

Foothill College Library  
Collection Development Policy

May 2017

# Table of Contents

- I. Introduction
- II. Foothill College Vision, Values, Purpose & Mission
- III. Foothill College Learning Resource Center Mission
- IV. FHDA Board Policy #6170: Library Materials Selection
- V. Intellectual Freedom
- VI. Responsibility for Collection Development
- VII. Description of the Library's Community
- VIII. Types and Formats of Materials Collected
- IX. Criteria for Selection of Materials
- X. Challenged Materials
- XI. Withdrawal of Materials
- XII. Gifts & Donations
- XIII. Revision of This Policy

Appendix A: Library Bill of Rights

Appendix B: Foothill College Library Computer Use Policy

Appendix C: FHDA District Policy #3250, Computer and Network Use: Rights and Responsibilities

Appendix D: Criteria for Retaining Print Periodical Subscriptions

## **I. Introduction**

Collection development includes the selection of appropriate print, non-print and electronic resources for the library and the continuous re-evaluation and maintenance of the collections. This policy is intended to offer guidelines to library faculty and to communicate the library's commitment to provide the students, faculty, and staff of Foothill College with the information they need to meet the college's purpose of providing educational opportunity for all with innovation and distinction.

To meet the evolving information needs of our diverse students and community, the librarians assess and utilize new technologies for accessing information as they are developed and maintain an electronic library to provide patrons with access to quality information at any time and any place.

This policy does not replace, but expands Board Policy #6170, Library Materials Selection (see Section V).

## **II. Foothill College Mission**

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

*Approved by Planning & Resource Council (PaRC) in April 2017; Approved by Board of Trustees in May 2017*

### **III. Foothill College Library Mission & Goals**

#### **Mission**

The mission of the Foothill College Library is to support and collaborate with all academic and other student support programs of the College in providing excellent education for all of our students, whether in basic skills, career preparation, lifelong learning, or transfer. The Library promotes student learning, retention and success by striving to meet the evolving information needs of an increasingly technology-based global community.

#### **Goals**

1. Librarians and staff provide a well-equipped and welcoming multicultural environment conducive to independent and collaborative research and study.
2. Librarians and staff provide a variety of responsive services and instructional opportunities that facilitate access to and use of the library's resources, both on and off campus, and encourage student success, information competency, and digital literacy.
3. Librarians and staff acquire, organize, and maintain relevant resources that support the College's strategic, teaching, and learning initiatives.
4. Librarians and staff collaborate with students, faculty, college student service areas, administration, regional and statewide consortia and other groups to enhance access to and quality of resources and services for the Foothill community in support of the College's programs and initiatives.

## **IV. FHDA Board Policy #6170: Library Materials Selection**

Selection of library materials is a most important responsibility; therefore, regulations which are approved by the Board are to be incorporated in the faculty handbook.

1. It is the joint responsibility of the library and teaching faculty to select materials that will best meet the teaching and learning mission of the Colleges. As subject experts, the teaching faculty are responsible for the selection of print and non-print materials in their subject areas. In addition, they are encouraged to suggest materials for the development of the entire collection. The library faculty are responsible for the selection of the reference and general materials and for maintaining a balance between various subject areas and between standard and current works.
2. Materials added to the collection, either by purchase or by gift, shall contribute to the instructional program of the Colleges and aim at the development of factual knowledge, critical thinking, objective evaluations, aesthetic appreciation and ethical standards in the students.
3. Materials dealing with controversial topics shall not be eliminated because they are controversial.
4. The administration in consultation with the librarians shall establish procedures whereby library material that is questioned for its appropriateness in the library will be reviewed.

Approved 10/2/63  
Amended 4/15/64, 11/17/71,  
3/2/98

## **V. Intellectual Freedom**

The freedom to select needed materials is essential. Conflicting viewpoints on political and social matters are to be adequately reflected in the collection, but it will be impossible to represent every point of view, or any point of view completely. Materials will be selected to meet the needs of the wide variety of religious, ethnic and cultural groups which make up our society. The library does not promote particular beliefs or views and subscribes to the Library Bill of Rights as adopted by the American Library Association (Appendix A).

Materials dealing with controversial topics shall not be eliminated because they are controversial. However, if library material is questioned for its appropriateness, see section X, Challenged Materials.

Library access to Internet resources is provided in accordance with the library's Computer Use Policy (Appendix B, <http://www.foothill.edu/ol/policies>) and FHDA District Policy #3250, Computer and Network Use: Rights and Responsibilities (Appendix C, <http://ets.fhda.edu/etac/policies>).

## **VI. Responsibility for Collection Development**

It is the joint responsibility of the library and teaching faculty to select materials that will best meet the teaching and learning mission of the College. The library faculty, consisting of professionally trained librarians, is responsible for the selection of reference and general materials. The librarians also have knowledge of the existing holdings, and having identified weaknesses, are equipped to maintain a balance among various subject areas and between standard and current works. As subject experts, the teaching faculty is responsible for the selection of print and non-print materials in their subject areas. In addition, they are encouraged to suggest materials for the development of the entire collection.

The collection development librarian coordinates the efforts of the library faculty in the selection of books and audiovisual materials and has responsibility for monitoring the book budget. The library faculty, as a team, is responsible for the acquisition of periodicals, online subscriptions, and electronic databases.

## **VII. Description of the Library's Community**

The library serves the students, faculty, and staff of Foothill College; our patrons are predominately lower-division undergraduates. Students may attend Foothill to acquire basic skills, engage in a vocational program, or prepare to transfer to a four-year college or university. They are a diverse community and include distance-learning students, lifelong learners, and international students.

Library resources are to be available for all Foothill students, faculty, and staff.

## **VIII. Types and Formats of Materials Collected**

The library collects primary and secondary publications, bibliographic and reference resources, and print and non-print materials that support the academic programs of the College. These materials include, but are not limited to books, e-books, periodicals and other serials, government documents, sound recordings, films/video recordings, online databases, and web resources. The librarians assess and utilize new information technologies as they are developed.

Electronic resources may duplicate print resources in the physical library in order to serve online students. Print resources deemed essential to support the mission of the college will generally not be withdrawn unless the electronic version has been purchased outright (rather than licensed) by the library or archival access is otherwise guaranteed.

Resources in foreign languages are collected only to support the foreign languages taught at the college. English/foreign language dictionaries are collected to serve international students when numbers warrant.

The library does not collect musical scores (these are housed in the music department). Workbooks and study guides are normally not added to the regular collection; textbooks are added only when they are the best resources available for our students on a subject. Using funds donated by the student body association, the Library purchases course textbooks that are in high demand for Reserve.

## IX. Criteria for Selection of Materials

Materials added to the collection, either by purchase or by gift, shall contribute to the instructional program of the college and aim at the development of factual knowledge, critical thinking, objective evaluations, aesthetic appreciation, and ethical standards in the students. Because the library also serves a community of lifelong learners, resources should also include a variety of general information resources in subject areas not covered by classroom instruction, but generally supportive of a learning environment. In general, materials should be aimed at lower-division undergraduates and upper-division undergraduates in dental hygiene, but the Library provides reading matter for a wide variety of scholastic ability and comprehension levels.

A number of criteria are considered when selecting materials:

- A. Relevance to the mission of the college and its curriculum
- B. Authority
- C. Accuracy
- D. Currency or permanent value
- E. Objectivity
- F. Excellence of expression
- G. Durability/quality
- H. Reading level
- I. Demand
- J. Cost
- K. Reviews in the professional literature
- L. Inclusion in recognized bibliographies and indexes, including those of accreditation agencies
- M. Local significance (e.g. written by a campus faculty member)
- N. Amount of material already held in the subject area
- O. Possibility of introducing a bias in favor of one viewpoint

Additional criteria for electronic resources:

- P. Access (limits on concurrent users, remote access, etc.)
- Q. Accessibility via standard web browsers
- R. Reliability (stability)
- S. User friendliness (readability and ease of navigation)
- T. Documentation and other technical support
- U. Usage statistics
- V. Cost per use
- W. Percentage of unique titles

## Criteria for Retaining Print Periodical Subscriptions

As the Library transitions from print to online periodicals, the following criteria are considered when determining whether to retain the subscription to a print periodical:

- A. Supports an accredited program (allied health, horticulture, vet tech)
- B. Full text is not available in our databases
- C. In-person use or potential for in-person use (e.g. *People*, *Vogue*, *Bicycling*)
- D. Considered core in a discipline (e.g. *Political Science Quarterly*, *American Historical Review*, *American Literature*, *Physics Today*, *Astronomy*)
- E. Visual aspect is important (e.g. art and architecture titles)

## **X. Challenged Materials**

In addition to Board Policy, the Foothill Library is guided by the Library Bill of Rights (Appendix A) and supports intellectual freedom. If the appropriateness of particular material is questioned, the specific objections should be submitted in writing to the collection development librarian, who will consult with the library faculty to determine appropriate action. The collection development librarian will respond to the patron, explaining the Library's position and the action that will be taken. Repeated criticisms from the same party will be referred to the Dean of the Library.

## **XI. Withdrawal of Materials**

### Purpose of Weeding

The ACRL Standards for College Libraries state, "Collection currency and vitality should be maintained through judicious weeding" (ACRL 2000). In order to keep the library collection current and useful to our community, a program of continuous review, evaluation, and weeding will be maintained. The intention is to provide the best possible support to the instructional programs and individual courses offered at our College. The library also aims to make the best use of space, improve the appearance and browsability of the collection, identify materials that need repair or replacement, and get feedback on the collection's strengths and weaknesses.

### Responsibility for Weeding

It is the joint responsibility of the library and teaching faculty to select materials for withdrawal. The library faculty will coordinate the weeding process, and as subject experts, the teaching faculty will be consulted about materials in their subject areas, as appropriate.

## Criteria for Weeding

The principles that guide selection also drive the decision to withdraw materials from the library collection. A number of issues should be considered:

- Outdated or inaccurate
- Use (based on circulation or usage statistics)
- Worn or damaged beyond repair
- Subject no longer covered in college curriculum
- Multiple copies of seldom-used titles
- Older editions superseded by a new edition
- Considered a classic
- Listed in a standard bibliography
- Local significance (e.g. written by a campus faculty member)
- Amount of material in the subject area
- Possibility of introducing a bias in favor of one viewpoint

Our philosophy is to err on the side of caution. When in doubt, the item in question will not be withdrawn.

## Print Periodical Retention Periods

Most periodicals will be retained for five years. Two years may be appropriate for news magazines and other topical publications. Longer periods may be justified for publications where the visual aspect is important or for some other special reason.

In the case of new subscriptions, the Local Note (590) field should list the issues on the shelf, e.g. July 2013 – present. When the issues catch up, then the 590 should be changed to list the retention period (e.g. 5 years + current)

## Disposal

Items withdrawn from our library collection may be given to another library or organization, sold in the Friends of the Library book sale, or discarded.

## **XII. Gifts & Donations**

Acceptance of a gift does not mean that the library will add it to the collection or keep it. The decision to add a title is made by the collection development librarian in accordance with the same criteria for new material purchases. Gifts not retained may be given to another library or organization, sold in the Friends of the Library book sale, or discarded.

If a donor wishes, the library will provide a receipt noting the number of items donated, but does not assign a monetary value for gifts.

### **XIII. Revision of This Policy**

This document will be reviewed as needed by library faculty.

## **Appendix A: 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.

## **Appendix B: Foothill College Computer Use Policy**

The Foothill College Library provides access to the Internet and other electronic resources via computer workstations in order to support the curriculum at Foothill College and to enhance other academic endeavors. Computers in the library are intended for academic research.

Individuals are responsible for using the library's electronic resources in an ethical, non-discriminatory, equitable, and lawful manner. Engaging in any activity that is at variance with these policies and responsibilities can result in the loss of access privileges and/or legal prosecution.

The library's electronic workstations and the materials to which they provide access constitute resources to be shared equitably among registered student users. If and when the number of computer workstations is insufficient to meet demand, the library staff may, at their discretion, limit individual sessions to academic activity or a certain time period and/or may limit access to those in the primary user group. (Primary users are currently enrolled students, faculty and staff of Foothill College.)

## **Appendix C:**

### **Computer and Network Use: Rights and Responsibilities 3250**

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Foothill-De Anza Community College District ("District") owns and operates a variety of computer and communication systems, including voicemail, electronic mail (e-mail), telephone, and access to the Internet, which are provided for the use of District faculty, administrators, staff and students in support of the programs of the Colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

The *Computer and Network Use: Rights and Responsibilities* Policy ("the Policy") applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Policy covers use of computer equipment and communication systems at any District facility in computer labs, classrooms, offices, libraries and the use of the District servers and networks from any location.

The Policy is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components within it, is the sole property of the District which for that reason has and retains complete and sole authority over the terms and conditions of its use. Except as provided in Board Policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network. For these reasons, the District Network is not to be relied upon as confidential and all District employees, students, independent contractors, and authorized guests can have no expectation of privacy concerning their uses of the District Network or concerning information created or stored in such media. Nevertheless, the District does not routinely inspect, monitor or disclose such information without the user's consent.

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance and academic freedom as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate. Moreover, because the District Network is solely owned and controlled by the District, system administrators may access user files or suspend services they manage without notice as required: to protect

the integrity of computer systems; when required by and consistent with the law; under time-dependent, critical operational circumstances; or when there is a reason to believe that violations of law or District policy or procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged. The District shall attempt to notify users before discontinuing service. Notwithstanding any other provisions herein, however, the District shall not be required to give notice or to show cause before accessing the District Network or any parts thereof.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities.

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.

“Unauthorized uses” include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in *Administrative Procedure 3250*.

The Board directs the Chancellor or designee to enforce all existing federal and state laws and District and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Policy will be dealt with in the same manner as violations of other District policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements. Students who do not observe these requirements may be in violation of the Student Code of Conduct and subject to student discipline.

All users of the District Network must read, understand, and comply with this Policy as well as *Administrative Procedures 3250*, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or

procedure. By using any part of the District Network, users agree that they will comply with this Policy.

Copies of this Policy can be found in the policies section of the College Catalogues, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the District's Web site at <http://www.fhda.edu>.

This Policy and *Administrative Procedures 3250* shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty as outlined in Board Policy 4190.

See *Administrative Procedures 3250*

Approved 11/17/97  
Revised 7/7/03

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## **Procedures Regarding Misuse of Computer Information**

**AP 3250**

This administrative procedure implements Board Policy 3250.

Abuse of computing, networking or information resources contained in or part of the District Network may result in the loss of computing privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable District or college policies, procedures, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse which violate District Board Policy 3250 include, but are not limited to, the following activities:

### **System abuse**

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the District Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse in violation of Board Policy 3250 or of this AP 3250.
- Forging e-mail messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California Computer Crime Laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.

### **Harassment**

- Using the telephone, e-mail or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the District Network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment.

- Knowingly downloading, displaying or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Posting on electronic bulletin boards material that violates existing laws or the colleges' Codes of Conduct.
- Using the District Network to publish false or defamatory information about another person.

### **Commercial use**

- Using the District Network for any commercial activity, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration.

### **Copyright**

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on District Web sites in violation of copyright laws.

### **Exceptions**

Activities by technical staff, as authorized by appropriate District or college officials, to take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time; is occasional and does not interfere with or burden the District's operation. Likewise, the District will not purposefully surveil or punish reasonable use of the network for union business-related communication between employees and their unions.

Approved 11/17/97

Reviewed by Board 8/16/99, 7/7/03