



# POLICY MANUAL

DECEMBER 2021

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CHC LIBRARY

  
LIBRARY

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## Crafton Hills College Mission Statement

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

### Vision Statement

Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.

### Institutional Values

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

## Crafton Hills College Library Mission Statement

The mission of the Crafton Hills College Library is to support the education and success of all students in a welcoming, supportive, and equitable learning environment.

The Library provides instructional support through research assistance, information competency skills, and access to high-quality resources.

## Library Hours

Current hours are published on the Library website <https://www.craftonhills.edu/library>

\*Hours are subject change.

## General Library Policies

This is a shared community space. It is up to everyone to ensure that the Library is a safe, clean, supportive environment that is conducive to learning.

- Circulation Policy
- Computer Use Policy
- Library Environment Policy
- Study Room Policy
- Unattended Children

# LIBRARY USE

## Circulation Policy

### Students

**A valid CHC photo ID card or other verification of enrollment is required for all check-outs.** A maximum of 20 items may be checked out at any one time. Items may be renewed, provided no holds have been placed on the item. All materials must be returned by the last day of the current semester.

Most materials circulate for 3-week periods, these include: Book Stacks, Audio Books on CD, DVDs, and Periodicals.

**Reserve Materials:** Most circulate for 2-hour checkout unless otherwise specified. Reserves may be renewed, provided no one is waiting for the item. Most reserve materials do not leave the library.

**Reference Books:** Do not check out unless by special permission of a library staff member.

**IEALC:** The purpose of the IEALC card is to provide reciprocal library borrowing privileges to currently registered students of participating institutions. Current CHC students may borrow materials from IEALC libraries upon presentation of a valid Student ID card in conjunction with the IEALC card. The IEALC card is issued at the Circulation Desk and a current CHC ID card must be presented at the time the card is issued. The card is free and must be renewed annually.

### Community Members

Members of the community may utilize Library collections and equipment within the Library. Community members are unable to check out materials. Current CHC students, staff, and faculty have priority of material and equipment.

### Faculty and Staff

Faculty and staff of CHC and SBVC may check out materials for 3 weeks with the possibility of renewals.

## Course Reserves

### About Reserve Services

The Reserve collection is comprised of \_Access to Reserve materials is restricted to CHC faculty, staff, and students.

#### For Instructors

Instructors wishing to place materials on Reserve [please see the Course Reserve Request form on the library website.](#)

Instructors are advised to submit their requests and materials at least 7 days in advance of when they want them to be available for their students.

#### For Students

**A valid CHC ID card is required for all reserve check-outs.** Reserve materials check-out for two hours and must remain in the library. This ensures that the materials are available to the maximum number of students possible.

#### Reserve Request - Faculty

**Please remember that library reserves are items that do not leave the library.**

To ensure availability of items in a timely fashion, bring your materials in with a completed request form early. Items will be processed in the order received. Be aware that requests

submitted during the first weeks of class may be delayed due to the large volume of reserve processing at the beginning of each semester.

Please allow the library a minimum of 7 days for processing of reserve materials. Due to space limitations the library reserves the right to limit the number of copies placed on reserve for a given class.

**Please remind your students that they will need to obtain a CHC Student ID card before they can check out reserve materials.**

## Group Study Rooms

The library contains 11 group study rooms that are available to current CHC students on a first-come first-served basis. The library does not take reservations for study rooms. Behavior in the study rooms carries the same expectations as the rest of the library. Excessive noise, food and drinks, or inappropriate behavior will not be tolerated. Study rooms contain tables, chairs and white boards. Markers may be checked out at the circulation/reserves desk.

### LRC 2<sup>nd</sup> Floor Study Rooms

LRC-201, 202, 204, 205	Six person capacity
LRC-206	Eight person capacity

### LRC 3<sup>rd</sup> Floor Study Rooms

LRC-301, 302, 304, 305	Six person capacity
LRC-303	Four person capacity
LRC-306	Eight person capacity

## Library Environment

All visitors to the library are expected to support a welcoming, supportive, and equitable learning environment. Sealed water bottles are allowed. To maintain a clean environment, no other food or drinks are allowed. Users should refrain from any behavior that is disruptive to other users such as excessive noise.

## Unattended Children

Unattended children are not allowed in the Library.

# TECHNOLOGY IN THE LIBRARY

## Computer Use Policy

The CHC Library provides computers to facilitate the academic pursuits of students. Those utilizing the library computers are required to comply with all local, state, and federal laws regarding acceptable use. In addition, library computer users are required to be aware of and comply with the [SBCCD Computer Use Policy](#). To prevent disrupting other patrons, headphones (available at the circulation desk) are required for audio use.

## Copiers for Student Use

Copiers are available in the library that provide both b/w and color copying and scanning for a small per page fee. For additional information on printing in the library please see the library staff.

Library users are reminded to abide by copyright laws. The following statement, endorsed by the American Library Association is posted on unsupervised Library photocopiers and scanners:

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

<https://www.ala.org/rusa/resources/guidelines/languagesuggested>

## Assistive Technology Room

The library has designated one study room for the utilization of assistive technology equipment. Students may consult with a library staff member for access to the room.

## Intellectual Freedom

“Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.”

– *Intellectual Freedom and Censorship Q & A*, the American Library Association

“Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.”

– Article 19 of the *United Nations Universal Declaration of Human Rights*

## Privacy of Records and Confidentiality

The CHC Library respects the privacy, and confidentiality of all users. It is therefore our policy to protect patron records to the fullest extent possible under state and federal laws.

In accordance with the American Library Association's Code of Ethics:

“We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

At the state level, Section 6267 of the California Government Code provides as follows:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- By a person acting within the scope of his or her duties within the administration of the library
- By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records
- By order of the appropriate superior court.

## Library Instruction

Library instruction is an indispensable part of the academic experience at Crafton Hills College. At the Library we believe that cultivating students’ information literacy competencies helps them to become lifelong learners who know how to locate, evaluate, and use information resources both ethically and effectively.

### Methods of Instruction:

- Individual help and assistance at the Reference Desk
- Group instruction in the Library’s classroom
- Appointments for private in-depth research consultations
- Librarian-led instruction in-person and online

Library instruction can be requested via the library website.

## Collection Development

### Crafton Hills College Library Collection Development Policy

#### Crafton Hills College Mission Statement

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.



## Crafton Hills College Library Mission

The mission of the Crafton Hills College Library is to support the education and success of all students in a welcoming, supportive, and equitable learning environment. The Library provides instructional support through research assistance, information competency skills, and access to high-quality resources.

## Purpose of the Collection Development Policy

This policy is designed to assist the library in the acquisition of relevant resources to support the library's mission statement. The following criteria will demonstrate the process used to create a constantly evolving collection that will grow and progress along with the campus community.

## Responsibility of Collection Development

Responsibility of collection development resides with the Crafton Hills College librarians. Selections are made with the use of professional reviews, industry journals, standard bibliographies, and publisher catalogs as well as through the recommendation of "subject experts," i.e. faculty. Acquisition suggestions are welcome from the entire campus community and will be evaluated in accordance with the selection criteria. Final purchasing decisions are made by the librarians and dean.

## Collection Priorities

Prioritizing the selection of materials is based upon the current budget and the needs of the campus community. Current purchasing should focus on the following:

- Electronic databases
- Print materials (encompassing books and journals)
- E-books

All purchases should be made based on the following criteria (prioritized by importance):

- Suitability to current curriculum
- Instructional needs of faculty and staff
- Service to the campus community as an information center
- General knowledge or recreational interests

## Selection Criteria

Selection of new materials is an ongoing process requiring evaluation of both the current collection and the materials being considered for purchase. The criteria used to evaluate the materials are based on the following:

- Being deemed appropriate and relevant to the college curriculum and to the strengthening of the collection
- Meeting high standards of quality in content and format

- Being current and having enduring value
- Cost of material relative to the budget and other available material<sup>1</sup>

Duplication of materials is not recommended. Although, the library will consider purchasing multiple copies of heavily used titles or materials used for a campus-wide program such as One Book, One College.<sup>2</sup>

### Gifts

The library welcomes all gifts with the stipulation that they will be used and/or disposed of at the library's discretion. The library will evaluate all gifts prior to addition to the collection according to the same standards used in the purchase of new materials. Materials in poor physical condition will not be accepted. The library reserves the right to refuse donations if it is determined that they are not of use to the library. All gifts are tax deductible, and a receipt for donation of materials will be provided upon request. The Library does not place financial value on materials received.

### De-selection

Items will be de-selected on a regular basis. Outdated, inaccurate, lost, damaged, duplicate, and seldom used materials will be regularly considered for withdrawal.

- Obsolete, misleading, inaccurate or superseded materials
- Multiple copies without justification
- Unsightly or musty volumes
- Selective retention of materials more than 10 years old in rapidly changing subject areas such as science, health, law, etc.
- Materials in outdated formats

### Challenges to the Collection

The Library supports intellectual freedom and attempts to supply the CHC community with a diverse perspective; therefore we endorse the [American Library Association's Library Bill of Rights](#).

The library will accept requests from faculty, staff, students, and the community for reconsideration of materials. The requestor must complete the [Request for Reconsideration of Library Material](#) form for consideration. All challenges regarding the appropriateness of materials in the collection will be submitted to the Dean for review.

All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

Challenged material will be kept in circulation during the reconsideration process.

## Periodicals and Newspapers

Periodicals are an important academic resource that often provides the most current information in a field. Periodicals are acquired in a variety of ways, including through database and institutional subscriptions. Selection will be based primarily within fields relating to the CHC curriculum but may also include titles of general interest to the college community.

## Review of the Collection Development Policy

The Collection Development Policy will be reviewed regularly by library faculty to ensure the policy parallels campus needs and priorities.

*Adopted December 2021*

<sup>1</sup>Adapted from: [https://guides.fscj.edu/Policies/collection\\_development](https://guides.fscj.edu/Policies/collection_development)

<sup>2</sup> Miller, Mary E., and Suzanne M. Ward. *Rightsizing the Academic Library Collection*. 2nd edition, ALA Editions, 2021.

## De-selection Policy

Circulating collections undergo periodic reassessment as to their appropriateness and suitability to respond to current needs. De-selection is necessary to make space for current materials, to make the collections more attractive, to facilitate the ease of use of the collections by patrons and staff, and to reduce the damage to books caused by overcrowding and space limitations.

Weeding criteria includes:

- Dated, inaccurate, unused or rarely used materials.
- Worn-out and damaged materials.
- Age – superseded by new edition, ephemeral material.
- Physical condition: Missing pages, text unreadable, water damage, poor paper quality, or other factors that preclude rebinding.

### **Philosophy:** (B-BD, BH, BJ)

- a. Weeding criteria: Most philosophy books do not become outdated. Circulation is often low and is not necessarily a guide for weeding. Titles are retained unless superseded by more recent editions. Duplicate copies of low-usage books are weeded, as are superseded editions.
- b. Retain systems of philosophy.
- c. Discard historical and explanatory texts when superseded.

### **Psychology:** (BF)

- a. Weeding criteria: A 5-year weeding process is necessary to maintain a live, usable, and up- to-date collection.
- b. Do not remove biographies, or primary works of the psychologists.

- c. Encyclopedias are judged by their emphasis on primary works.

**Religion: (BL-BX)**

- a. Weeding criteria: Material does not generally become outdated. Books that have very low usage should be considered for weeding after five years. Superseded editions and unused duplicates may be weeded. The collection must have current titles on each major religion as well as earlier editions of standard or classic texts, regardless of current curriculum.
- b. Discard older sectarian literature, sermons, and books on conduct of life.
- c. Discard historical and explanatory texts when superseded.

**History (C, D, E, F)**

- a. Weeding criteria: The main factors include demand, accuracy of facts, and fairness of interpretation. Nonetheless, the history collection should be periodically reviewed and books should be judged for their continuing usefulness in the collection.
- b. Keep: Older books that reflect the expectations of another era, regardless of the accuracy of predictions made in them about the future.
- c. Keep: Otherwise inappropriate books if bibliography, appendices, maps, illustrations, or other supplementary features are still useful.
- d. Keep: Earlier editions of classic or standard texts – regardless of current curriculum usefulness.

**5. Geography: (G-GR)**

- a. Weeding criteria: Books in this area become dated rapidly and should be weeded every two years unless it has significant background or history information not available elsewhere.

**6. Athletics: (GV)**

- a. Weeding criteria: Superseded rulebooks maintained only to last two editions. Old instructional material considered for discard if new items exist.
- b. Physical damage to the book—missing pages, torn, etc. Withdraw and replace.

**7. Social Science: (H-HA)**

- a. Weeding criteria: Interdisciplinary needs are considered when weeding.
- b. In these subject areas the source tends to be used in a supportive nature and as such should not be analyzed heavily according to circulation figures.
- c. Unless they have a historical approach, they are of little use after five years; books on finance are outdated sooner.

**8. Economics: (HB-HJ)**

- a. Weeding criteria: This process considers timeliness of research, value of material, number of sources on topic, age of source, circulation, number of copies, whether it is part of a set, and physical condition.

- b. Consideration of economics interdisciplinary contribution to geography, history, management, social science and international affairs.
- c. As with all section maintain primary works by distinguished economists.

**9. Sociology: (HM-HX)**

- a. Weeding criteria: Materials may be withdrawn from the collection for the following reasons.
  - a. Age: Superseded by a later edition.
  - b. Condition of book.
  - c. Older editions in a subject area that has a low circulation activity and numerous other works.

**10. Political Science: (J-JX)**

- a. Weeding criteria: Political science interrelates with other fields such as social science, international affairs, geography, history, and psychology.
- b. Consideration should be given to usage, size of the collection, number of copies, age, and historical value.
- c. Maintain all primary works.

**11. Law: (K)**

- a. Weeding criteria: Multiple copies, superseded works, outdated topical books and outdated collections of laws.

**12. Education: (L)**

- a. Weeding criteria: Outdated monographs, superseded works, and duplicates are weeded.
- b. No biographical materials are discarded.
- c. Different editions of encyclopedia works may be kept.

**13. Music (M)**

- a. Weeding criteria: Titles are retained, unless superseded by newer editions.
- b. Music books generally do not become outdated.
- c. Consider the condition of the books.

**14. Art (N)**

- a. Weeding criteria: Titles are retained, unless superseded by newer editions. Art books generally do not become outdated.
- b. Consider the condition of the books.

**15. Literature and Language (P)**

- a. Weeding criteria: Age and use are not always accurate guides for weeding literature books. Some critical works (especially superseded editions) can be weeded by date and usage. Books listed in Essay and General Literature Index, Granger's Index to Poetry, and the Short Story Index are always retained. Keep criticisms of classic writers. Keep history unless superseded by better titles. Maintain multiple copies of classic literary works.
- b. Discard old grammars, dictionaries, etc.

**16. Pure Science (Q)**

- a. Weeding criteria: Newer materials are available that provide better or expanded explanations of complex subjects.
- b. Age: Superseded by newer editions, ephemeral material.
- c. Newer scientific discoveries, theories and techniques should be updated with materials.

**17. Mathematics (QA 9-74, 78-939)**

- a. Weeding criteria: Books older than ten years should be withdrawn unless they are *classics*.
- b. Older editions are normally withdrawn when a new edition is received.

**18. Computer Science (QA 75-77)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
  - a. Age: Superseded by newer editions, ephemeral material.
  - b. Consider if the level of treatment is too superficial for college level study; newer material provide better or expanded explanations of complex subjects, clearer text styles, and better illustrations.

**19. Astronomy (QB), Physics (QC), Chemistry (QD)**

- a. Weeding criteria: Books considered for discard include added copies printed more than 10 years ago not identified as “landmark” and those with more than two editions in that period. Older editions, if superseded, are discarded.
- b. Materials on poor quality paper.
- c. Books by non-distinguished authors may be discarded. Basic works of significant historical or literary value, such as Newton or Einstein, etc.

**20. Biological Sciences (QH-QR)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
  - a. Superseded by new editions. Materials in the biological science have a shelf life of ten years.

**21. Medicine (R)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following:
  - a. Superseded by newer editions, discoveries are constantly being announced and older materials may be very misleading or even dangerous.

**22. Agriculture (S)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
  - a. Age: Superseded by newer editions, ephemeral material.

- b. Treatment of subject: Newer materials provide better or expanded explanation of complex subjects, clearer text styles, and better illustrations.

**23. Technology (T)**

- a. Weeding criteria: Materials are withdrawn from the collection when newer editions are published or if newer material provides better coverage and treatment.
- b. Technology is making such rapid advances that materials over five years should be viewed with suspicion with obvious exceptions such as auto and appliance repair manuals, cookbooks, books on guns, clock, etc.

**24. Reference Collection:**

- a. Many sources are considered reference “classics” and are valuable for many years. Many reference books as issued in revised editions and previous editions may be removed. An exception is any new edition that supplements rather than replaces an older edition.
- b. Medical and Science reference books may be quickly outdated.

**25. Audiovisual Materials:**

- a. Non-print media should be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item.
- b. Keep in mind that non-print items can be difficult to borrow through interlibrary loan.
- c. Other issues to consider when evaluating non-print materials include format and condition. Is the format still available? If not and the materials are not replaceable, you may want to investigate transferring unique materials to current formats.
- d. Watch for broken cases, missing pieces, poor sound, or visual quality of tapes or CDs.
- e. Tapes that become twisted should be discarded.
- f. Videocassettes should be examined for wear after 100-150 circulations; they will probably need to be replaced after 200-250 showings.
- g. Compact disks are relatively sturdy; but they can be chipped, cracked or scratched.

## Book Ordering

Library staff will work directly with departmental faculty in selecting materials that support the CHC curriculum as outlined in the library's Collection Development Policy. The library will consider suggestions for the collection made by students, faculty, and staff at any time.

## Reconsideration Procedures

The Library supports intellectual freedom and attempts to supply the CHC community with a diverse perspective; therefore we endorse the [American Library Association's Library Bill of Rights](#).

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All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

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The ideas expressed within this document are a collaboration of original policy in conjunction with standard practices in academic libraries nationwide.



