

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: L 1.0  
Procedure Title: Library Collection Development – Selection  
Relevant Board Policy:  
Relevant SACSCOC Policy:  
Originating Unit: Library  
Maintenance Unit: Library and Vice President of Academic Success

I. Purpose: To identify who is responsible for selecting resources for the library collection and describes the criteria for selection. Related statements and procedures can be found in the [\*Palo Alto College Ozuna Library Collection Development Guidelines\*](#).

II. Procedure Statement:

A. Responsibility:

1. The Dean for Academic Success oversees the selection of library resources. Librarians are assigned by the Dean as liaisons to each academic department to work with the department chairs or faculty. The [library liaisons](#) assume responsibility for the selection of all resources, in all formats, for the subject areas associated with their assigned department(s).
2. The library liaisons will maintain a collection that insures that the quantity and quality of resources meet the needs of the College.

B. Resource Selection Process:

1. Any college administrator, faculty, staff, student, or community member may submit requests for resources. Faculty requests are routed to their respective library liaison.
2. The library liaisons will meet with each of their assigned departments at least once in the fall and spring semesters. At these meetings, the liaison will share library news and will supply the department chairperson with the [\*Guidelines for the Selection of Library Materials by Faculty\*](#) which outlines the process for identifying and submitting requests for resources purchase/subscriptions from their department. The liaison will also provide the faculty with contact information for submitting purchase/subscription requests during the semester.
3. Throughout the academic year, the library liaisons research standard library selection tools as well as subject area trade journals for reviews of new resources. The new resources identified for purchase consideration will also be shared with faculty during academic department meetings or through email communications. It is through this collaborative exchange between faculty and

liaisons that resources purchase/subscriptions are identified.

4. Non-faculty requests for resources can be submitted to any library service desk and are forwarded to the library liaison responsible for the specific subject area of the request.

C. Criteria for Selection:

1. Library resources are defined as all materials collected or leased by a library regardless of format or medium. This includes, but is not limited to books, periodicals, pamphlets, posters, maps, microforms, audiovisuals and resources in digital (i.e., e-books, streaming videos) or other formats.
2. Resources in all formats will be selected that directly support and supplement classes and programs offered by the College. Library resources will be collected at the level designated by the American Library Association [Research Libraries Group Conspectus, Study or Instructional Support Level](#). Exception to this level will be made for the Children's Library collection.
3. Selection will be made primarily from English language resources. Works in languages taught by the College may also be selected.
4. Duplicate copies of titles may be purchased if actual or anticipated demand dictates. Duplicates may be designated reference to ensure availability.
5. The library does not, in general, purchase textbooks. Exceptions may be made if there are no other resources available on a particular subject.

D. Purchase of New Resources:

1. As previously described in II. B. #2 and #3, the library liaison maintains ongoing communications with faculty through department meetings or email during which the decision to make a purchase is jointly finalized. The library liaison uses a specific set of criteria as described in the [PAC Ozuna Library Collection Development Guidelines](#) to aid in the purchase/subscription decision. Declined requests can be appealed to the department's respective Chair, Dean and to the library's Dean for Academic Success.
2. The library liaison shares the list of newly acquired resources with their assigned academic departmental chairperson.

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Approved:

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Vice President of Academic Success

(signed: Dr. Robert Garza)

President