

## **Pennsylvania Highlands Community College Library System Library Selection Policy**

The mission statement of the Library states that it shall “provide its users with access to informational resources designed to enrich and support the educational objectives of the College.” It also “will provide resources in a variety of formats that will be designed to allow for universal access be all types of users, including those who are physically challenged.” In order to foster intellectual partnerships with students, faculty and staff, the Library encourages all segments of the college community to become involved in building its collections by recommending Library purchases.

Recommendations are evaluated by librarians according to the following criteria:

- Relevance to the curriculum
- Support for the research needs of the students
- Support for faculty course preparation
- Relationship to existing holdings

Librarians may initiate a dialogue with the requestor as they consider an item’s cost, availability and format. Requests for new journal subscriptions will be evaluated by the guidelines for the selection of periodicals and other serial publications.

The Library currently acquires books, periodicals, audio-visual materials, and data files in various formats. It also provides access to online resources available from the Library’s homepage.

The Library normally purchases materials in the original language, if part of the curriculum, or in English translation. While every effort is made to provide a wide range of materials, the Library does not normally acquire the following:

- Multiple copies of single titles, with the exception of course reserve materials. A guideline of one copy per 10-12 students governs course reserve requests.
- Workbooks and teaching aids, especially those consumed through a single use.

Receipt and processing of new acquisitions take approximately 8-10 weeks, a time period, which allows the Library to realize substantial savings through economies of scale with its vendors.

## Guidelines for Selection of Periodical and Other Serial Publications

Serials represent a long-term, continuous commitment of library funds for subscription cost, processing, and housing. The selection of periodicals and serial publications help to shape the Library's collection that supports the curriculum. It is therefore essential that each title be reviewed in relation to the guidelines provided below.

Priority is given to titles that are directly relevant to the curriculum, to the research needs of the students and to faculty course preparation. Specialized titles intended primarily for faculty research will be purchased on a highly selective basis and must meet the other criteria below.

- Titles selected are appropriate to the level of study, based on the prospective audience and use.
- Periodicals are evaluated within the context of existing library resources and projected library support for the purchase of other subject-related materials.
- Preference is given to those titles indexed in printed or electronic sources that are available in the library.
- Subscription cost is a particularly relevant factor in this portion of the title's evaluation.

## Library Bill of Rights of the American Library Association

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan and doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

(Adopted June 18, 1948. Amended Feb. 2, 1961, and Jan. 23, 1980 by ALA Council.)