ACQUISITIONS POLICY

Introduction

The goal of the Mt. San Antonio College Library is to have a working, usable collection that supports the college curriculum. Materials are selected to provide intellectual stimulation and to satisfy intellectual curiosity for library users. The library collection must include materials on topics of current interest and on all facets of controversial issues, as well as traditional literature in the subject and reference areas.

General Library Objectives

The Mt. San Antonio College Library’s major objective is to be an active participant in the educational program of the college by collecting, making readily available, and assisting in the use of books, periodicals, media and other materials needed by students, faculty, and staff. These materials will be provided in a variety of formats, including media, print, and electronic.

It is of primary importance that the Library provides materials to support the curriculum in a systematic and comprehensive manner. In addition to supplementing the curriculum, the collection shall include selected material in all major subject fields. Materials on areas of cultural and recreational interest shall be supplied for the use of students, faculty and staff in a limited fashion due to the number of easily accessible public and academic libraries in the college district.

In order to keep the collection current and useful, an active and continuing program of selection for withdrawal, or weeding, shall be maintained.

Responsibility for Acquisitions

The most important aspect of acquisitions work takes place before materials are actually ordered. This work involves the careful selection of items to strengthen the college's resources for instruction and research. The importance of wise selection has grown in proportion to the increase in the volume of available materials, the cost of those materials, and the costs of acquiring, cataloging, housing and maintaining the collection.
Library staff shall encourage faculty members to recommend material to assure the development of a comprehensive collection. All librarians are responsible for systematically reviewing current and retrospective bibliographies and review sources. Responsibility for coordinating the collection as a whole, for aiding the faculty with bibliographic assistance, and for making judgments as to format, degree of completeness, and number of copies of materials to be acquired rests with the librarians. Final decisions regarding acquisitions are made by the Dean of Library & Learning Resources, after consultation with appropriate members of the faculty and staff.

**Guidelines for the Selection of Materials**

In striving to meet its objectives within the limits of its resources, the Library shall follow these general guidelines:

A. To meet the needs of students with different levels of ability, the library shall acquire material ranging in difficulty from high school junior level to college senior level. Students should be supplied with appropriate materials to supplement their textbooks. It is the responsibility of students to buy their own copies of assigned textbooks.

B. In the acquisition of new titles, the major emphasis should be on current publications, but both in-print and out-of-print materials shall be purchased as required and available. In the acquisition of periodicals, emphasis will be on full-text periodical databases that are accessible both on- and off-campus.

C. Before materials that are very expensive, highly specialized, or rare are bought for students or faculty engaged in research, the holdings of neighboring academic and public libraries should be consulted to avoid duplication. Materials from other libraries may be obtained through reciprocal borrowing arrangements.

D. Multiple copies of titles may be purchased, as required, at the discretion of Library staff.

E. Materials in foreign languages which are used for teaching and exercises in language courses offered at the college are highly desirable purchases for the library. Materials for non-language courses which are published in languages other than English, with the exception of dictionaries, encyclopedias, and other reference tools, shall be bought only in those instances where there is evidence of their immediate usefulness to students and faculty.

F. No materials should be excluded or included from the collection because of the race or nationality of the authors, or the political, moral, or religious views expressed therein. All sides of a controversial issue shall be represented in the collection.
G. Recreational materials shall be provided strictly in a limited fashion, due to the number of easily accessible public libraries in the college district.

Gifts

Gifts of either materials or money to purchase them will be accepted provided they fit into the above policies and that there are no restrictions attached. The Library must be free to dispose of any materials which are not needed.

Weeding

Weeding, the removal of obsolete materials, shall be considered an integral part of the effort to develop and maintain the collection. Excess duplicate copies of seldom used titles or damaged copies shall be withdrawn from the collection. Items shall be discarded if they contain outdated or inaccurate information. When doing extensive weeding of any subject area, advisement shall be sought from departmental representatives.

Annual Review

Since Mt. San Antonio College is a dynamic institution serving a culturally diverse population, the Library acquisitions policy statement must be responsive to change. This statement shall be reviewed periodically by the Dean of Library & Learning Resources working with staff and faculty, and revised accordingly.