

<b>INSTRUCTIONAL MATERIALS AND SERVICES</b>	<b>5090</b>
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To provide for high standards of instruction and to ensure that services and materials of high quality shall be a part of the total instructional program:

1. Instructional material shall be used by all departments and individual faculty as needed and shall be shared among other divisions and individuals wherever and whenever possible.
2. The library shall serve as a depository of books and other instructional materials. The administration of the library shall be under the direction of the Director of Library/Learning Resources.
3. Audio visual equipment and information shall be maintained to assist the faculty.
4. A bookstore shall be operated on campus under the direction and supervision of the Assistant Superintendent/Vice President Administrative Services.

(Revised: 3/10/69, 2/24/75, 10/8/79, 3/2/94, 11/6/02)

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A. Policy for Library Acquisitions

The primary objectives for library acquisitions shall be to provide books and other materials which directly support the instructional program. Additional appropriate materials may be provided for the general education and information of the college and the community it serves.

B. Responsibility for Library Acquisitions

1. The securing of library acquisitions shall be the responsibility of the Director of Library/Learning Resources.
2. The selection of library acquisitions shall be determined by:
  - a. Established criteria and standards.
  - b. The latest accredited sources available listing recommended library materials for a community college.
  - c. The discretion and judgment of the library faculty as to what books and materials best implement and exemplify the objectives of the college instructional program.
3. Library acquisitions can be proposed through several mechanisms:
  - a. Requests for materials may be initiated by college faculty, staff, and students.
  - b. Gifts may be proposed for acceptance by the library.

C. Gift Policy

The library staff adheres to Board Policy 2720, Gifts to the College.

(Approved: 11/10/80)

(Revised: 5/1/84, 9/1/93, 11/6/02)

D. Acquisition Criteria and Procedures

1. Gifts are added to the library on a selective basis and must meet specified criteria Selection Guidelines for AV, Books, Computer Software and Periodicals and Standards for Evaluation of Instructional Materials with Respect to Social Content.
2. The evaluation of donations requires six weeks or more depending upon the number of items donated, the format of the donation, and the complexity of the donation. In addition to library faculty, college subject faculty, standard bibliographies, and published reviews from recognized subject sources may be consulted to determine appropriateness to the Cuesta College Library.
3. Cuesta College will be responsible for final disposition of donated materials not added to the library collection are not returned. The college is not responsible for lost, missing, or unreturned items.
4. Any questions related to gifts should be given in writing to the Director of Library/Learning Resources.
5. Accepted gift materials are cataloged, classified, processed, and shelved according to library policy and procedures. The library determines handling, housing, and usage procedures. Donations which have stipulations or require special provisions will not be accepted.
6. The Director of Library/Learning Resources may request assistance and recommendations from college faculty.

E. Procedures for the Reconsideration of a Library Resource

Regular on-going evaluation of the library collection is as essential as acquiring new materials. The Director of Library/Learning Resources will ensure that there are specific guidelines for removing materials from the library collection.

Subject faculty are strongly urged to regularly review materials within their curricula areas and recommend items to be removed as appropriate.

If others wish to request reconsideration of a library resource, the following procedure must be followed:

1. Complete the "Request for Reconsideration of Materials Form" which is available from the office of the Director of Library/Learning Resources.
2. Return the fully completed form to the office of the Director of Library/Learning Resources. Make and retain a copy for your files.

3. The Director of Learning Resources will review the request with library faculty and consult with subject faculty and other recognized resources.
4. The Director of Library/Learning Resources will forward the recommendation to the Assistant Superintendent/Vice President, Instructional Services.
5. Appeals from the Assistant Superintendent/Vice President's decision may be submitted to the Superintendent/President whose decision shall be final.

(Revised: 10/7/92, 3/2/94, 11/6/02)