



Operating Protocol-Procedure #: 608 (A-E)
Category: Instruction
Office of Primary Responsibility: Office of Academic Affairs

Approval Date: 10/28/13
Effective Date: 10/28/13
Revised: 10/28/13 (replaces Policy-Procedure 613)

Purpose

To define how the Library operates at Pueblo Community College as it pertains to the mission, vision, values and strategic imperatives of the college.

Applicability

PCC faculty, instructional and support staff, students, and public.

Definitions

N/A

References

[Library Bill of Rights](#)
[Freedom to View](#)
[Intellectual Freedom Principles for Academic Libraries](#)

Attachments

N/A

Operating Protocol

The Library acquires, provides, and maintains an academic collection of information resources that supports the learning needs of a diverse student population, addresses instructional needs of the faculty, and supports the curriculum and course assignments of Pueblo Community College.

The Library also assists the Department of Information Technology in providing monitoring, and securing of audio visual equipment for classrooms, as well as facilitating needed repairs

Pueblo Community College endorses the statements of policy on library philosophy as expressed in the American Library Association’s “[Library Bill of Rights](#),” and its “[Freedom to View](#),” as well as the Association of College and Research Libraries “[Intellectual Freedom Principles for Academic Libraries](#)”.

Procedure

608-A – Library Collections

The Library acquires, provides, and maintains an academic collection of information resources that supports the learning needs of a diverse student population, addresses instructional needs of the faculty, and supports the curriculum and course assignments of Pueblo Community College.

Provision for reconsideration of collection materials begins with the submission of the "Reconsideration of Library Materials Form" being submitted to the Library. The Library Resource Review Committee will review the request. The Committee will make recommendations to the College President who will deliver the final decision.

608-B – Selection of Library Collections

Faculty and user requests and book-selection tools will be used to determine collection holdings. Selection for the Library is a three part process:

- Faculty and users are asked to recommend titles or subjects.
- The collection is surveyed to determine the age and number of holdings in a specific subject or curricular area.
- Professional information-selection tools (*American Libraries, Library Journal, etc.*) will be reviewed for recommended titles with consideration given to all available and pertinent formats.

608-C – Evaluation of the Collection

The collection will be continually evaluated to determine what level of service the Library is able to provide in each curricular area. The collection should reflect current and future extracurricular trends and needs with historical perspective and experience as guides. The evaluation, on an area-by-area basis, should address:

- Continuance/discontinuance of collections whose curricula have been discontinued.
- Addition of a collection area as reflected by curricular change. The evaluator will consider:
 - o Identified curricular areas in which materials are/should be collected.
 - o Collection holdings for which more recent editions have been identified.
 - o Multiple and diverse formats available to provide necessary information in support of the subject or curricular area.

608-D – Weeding of the Collection

The most useful part of a publication's existence is the first three years after publication. (Howard V. Hodowanec. "Literature Obsolescence, Dispersion, and Collection Development." *College and Research Libraries*, November 1983: 422.) With this in mind, the following weeding criteria will be applied to the Library collection:

- Delete textbooks over ten years old.
- Delete items in poor condition; if necessary, rebind or replace the materials.
- Delete items that no longer support the curriculum.
- Do not delete items of historical value.
- Do not delete items pertinent to Colorado.
- Consider age, condition, and use of audio and video materials when considering weeding/replacement.

608-E – Library Records Privacy

The Pueblo Community College staff is required by [Colorado Library Law](#) 24 C.R.S. § 90.119 and the Family Educational Rights and Privacy Act of 1974 to keep library patron records confidential.