

PCC Library

Collection Development Policy

Pasadena City College

PCC Shatford Library

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Introduction

The PCC Library Collection Development Policy:

- Outlines best practices for the maintenance and continual development of the library's existing collections with consideration for the most optimal uses of funding.
- Establishes guidance for developing a collection that is responsive to the needs of the PCC community, primarily students.
- Communicates the goals of library collection development and stewardship to students and stakeholders.

This policy will be reviewed annually and revised or updated as needed.

College Mission, Vision, & Values

An understanding of Pasadena City College's [Mission, Vision, & Values](#) and [Education Master Plan](#) is a prerequisite to understanding the mission of PCC Library.

The library offers services and resources that support the College's mission, as outlined in Pasadena Area Community College District Administrative Procedure Manual in policy [AP 4040: Library Services](#).

PCC Library Mission & Philosophy

Mission Statement

The PCC Library is committed to providing quality services and resources for Pasadena City College's diverse community and residents of the Pasadena Area Community College District.

The librarians and library staff strive to:

- Provide access to quality resources that support the academic curriculum, College Mission and the Educational Master Plan.
- Provide services and instructional programs that promote the use of information resources, technology and library facilities for all users.
- Deliver prompt, unbiased, and knowledgeable research assistance in accordance with American Library Association guidelines.
- Encourage and facilitate information competency, critical thinking, and lifelong learning skills following standards outlined by the Association of College and Research Libraries.
- Explore innovative information technologies that support teaching and learning.
- Support the college and the curriculum with professionally qualified librarians and skilled technical staff according to state recommendations.
- Administer fair, equitable and objective policies and procedures.
- Preserve archival materials that relate to the College's history.
- Provide a comfortable, safe and accessible learning environment for all library users.

Philosophy

The PCC Library supports and upholds the following statements adopted by the American Library Association:

- [Library Bill of Rights](#)
- [Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights](#)

PCC Library Users

The PCC Library serves the students, faculty, and staff of the College, as well as the residents of the Pasadena Area Community College District, including local high school students. The majority of the library's user base is PCC students, followed by PCC faculty & staff, followed by community users.

Collection Objectives

The PCC Library supports the Pasadena City College Educational Master Plan through the continued development and maintenance of its collections. This is accomplished by meeting the following objectives:

- Providing access to materials in a variety of formats including print, electronic, and audiovisual.
- Developing and maintaining a collection of materials in each of the College's curricular areas.
- Developing and maintaining a collection of materials which reflect the College's diverse population and changing needs, including materials of a variety of reading levels.
- Developing and maintaining a collection of materials relevant to the general information needs of PCC students, including topics which may not be addressed in the College curriculum, to encourage and support life-long learning.
- Developing and maintaining a collection of materials for leisure use to encourage and support reading for enjoyment.
- Providing access to the College's archives through preserving and maintaining the Archives collection to support educational programs and community outreach.

Selection of Library Materials

Selection of library materials for the PCC Library shall be guided by the mission and values of the College.

Collection Priorities

The PCC Library collects materials primarily in the English language. Priority for books and other materials to be purchased is given to those materials which meet direct curricular needs in the courses offered.

Materials in the following categories shall be considered for selection:

- Materials used in, or in support of, the College's curricular areas
- Cultural and current interest materials to enhance students' educational and intellectual growth

Materials not normally considered for purchase include:

- Rare books and collectors' items
- Media for which captions are not available from the vendor
- E-resources with overly restrictive licensing agreements (e.g., not available to unlimited users)
- Materials (including books, streaming media, and e-resources) not readily available through vendors for which the library has an existing agreement or contract
- Research materials outside the scope of the College's curriculum

Selection Criteria

The following is an example set of criteria that Librarians use to make judgments on selection:

- Accessibility (i.e., availability of captions for audiovisual materials)
- Accuracy
- Authoritativeness
- Cost & affordability
- Currency
- Format (e.g., print, ebook, audiovisual)
- Indexing & metadata
- Licensing restrictions
- Market availability
- Redundancy of items in the collection on same subject
- Recommendation of reviewer(s)
- Relevance to College goals or initiatives
- Relevance to community needs
- Reliability of vendor/producer/publisher
- Scope
- Staffing considerations for acquisition, maintenance, training, and patron assistance
- Usability

Librarians use reviews appearing in authoritative professional journals and popular publications to inform selections.

Although all the above criteria are considered, materials selected need not address every criterion.

Selection Responsibility

PCC Librarians and library staff, in consultation with the Dean of the Library, manage all processes of selection, acquisition, cataloging, deaccession, and maintenance of all library materials.

Librarians function as liaisons to teaching faculty to identify and select curriculum-aligned resources. PCC students, faculty, and staff may recommend purchase of materials to support the College's curricular areas and cultural and current interest materials. A [Suggest a Purchase](#) form is available on the library's website.

Database selection and deaccession are coordinated via collaboration among the Librarians. Librarians participate in book/ebook selection according to their subject division assignments.

The library's collection is funded through a budget allotted by the College. Outside funds may be applied to special projects and collections with coordination of Librarians and library staff.

Gifts

The PCC Library does not accept donations of physical items such as books, magazines, videos, or other materials. Exceptions may be considered for donations from current or former PCC faculty members.

All materials gifted to PCC Library become property of the library. The library may discard any gifted materials that do not meet selection criteria. The library reserves the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts. The library assumes no responsibility for appraisal of gift items, nor can the library accept items under restricted conditions.

The library does not provide a statement of value for gifted materials for income tax deductions or other purposes. The library may issue a non-itemized letter of receipt.

Monetary gifts to purchase items for the library's collection may be accepted through the Pasadena City College Foundation. Donations are accepted with the understanding that Librarians will make final selections based on selection criteria.

Textbook Reserves

The PCC Library manages a Textbook Reserves collection in two parts: Instructor Reserves and Textbooks.

Instructor Reserves

Instructor Reserves are faculty-owned materials placed in the library for student use. Instructors retain ownership of these materials, and the library manages the lending.

Librarians and library staff welcome instructors to place their own copies of books and other non-photocopied materials on reserve for students to use throughout a semester. An [Instructor Reserves](#) form is available on the library's website.

Textbooks

Textbooks are library-owned materials. The size and comprehensiveness of this collection varies from year to year according to funding, demand, and cost of textbooks. When new editions of textbooks are acquired, copies of the older editions may be moved to the general collection for circulation or deaccessioned.

Multiple Copies / Duplicates

The PCC Library primarily collects a single copy of materials due to space and fiscal limitations. Duplicates or multiple copies may be ordered when an item is predicted by the library to have (or has been shown to have) high demand.

Requests for Reconsideration

It is the policy of the Pasadena Area Community College District that academic freedom is a right enjoyed by all members of the PCC community, including students, staff, faculty, and Trustees. PCC's [Mission, Vision, & Values](#), [Administrative Procedures](#), and [Board Policies](#) also reflect a commitment to encouraging and supporting an environment of healthy and constructive debate and to respecting the right of all members of the College community to freely evaluate, criticize, and/or advocate personal points of view. Further, the principles set forth in the [Library Bill of Rights](#) form a framework for building collections that serve the entire academic community. It is essential that library collections contain materials representing a variety of perspectives on subjects that may be considered controversial.

A person who wishes to request the reconsideration of library material must submit a formal written request for reconsideration via email to librarian@pasadena.edu. Upon receipt of a written request for reconsideration, the following steps shall be taken:

- Written acknowledgement of the request will be sent to the individual via email.
- An ad hoc Reconsideration Review Working Group will be formed, composed of the Library Chair, the Acquisitions Librarian, the Dean of the Library, and at least two other full-time Librarians.
- The working group will meet to review the material based on the PCC Library Collection Development Policy and make a final determination for the status of the item.
- The working group will send a written response to the request for reconsideration, explaining the working group's rationale for the decision to retain or withdraw the item.
- The working group will submit a completed form detailing the objection and outcome to ALA's [Office for Intellectual Freedom](#) for inclusion in their database on challenged materials.

Challenged materials will remain accessible and available to library users during the reconsideration process.

Deaccessioning

Deaccessioning is a necessary function in the maintenance of a quality library collection. Removing materials that are no longer relevant to the curriculum, deemed inaccurate due to age, or are unusable due to their physical condition is critical for ongoing stewardship of a library collection.

Criteria for Deaccessioning

The following factors play a role in deciding to deaccession library materials:

- Accessibility or usability
- Accuracy
- Appearance or condition
- Cultural/historical/literary significance
- Currency
- Format (including obsolescence factors)
- Newer editions have been published

- Redundancy of items in the collection on same subject
- Relevance to the curriculum
- Usage

Participation in Deaccessioning

All full-time Librarians are responsible for collection maintenance in their assigned subject areas, with guidance from the Acquisitions and/or Technical Services Librarians. Instructional faculty may also be called upon to advise on deaccessioning within their areas of expertise.

Archives

The PCC Library maintains an archive of College materials. Decisions regarding materials for inclusion into the archives are made by archives faculty in collaboration with the Dean of the Library.

Pasadena City College Archives is the official repository for the historical or archival records of Pasadena City College, Pasadena Junior College, and the shared campus of Pasadena Junior College and Pasadena High School from its founding date in 1913 to the present and supports research efforts based on these identities.

Archival records are defined as those that have lasting historical value to the College community, support the mission of the Archives, and are therefore permanently preserved and whenever possible, made accessible for researchers. It is advised that these guidelines be used by other College departments as criteria for determining the appropriateness of materials for the Pasadena City College Archives.

Types of Material Collected

In general, records of permanent historical and archival value to the College include, but are not limited to:

- Primary papers of the Office of the President (e.g., policy statements, reports, correspondence, business files, speeches, memoranda)
- Board of Trustees documents (e.g., memos, reports, by-laws, correspondence, meeting minutes, agendas)
- Official College publications (e.g., catalogs, newspapers, literary magazines, newsletters, brochures, posters, programs, postcards)
- Faculty and alumni publications, dissertations, sabbatical reports.
- Staff and student organizational records (e.g., minutes, publications, photographs)
- Books published by staff and faculty.
- Films, recordings, tapes, photographs, or prints produced by the College.
- Select records from administrative and academic offices (e.g., self-study reports, policy and planning documents)

New accessions should support the Archives' existing collections, extend the Archives' strengths and needs in a manner consistent with the Archives' collection priorities, anticipate research interests, and hopefully show a high ratio of use to the cost of processing the collection. It must also be noted that

even when materials are determined to have archival value, the Archives' ability to accept and process collections is limited. Therefore, consideration of financial support from the campus department or external donor for processing, preserving and housing the collection will be undertaken.

In general, the Archives holds physical materials, the bulk of which is paper based. While the Archives fully endorses preserving appropriate born digital materials, the Archives does not currently have the resources to support an institutional repository or electronic document management system. Currently, the only online content the Archives supports are those that have been converted through PCC Library's digitization program.

Types of Material Not Collected

Because of the sheer volume of records created by administrative and academic departments on the campus, the Archives is not able to provide the necessary resources to address the preservation and access requirements for all of these records. Most of the records listed below are created for a specific purpose and do not have lasting historical value. More information about the retention and destruction of these materials is available in the Pasadena Area Community College District Administrative Procedure Manual in policy [AP 3310: Records Retention and Destruction](#).

Materials may be refused if it is determined that the materials do not have undeniable historical significance. In general, the Archives does not collect:

- Financial transaction records
- Payroll records
- Course scheduling records, syllabi, and evaluations
- Personnel records
- Student transcripts
- Routine administrative records
- Duplicated material, or materials collected for reference purposes only
- Classroom aids, posters, books, or other materials used for classroom instruction

Transferring Records to the Archives

Library faculty and staff coordinate the processes of transferring records to the Archives, in collaboration with the Dean of the Library. Donations must meet the outlined requirements and go through the Pasadena City College Foundation office.