circulation and is located behind the circulation desk. The materials may belong to the library or be privately owned. Instructors are encouraged to provide current reserve textbooks that are not already a part of the collection. High demand and/or fragile items may also be placed in the reserves collection.

Basic & Transitional Studies Collection

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 and Transitional Studies students to become self-sufficient information seekers and library users.

Popular Reading Paperbacks

The library maintains an uncataloged collection of paperbacks from donations, including a small science fiction collection in the name of Jim Wallace, Library Technical Services Manager from 2003-2013. The library does not actively develop a leisure reading collection, except to provide important and culturally significant literature in English.

Archives

The Archives consist of a variety of college information, which are retained for accreditation and historical reference.

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 in regard to collections as set forth by the Association of College and Research Libraries in *Standards for Community, Junior and Technical College Learning Resource Programs* and *Standards for Libraries in Higher Education*

Materials do not have to satisfy any one or all of 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 and faculty of all cultures, races, genders, ages, sexual orientations, ranges of abilities, and economic means.
- **Curriculum Support** of college transfer, basic studies and professional/vocational 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; 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. Cost may determine whether to purchase hardbound or paperback or electronic version and 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 where there is a noticeable demand for the type of item or title being requested.
- **Format**, including the library's ability to provide and support necessary equipment.
- **Ease of availability** from other sources, including the Internet.

Criteria by Format

In addition to the above criteria, there are special aspects to consider for some formats. The library will enhance the access to quality information through electronic alternatives.

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, plus the cost of additional titles needed to balance the collection with opposing points of view
- 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 permanent addition to the collection)

Periodical Back Files

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

General Encyclopedias

Encyclopedia sets are considered for replacement every 5 years. Replacement may be delayed if the titles are available and heavily used in electronic format while print copy is infrequently used.

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. Users are expected to pay fees charged by the lending library.

Electronic Research Databases

The library provides access to information through a variety of electronic resources to support instructional programs. District campus 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 and diversity of titles covered
- Availability to remote users through IP authentication
- Search interface, graphical layout of content, and quality of indexing
- Customer support, database response time, and compatibility with software

Ebooks

Selection of ebooks follows collection development parameters already in place. 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.

Media

Media is selected in consultation with content faculty and previewed if necessary. Types of media include videos, sound recordings, and computer files that accompany books. Materials using current and readily available technology are purchased whenever possible. The library also subscribes to databases that stream these formats.

The library does not attempt to obtain public performance rights for materials in the collection. 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.

Materials Not Selected

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

- Items used only in the classroom, such as required textbooks, lab manuals, or reference materials necessary for instruction
- 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
- Textbooks that students are expected to purchase, except when funds are provided from another budget, such as Student Leadership
- Multiple copies to the same title
- Microform

- Formats not supported by library media equipment
- Instructors' annotated editions and textbooks labeled as "review copy only"

Weeding (Deselection)

Books and Audiovisual Media

The collection will be periodically evaluated in order to identify material for discard. The librarian responsible for the subject area under review will involve faculty subject specialists in the final discard decisions whenever practical. Instructors will then be invited 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
- Timeliness/historical value
- Scholastic level of content
- Accuracy and completeness
- Circulation or use
- 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 administrator in charge of the Libraries 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

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 in order 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. Selected materials such as reference books and some media do not circulate. 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 in writing and addressed to the administrator in charge of the Library. 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

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, 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.

Appendices

Appendix I	Procedure for Review of Library Materials
Appendix II	Gift Policy
Appendix III	Periodical Retention Procedure
Appendix IV	ERA/ESL Collection Guidelines

Appendix I:

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 reference librarian; or, if a reference librarian is not available, the administrator in charge of Instructional Resources of Instructional Resources, 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 removal:

Formal requests for removal of an item may be made by submitting a completed the "Request for Review" form to the administrator in charge of the Library. Forms are available from the Library Administrative office. 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 selection librarian assigned to the subject area in question. The librarian will meet with other faculty librarians and the administrator in charge to discuss and gather information before preparing a written response. The response will be written by the assigned selection librarian and will include an explanation for the decision. This explanation may include:

- How the material relates to the educational goals of the College and the Library
- Criteria used for selection, 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 administrator in charge of the Library.

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:

- Three (3) faculty, selected by the Seattle Central College Faculty Senate. At least one faculty shall be from the subject area in question.
- The administrator in charge of Instructional Resources for Instructional Resources.
- Two (2) students, selected by the Associated Student Council.
- The appropriate selection librarian.
- One (1) librarian from the other libraries in the College District, selected by the administrator in charge of Instructional Resources and faculty of the Library.

The chair will be selected by the Review Committee itself.

Review Committee Process

The Committee will review the written request and will 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 with 5 concurring votes of the 9 Committee members, and will forward its recommendation and all supporting material to the administrator in charge of Instructional Resources for implementation. The administrator in charge of Instructional Resources will notify the complainant in writing of the Committee's decision.

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 for (1) calendar year from the date the Review Committee's recommendation is sent to the administrator in charge of Instructional Resources.

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, the form "Request for Addition of Material to the Library Collection" will be submitted.

This review process applies equally to all persons.

REQUEST FOR REVIEW OF LIBRARY/MEDIA MATERIALS

Please complete the following form so that the material in question can be thoroughly evaluated in light of the Library selection objectives and policies. (If necessary, attach additional sheets for full explanation for any of the questions below.)

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

ADDRESS: _____
City Zip

Complainant Represents:

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

AUTHOR: _____ CALL NUMBER: _____

TITLE: _____

PUBLISHER: _____

DATABASE/ELECTRONIC RESOURCE (IF APPLICABLE): _____

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

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

3) Have you read any reviews of this material?

4) To what do you object in the material? (Please be specific, cite pages.)

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

6) Is there anything good about the material as a whole?

7) For what age group would you recommend the material?

8) Is there an alternative you could 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 II: 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 put to use by the College may be returned to the donor, if the donor so 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.

Appendix III: Periodical Retention Procedures

The following retention procedures reflect the costs of print periodicals, a drop in print usage and the corresponding acquisition and use of online resources. Each title will be individually reviewed for both renewal and retention. Money we save from cancelling print subscriptions will go to online periodical resources.

General Guidelines

- The print periodicals are provided as a current browsing collection.
Retention of periodicals will be individually determined.
- Back files will be maintained for rare, unique, or high-demand titles.
- Full-text electronic access to titles will be used for titles not maintained.

Type of Periodical	Guideline
Academic Journals: Humanities, Sciences, Social Sciences	Individually determined
Canceled or “dead” subscriptions	Discard after 1 year; (FT database access considered)
Community College/Education Literature	Individually determined
Industry/Technical	Individually determined
Local Interest Publications	Individually determined
Popular Health	Individually determined
Popular Political/News	Individually determined
Popular Women’s, Men’s, Home	Individually determined
Publications supporting discontinued college program	Individually determined
Weekly News Magazines -- High Demand Titles: Time, Newsweek, U.S. News & World Report	10 years

Appendix IV:

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 and 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 in addition, subtraction, multiplication, and division of whole numbers; fractions; decimals; percent; and 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 south east 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:

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

Language study materials to support reading, writing, listening and speaking skills:

- Dictionaries (Picture, American English, Multilingual), Grammar, Vocabulary, Idioms, Pronunciation)
- Located on permanent shelving unit; shelved by LCC to reflect subtopics of PE1128-English Language
- User-friendly shelf labels and a posted key to LCC for navigation & reshelving
- 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]

- These books have been put into its 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:

- Mostly contemporary young adult fiction titles with some classics from a variety of genres
- 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]
- Navigation & reshelving tools include small sign on the shelves and genre stickers.

Readers are titles specifically published as “readers” within specific series by specific publishers:

- Fiction, non-fiction and biography titles for non-native and early literacy students
- Multiple copies (for informal book group discussions) are limited to 3 per title
- 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
- Located on permanent shelving unit in small portable bins separated by 3 color-coded reading levels: Beginner [YELLOW] Intermediate [RED] Advanced [GREEN]
- 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; Humour; 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:

- Mostly language learning and pronunciation, math skills, and test prep, with some mainstream TV shows and popular films for listening and pop culture awareness.
- Separately located in the Media DVD collection against the north wall and the Media CD collection shelving unit on the northwest corner.