



# POLICY MANUAL

Spring, 2024

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CHC LIBRARY

  
LIBRARY

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## Crafton Hills College Mission Statement

The mission of Crafton Hills College is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

### Vision Statement

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

### Institutional Values

We rely on the following values to support our vision and mission:

- **Respect:** To champion active listening and open dialogue within our community.
- **Integrity:** To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- **Diversity & Inclusion:** To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- **Innovation:** To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- **Leadership:** To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

## 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

#### Students

**A valid CHC ID 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. For exceptions to this policy, please see the library circulation desk.

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

To request an exception to this policy, see library circulation desk.

**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 with 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 each academic year.

#### Community Members

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

## Faculty and Staff

Faculty and staff of CHC and SBVC may check out materials for a semester at a time with the possibility of renewals.

## Course Reserves

### About Reserve Services

The Reserve collection is comprised of course materials and 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 is required for all reserve check-outs.** Reserve materials check-out for two hours unless otherwise specified. Some of these materials 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 currently in the collection, or copies belonging to the faculty member. Requesting new materials for reserve will take longer. Due to space limitations the library reserves the right to limit the number of copies placed on reserve for a given class.

## Group Study Rooms

Patrons are reminded to be mindful of others using the library by keeping noise levels down and to leave the rooms free of trash. The rooms are not soundproof. 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. Study rooms contain tables, chairs and whiteboards. 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. Small snacks and covered beverages are welcome; however, patrons are asked to clean up after themselves and to notify staff immediately should small spills happen. When working on computers only sealed containers are permitted. Patrons should refrain from any behavior that is disruptive to other users such as excessive noise.

## Children in the Library

Young children must be supervised while in the library. They must refrain from any behavior that is disruptive to other users.

## Technology in the Library

### Computer Use

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 ([BP 3720](#)). 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 printing 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.

### 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. Culturally responsive presentations are utilized in all library instruction programs.

### 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

### 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 considers gifts with the stipulation that they will be used and/or disposed of at the library's discretion. Accepted gifts must meet 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.

### 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.

### De-selection

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.

Adopted April 2024

<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.

<sup>3</sup>Adapted from: <https://library.ric.edu/faculty-services/collection-development>

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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.