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**AP 4040 – Library and Learning Support Services**

*Reference: Education Code Section 78100; Accreditation Standard II.G*

The curriculums offered by the District shall be the primary consideration in determining the Library/Media Center holdings at each of its colleges and campuses, and supplemented by appropriate general fiction and non-fiction holdings for patron self-improvement and leisure reading. In achieving this, the Library/Media Center affirms and follows the C.A.L.A. Library Bill of Rights and the A.A.S.L. School Library Bill of Rights.

The Library/Media certificated staff is responsible for selection of all Library and Media Center materials to be added to or removed from the collection of the Learning Resources Center. These selections will be made within the basic framework and philosophy of the District and community of which it serves.

The community college library collection should consist of the following types of material:

- A central core of material consisting of the “best that has been thought” by persons of all ages and times, cultures and countries. This material should not be subject to discard;
- Books and media materials intended to supplement the curriculum. This material should be subject to periodic examination with the idea it can be discarded when obsolete and replaced with newer material;
- Other books and media material suitable for the achievement of objectives of the District, such as items for self-improvement and appropriate items for leisure reading, listening and viewing.

The Library/Media certificated staff, taking into consideration the requests and recommendations of the Curriculum Committee and other academic employees, is responsible for the selection of all Library and Media Center materials (i.e. books, pamphlets, filmstrips, phonograph records, audio and video tapes, films, on-line databases, and other materials and resources) to be added to or removed from the collection. These selections will be made within the basic framework and philosophy of the District, its colleges, and the community served. Academic employees are encouraged to request particular titles of Library and Media materials, based on reviews by competent authorities. In addition, students and other staff may recommend items for evaluation and selection if the material is deemed appropriate by the Library certificated staff. Therefore, all employees are expected to be familiar with the following guidelines.

**Non-Fiction Book Collection Guidelines**

- Books that widen boundaries of student’s thinking, that enrich student’s life and help her or him fulfill recreational and emotional needs;
- All types of readers are considered;
- Books recognized as classics;
- Overall purpose of book;
- Reputation and significance of author;
- Timeliness or permanence of book;
- Importance of subject matter to collection;
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- Authoritiveness;
- Reputation and standards of publisher;
- Readability;
- Quality of writing;
- Appearance in book selection aids;
- Special instructional uses--material that may not meet any or all of above criteria, may be purchased to satisfy instructional need.

Fiction Book Collection Guidelines
- The sound treatment of significant social and personal problems or of racial and religious questions through novels of many-reader appeal may contribute much to bettering human relations;
- There is no arbitrary single standard of literary quality. An attempt is made to satisfy varying reading ability, social background, and taste. Selection does not mean choosing only the best but also the most pleasing, competent, and successful books in all important categories of writing;
- Although no single standard of literary quality can be set, it may be said the Library policy is to acquire fiction which is well written and based on authentic human experience and to exclude weak, incompetent, or cheap, sentimental writing, as well as intentionally sensational, morbid, or erotic.

Periodicals Guidelines
- Periodicals are important to the Library’s collection to ensure timely material with current thinking in various fields is available to the students and faculty and to supplement the book collection;
- Individual titles are chosen for accuracy and objectivity, accessibility of content through indexes, ease of consultation, demand, need in reference work, and presentation of point of view or subject needed in collection.

Pamphlets Guidelines
- Selection of pamphlets follows the general practices outlined under selection of books.

Newspapers Guidelines
- The aim in selecting local, regional, and national newspapers is to provide adequate representation of current news and information without distortion of facts or misleading information.

Media Materials Guidelines
- Selection of media materials follows the general practices outlined under selection of non-fiction books and fiction books, whichever is appropriate.

Since opinions may differ in a democracy, the following procedures will be observed in recognizing these differences in a reasonable manner. Citizens of the District may register their criticism with the college administration at the college/campus serving their community, by using Complaint Procedure. All criticism must be presented in writing. The statement must
include specific information as to author, title, publisher, reason for objection, and page number of each item to which objection is being made.

The statement must be signed and identification given which will allow proper and reasonable reply. The Board may, through the administration, appoint a committee of college staff to evaluate materials being questioned and make a recommendation to the administration.

The Library certificated staff is responsible for the acquisition of all selected Library and Media materials. All books, periodicals, reference materials, media materials purchases, etc., made through the Library, even though they may be for divisional or laboratory uses, are to remain in the Library collection.

The Council of the American Library Association reaffirms its belief in the following basic policies that should govern the practices of all libraries.

As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information, and enlightenment of all people of the community. In no case should any book be excluded because of race or nationality, or political or religious views of the writer.

There should be the fullest practicable provision of material presenting all points of view concerning problems and issues of our times, local, national, and international; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.

Libraries should enlist the cooperation of allied groups in the fields of science, of education, and of book publishing in resisting all abridgment of free access to ideas and full freedoms of expression that are the tradition and heritage of Americans.

As an institution of education for democratic living, the Library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

School Library Bill of Rights - A.A.S.L.
School libraries are concerned with generating understanding of American freedom and with the preservation of these freedoms through development of informed and responsible citizens. To this end the American Association of School Librarians reaffirms the Library Bill of the Rights of American Library Association and asserts that responsibility of the school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served;
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- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life;
- To provide materials on opposing sides of controversial issues so young citizens may develop under guidance the practice of critical reading and thinking;
- To provide material representative of the many religious, ethnic, and cultural groups and their contributions to our American Heritage;
- To place principle above opinion and reason above prejudice in selection of materials of the highest quality to assure a comprehensive collection appropriate for users of the library.

Library Display Space Regulations

The gallery or other designated space in the college/campus Library is available for displays by groups in the same priority order as all District facilities as outlined in Section 6.1.3 of the Academic Employees Handbook. Therefore, the space reservation priority of this procedure is given in the following order--1) Academic Programs 2) Student Activities and other campus-related programs 3) Community Groups and Organizations 4) Commercial and other privately sponsored activities. Academic Programs (Priority #1) will have a priority booking period from March 1 through March 15 of each year for the following school year. Booking will be open to other groups after March 15 on a first-come first-served basis. The display period will be for a minimum of two school weeks, from Monday, 5:00 PM through Friday 12 noon of the second week of the display. Some displays may be booked for a longer period of time if approved by the supervising Dean. Once a display is booked, meeting the scheduled time becomes the responsibility of the requesting organization. Because of the demand for use of gallery and other designated Library space, last-minute cancellations may jeopardize an organization's chances for subsequent reservations. All displays must meet the criteria for "Posting Materials on Campus" (see AP5550). The Yuba Community College District is not responsible for loss, theft or damage of items on display.

Access to Audiovisual Equipment, Production Facilities, and Personnel

Audiovisual equipment and computer mediated technology, facilities, and personnel under the jurisdiction of the Yuba Community College District Library/Media Center is available for use by district staff and by nonprofit organizations. Access to equipment, facilities, and personnel may be subject to a usage charge. Access is limited by the following priority:

- Campus related instruction,
- Approved non-instructional campus activities,
- Approved non-instructional off-campus activities,
- Usage by other nonprofit, educational institutions,
- All other nonprofit organizations.

The Library/Media staff is responsible for checkout of audio/visual equipment, media materials, and computer mediated technology. The above priorities will be used as guidelines when checking out equipment or materials. When wages are involved, they will be handled through the
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Activities or Personnel Office. Unauthorized loans of equipment and/or materials will be a personal liability of the individual involved.

The following conditions will be observed by District staff that wish to use the media production facilities (including the ITV classrooms): The television studio and control room, audio and editing rooms, and the ITV classrooms will be available under general supervision only when scheduled and Media Staff is present to demonstrate and/or operate the equipment.

The following audiovisual equipment is available to district staff, individuals, and groups in order of priority specified above: motion projectors; video cameras; overhead projectors; opaque projectors; audio players and recorders; microphones; videocassette players/monitors; computer mediated technology; public address systems; and other appropriate audiovisual devices as they become available.

Off-campus organizations will have limited access to District Library/Media equipment, facilities, and materials, and then only with the approval of the managing Library/Media certificated staff. In those cases when approval is granted, the user may be charged a usage fee.

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