

**MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES**

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3050 Library

The College Library is the focal point for learning outside the classroom and a vital element in fulfilling the institutional goals and mission of the college.

Instruction is a primary responsibility of the library, and includes working with individual users, providing instructional sessions across the curriculum, and offering credit courses. Courses in the Library program include Library Services 50 (Introduction to Information Competency & Literacy) and Library Services 80 (Internet Literacy), both of which fulfill the college's information competency graduation requirement. In addition, a series of credit courses in genealogy form the core of the Certificate Program in Family History Studies.

Library staff members provide a wide range of services to provide access to organized information materials, along with appropriate facilities and technology. In an atmosphere of intellectual freedom, all users are provided the opportunity to explore ideas and develop and attain their goals.

Procedures and regulations related to the library are included as Appendix 3050 of the Governing Board Policies Handbook.

Reference: Education Code 18100-03. 18111. 72237

Formerly: Governing Board Policy A.1.

Revised: 10-09

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Appendix 3050 Procedures for the Library

I. Library Collection and Development

The library mission supports the institutional philosophy and goals of providing an atmosphere of academic freedom and a comfortable physical environment of resources that encourage students to explore ideas, develop their potential and attain their goals.

Varied, authoritative, and current materials in all formats are selected by certificated librarians in consultation with subject area faculty to assist students, staff and faculty in support of instruction. The materials are carefully selected to provide information that supports the mission of the library and reflects the learning styles of community college learners. This enables students to acquire the skills needed to be independent lifelong learners. The Library is a member of several cooperative arrangements which allows us to share resources with other libraries.

The Library will:

- A. Implement collection development and collection management practices to provide the best possible collection of materials to meet the information needs of this college.
- B. Provide enough personnel, both classified and certificated as needed to 1) professionally select and acquire appropriate materials, 2) provide a full range of instruction in support of the mission and curriculum of the college, 3) provide adequate access to collections that meet national library standards for resource sharing, 4) provide collection maintenance and access services in compliance with current practices.
- C. Provide an environment in which all users can expand their knowledge and fulfill their information needs.
- D. Provide a high level of library services, including but not limited to adequate hours, staffing, materials and levels of service for all locations, to ensure that students' information needs are met.
- E. Provide library services to all patrons including those with special needs or requirements.
- F. Support an adequate physical space to be able to offer face to face instruction, adequate group study rooms for students, and areas that allow the full functioning of all library activities and for staff to be able to do their work.

Appendix 3050 Procedures for the Library (continued)

1. Responsibility for Selection

The Library Director and the Technical Services Librarian are responsible for providing an organized collection of materials that support and expand the educational objectives and the institutional goals of the College. This is accomplished by the faculty librarians in consultation with the subject area faculty.

2. The Collection

A. General Criteria for the Selection of Library Materials

In selecting library materials (including, but not limited to books, periodicals, and non-print forms) the following considerations will apply:

1. Known or potential use to the college community
2. Relevance of the subject matter to the curriculum
3. Value to the permanent library collection
4. Reputation of the author
5. Availability of materials on the subject
6. Inclusion in recognized bibliographies or indices
7. Price
8. Readability
9. Authoritativeness
10. Availability of Material in the community
11. Budget

B. Specific Criteria for Selection

1. Books

- a. In general, a wide range of materials is added to the collection to provide information appropriate to a lower division, undergraduate library.
- b. Special attention is paid to acquiring materials on all sides of controversial issues if possible.
- c. In addition, an attempt is made to provide for a wide range of readability to meet the needs of a diverse student body.
- d. The following represent the limits to acquisitions:
 - i. Duplicate copies are rarely provided unless there is overriding class need or a substantial revision of the original work requires another copy.

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- ii. Textbooks, which become outdated rapidly, will not be acquired unless they represent the singular source of available information or necessary additional information. Textbooks can be received as gifts or ordered if they are 1) considered to be the standard source in the subject area, or 2) if there is limited print information in the discipline.
- iii. Research materials beyond the scope of appropriateness for an undergraduate library will not be purchased.
- iv. Rare books or collector's items.

2. Periodical Publications

- a. The library will maintain a core collection of print periodicals. Periodical publications will be added to the collection if they meet the general criteria for selection including the following:
 - i. They meet curricular needs of students and faculty
 - ii. They are indexed in available indexes.
- b. Back files will be kept on the basis of generally accepted standards for two-year colleges, patterns of use, cost, available format and storage space.

3. Non-print Materials

- a. Audio, visual, and digital forms of information can provide additional ways of acquiring information. The general criteria for the selection of materials will apply to the acquisition of non-print materials along with the following:
 - i. Uniqueness of the material as a source of information;
 - ii. Quality, durability and cost of the item;
 - iii. Availability of equipment to utilize the material.
 - iv. Accessibility for a diversity of learning styles.

4. Electronic Resources

- a. The library will provide online resources in order to more broadly distribute information. The general criteria for the selection of these resources will apply along with the following:

- i. Licensing
 - ii. Database content
 - iii. Technology resources
 - iv. Adequate staffing
 - v. Consortium considerations
 - vi. Will provide online information to maximize availability to as many users as possible
 - vii. Will provide information electronically when print is too expensive
 - viii. Price considerations
 - ix. Optimum form, price
5. College Archives
- a. The Library collects and makes available published documents representing the history of the College.
 - b. Catalogs, yearbooks and other documents are added to the collection.
 - c. The Library is a repository for published documents including Catalogs, yearbooks and other documents that represent the history of the college.
6. Deselection of materials
- a. Deselecting (removal of an item from the Library's collection) ensures that the collection is current. Generally, the following may be deselected:
 - i. Obsolete, inaccurate, out-of-date items,
 - ii. Superseded editions,
 - iii. Unnecessary duplicates,
 - iv. Broken, incomplete sets of works,
 - v. Worn out or badly marked volumes.

When removing items from the collection, the library faculty may consult with instructional faculty or other subject specialists.

GIFTS

Gifts to the Library of materials or money will be accepted in accordance with Governing Board Policy 2175 provided that they meet the general criteria for selection and provided that there are no restrictions attached to the acceptance of the gift. The following criteria apply:

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1. Gifts and donations are directed to the Library Director and the Technical Services librarian who will initially decide to accept or reject the gift/donation. The materials are routed to the appropriate liaison librarian for a final decision of acceptance or rejection.
2. The library faculty will determine the classification and circulation policy for all materials.
3. The library faculty maintains the right to dispose of unneeded materials as required.
4. Notice of the gift will be sent to the Governing Board with a copy of the acknowledgement to the donor if the donor requests such notice.
5. Gifts of money to support library services or to purchase specific materials will be distributed through the MPC Foundation or Fiscal Services.

The Library Technician under the direction of the Head of Technical Services is responsible for maintaining documentation of all gift materials.

GIFT INFORMATION FORM

Donor Name _____

Date: _____

Address _____

City, State, Zip Code _____

Telephone _____

Description of the Gift:

COMMENTS FROM DONOR:

COMMENTS FROM PERSON ACCEPTING DONATION:

FOR LIBRARY USE ONLY:

Total number of items: _____

Books _____

Periodicals _____

Pamphlets _____

Non-print _____

Other (Specify): _____

ACKNOWLEDGEMENT:

President's Secretary _____ Date _____

Library Director _____ Date _____

Liaison Contact _____ Date _____

Appendix 3050 Procedures for the Library (continued)

I. Intellectual Freedom and Controversial Issues

The philosophy of Monterey Peninsula College supports academic freedom and provides the place and encouragement for students to freely formulate their ideas and values. The College endorses the American Library Association's "Library Bill of Rights" and "Code of Ethics" which are appended. The Library makes available a wide range of materials that attempts to represent all views of controversial issues. Students and the community are encouraged to think critically and explore all points of view.

In the event that librarians or other college officials are asked to reconsider an item in the library collection the following process will apply:

- A. The requestor will obtain, complete and return to the Library Director the following "Request for the Reconsideration of a Library Material."
- B. The Library Director will convene a Review Committee consisting of the following individuals: (1) the Vice President of Academic Affairs or appointee, (2) a librarian, (3) a faculty member from the appropriate subject area, and (4) a student.
- C. The Review Committee, using the form for reconsideration, the material in question and the appropriate College and Library policies, will study the request and respond with written recommendation to the Library Director who will inform the requestor of the decision.
- D. The requestor may appeal the decision to the Superintendent/President.

The decision will be final when there are no more appeals or the highest level of appeal has reached a final decision.

II. Library Advisory Committee

The Library Advisory Committee, a standing committee of the Academic Senate, reviews library needs and policies and serves as a liaison with faculty, staff, students, and community.

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MPC BOARD POLICY – APPENDIX

LIBRARY – Procedures for the Library

**MONTEREY PENINSULA COLLEGE LIBRARY
REQUEST FOR REMOVAL OF LIBRARY MATERIAL**

Date: _____
Name: _____ Address: _____
City: _____ Zip: _____ Phone number: _____
Are you a student? ____ Staff? ____ Community User: ____
Do you represent yourself? _____ Organization?: _____

Information about the material

Author: _____
Title: _____
Publisher, Date: _____

Type of Work:

Print: ____ Book ____ Textbk ____ Mag. ____ Nwsppr. ____ Pamphlet ____ Play ____ Student
Publ. ____
Non-Print: ____ Artwork ____ DVD ____ Photo ____ Sound Recording ____ Video ____ CD
Other: Collection ____ Exhibit ____ Performance ____ Speech ____ Online Resource ____
Other: _____

What brought this resource to your attention?

Have you examined/read/viewed the entire resource?

What concerns you about the resource?

What do you feel will be the effect on readers or viewers after using this material?

What would you recommend to counterbalance/and or provide other viewpoints on the item in question?

What action do you expect the library to take?

Please return this form (with extra pages, if necessary) to the Library Director, Monterey Peninsula College Library, 980 Fremont Street, Monterey, California 93940-4799.

Library Bill of Rights

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

I. 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.

II. 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 or doctrinal disapproval.

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

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

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

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. **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.**
- IV. **We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
- V. **We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.**

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