Collection Development Policy and Guidelines
Mt. San Antonio College Library
September 2012
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INTRODUCTION

Purpose
The purpose of this Collection Development Policy and Guidelines document is to define the collection development program of the Mt. San Antonio College (Mt. SAC) Library. The policy and guidelines are to provide guidance to faculty librarians in the development and maintenance of a current, diverse, and balanced collection of library materials to meet the instructional goals of the college, including the needs of students engaged in basic skills, transfer, and career and technical education coursework. Additionally, the Mt. SAC Library strives to provide access to resources which will fulfill information needs related to career research, as well as the life-long learning goals of the full user community. The policy and guidelines also serve to inform the campus and broader community of the principles upon which this work is based. This document is to be utilized by librarians in combination with professional judgment to make well-founded collection decisions.

About Mt. San Antonio College
Mt. San Antonio College (Mt. SAC) is among the largest of California’s 112 community colleges. Mt. SAC is located on a 420-acre campus in the city of Walnut, in the San Gabriel Valley. The College was founded in 1946 and has grown to currently offer more than 200 degree and certificate programs and has earned statewide and national distinction in a number of disciplines.

Student enrollment for 2011-2012 as reported on the California Community Colleges Chancellor’s Office website was 52,955 students, with a full time equivalency of 24,963 credit FTES and 5,300.88 non-credit FTES.

Mt. San Antonio College Mission Statement
The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence.

Mt. San Antonio College Vision Statement
Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Mt. San Antonio College Core Values
- **Integrity** – We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Diversity** – We respect and welcome all differences, and we foster equal participation throughout the campus community.
- **Community Building** – We work in responsible partnerships through open communication, caring, and a cooperative spirit.
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- **Student Focus** – We address the needs of students and the community in our planning and actions.
- **Life-Long Learning** – We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit** – We work harmoniously, show compassion, and take pride in our work.

**Mt. San Antonio College Board Policy (BP)**

BP 4040: Library Services

The College shall have library services that are an integral part of the educational program.

**Accreditation**

Mt. San Antonio College (Mt. SAC) is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). *Standard IIC: Library and Learning Support Services* articulates specifics related to library services and collections. This standard essentially requires that the library provides services and materials that are “sufficient in quality, currency, depth, and variety,” and that this is done through collaboration between library faculty and other faculty.

**Library Goals**

1. Continuously develop the library collections to support the college curriculum and life-long learning through the effective management and acquisition of materials.
2. Provide information competency instruction and support.
3. Provide instruction-based reference services to support users’ educational and research needs.
4. Provide a comfortable learning environment that supports the diverse learning needs of library users.
5. Inform the College community about library services, collections, and curriculum.
6. Meet or exceed the Title 5 recommendations for librarian-to-student ratio (5 CCR § 58724).

**COLLECTION DEVELOPMENT GOALS & OBJECTIVES**

**Collection Development Goals**

The goal of the Mt. San Antonio College Library is to have a dynamic and evolving collection that supports the college curriculum. The collection is one of the core instructional functions of the Library, through which the Library contributes to the above stated mission, vision, and goals of the college and the library. The collection serves the instructional and related support needs of all students, with particular focus on those engaged in Basic Skills, transfer, and Career and Technical Education coursework. Materials are selected to provide intellectual stimulation and to satisfy intellectual curiosity for library users. Additionally, the library serves a community of life-long learners with a broad range of interests, diverse learning needs and styles, and prior educational experiences. Therefore, library resources also include a variety of materials in subject areas that may not be directly covered by classroom instruction, but support student learning and intellectual development. The library collection will therefore include resources on topics of current interest from a range of perspectives, as well as seminal works.
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Selection of materials by the librarians does not imply endorsement of the contents or the views expressed in those materials. No material will be excluded from the collection because of the race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or of the material.

Collection Development Objectives
The Mt. San Antonio College Library's primary collection development 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 the most appropriate format, including media, print, and electronic.

The Library provides materials to support the curriculum in a systematic and comprehensive manner. In addition to supplementing the curriculum, the collection will include selected material in all major subject fields. Materials on areas of cultural, educational, and intellectual interest shall be supplied for the use of students, faculty and staff, and to support life-long learning and reading skills.

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

BUDGET ALLOCATION
Funds are allocated by format (media, print books, electronic resources [including ebooks, databases, online periodicals], and print periodicals). The overall budget for each account is established annually by the Dean. The Collection Development librarian is charged with developing and managing the materials spending plan for the year, including determining liaison allocations and informing liaisons of their allocations.

COLLECTION DEVELOPMENT RESPONSIBILITY
The careful selection of items to strengthen the college's resources for instruction and research is one of the most critical components of collection development. 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, maintaining the collection, and managing cuts to the materials budget.

In addition to managing the materials budgets, responsibility for coordinating the collection as a whole rests with the Collection Development Librarian. Liaison librarians are responsible for working with the non-librarian faculty on developing and maintaining collections in their subject areas, and for making judgments as to format, degree of completeness, and number of copies of materials to be acquired for their subject areas.

Librarians who have been assigned liaison duties are responsible for the full range of collection development activities, including collection evaluation, identification of gaps, weeding of out-of-date and superseded titles, and selecting new titles in all formats, including books, ebooks, media, and reference books in their assigned subject areas. Priority may be given to particular
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components of this work at a given time. Full-time and adjunct librarians are responsible for using sources such as Resources for College Libraries, Booklist, Choice Reviews Online, and Library Journal to identify and recommend materials for purchase.

Non-librarian faculty are encouraged to recommend materials in their subject areas as part of their curriculum development role to ensure the development of a comprehensive collection. Librarians value the input and subject expertise that subject faculty can bring to collection development. Working collaboratively with faculty outside from the library builds a stronger and more diverse collection, results in a collection which better reflects the college curricula and programs, and therefore better serves students. To ensure that new courses, programs, degrees and certificates are supported by the collection, and that collection priorities appropriately reflect curricular changes, accreditation standards, and to fulfill California Community College curriculum proposal procedures, consultation with the Collection Development Librarian or appropriate liaison librarian is necessary.

All suggested titles are reviewed and evaluated by either the liaison librarian for the subject area or by the Collection Development Librarian. Ultimate responsibility for the collection rests with the Dean of Library & Learning Resources. The Dean delegates responsibilities for the development and maintenance of library collections to the Collection Development Librarian, library faculty, and staff.

COLLECTION DEVELOPMENT PRIORITIES
The Mt. SAC Library is a teaching library, therefore the priority for purchases are those materials which support the instructional needs of the college, new programs, and programs undergoing program review. Additionally, the library collection strives to meet the cultural, educational, and intellectual needs of the college community.

Subject area priorities are developed through ongoing collection evaluation and changes in the college curriculum. Priorities will include filling gaps, updating older areas, ensuring coverage for new programs/subjects, and maintaining current selection of newly published titles. Liaisons are responsible for prioritization in their subject areas.

TYPES & FORMATS OF MATERIALS COLLECTED
The Library acquires the following material types: books, databases and other electronic resources, periodicals (including journals, magazines, and newspapers), and audiovisual materials in both physical formats (print, DVD, or CD) as well as electronically. Although usage and preference for electronic resources continues to grow, usage patterns of Mt. SAC students support the continued development of a comprehensive physical collection.

Whenever possible, materials will be purchased in the most appropriate format currently available. For reference books electronic resources take priority over print, while still maintaining a balanced and useful print reference collection. In the case of monographs, the goal is to maintain a comprehensive print collection and comprehensive ebook collection. As other formats become available in the future, they will be considered.
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CRITERIA FOR THE SELECTION OF MATERIALS
In striving to provide adequate library and learning resources to support course and program objectives for the curriculum and life-long learning for our users, and keeping within the limits of the library’s resources, librarians shall follow the criteria below.

Materials are selected for students working at pre-collegiate, lower division undergraduate college level, and at the appropriate level for career and technical education programs. This includes basic and in-depth sources, as well as scholarly and authoritative informational works. Popular and juvenile treatments, including young adult literature, that enhance a topic are also acquired. Children’s books are also selected as these titles support the curriculum and fill a community need.

Before materials that are very expensive, highly specialized, or rare are bought the holdings of neighboring academic libraries (particularly Cal Poly Pomona and IEALC [Inland Empire Academic Libraries Cooperative]) will be consulted to avoid unnecessary duplication. Multiple copies of titles may be purchased, when there is heavy usage of copies already held by the library and there is high demand and, at the discretion of the Collection Development Librarian or liaison librarian.

Course textbooks are not regularly purchased. However, if a textbook fills a gap in the collection it may be considered for purchase. Both in-print and out-of-print materials shall be purchased when available and appropriate for the collection. In providing access to periodicals, emphasis will be on full-text periodical resources that are accessible remotely.

Materials in languages other than English will be considered for purchase if the materials support the curriculum of language courses offered at the college. 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.

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. Multiple perspectives of a controversial issue shall be represented in the collection.

McNaughton Books
The McNaughton Books Collection is comprised of a rotating group of approximately 400 popular fiction and nonfiction titles that the library rents with an option to buy. This is a timely way to provide popular reading titles that may not be appropriate for the permanent collection. New titles arrive shelf-ready on a monthly basis and are added to the catalog with an abbreviated record. Titles that are no longer current or are not circulating are either returned to the vendor or are purchased at a reduced price and added to the collection.

Children’s Books
Children’s books are acquired to support the Child Development program, Teacher Preparation Institute (TPI) students, and reading resources for faculty, staff, and student families. Books
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acquired include award winners such as the Caldecott Medal, Newbery Medal, Pura Belpre Medal, Coretta Scott King Award, and others. Except in rare instances paperback copies will not be acquired for this collection.

Vocational
Titles selected for the Vocational Collection include information sources that assist students in researching and selecting a career or vocation, describe occupations, provide an outlook for a variety of industries, describe employment trends, provide sample resumes and cover letters, and offer job hunting and interviewing techniques.

To be useful it is important that this collection is kept up-to-date, and therefore materials are deselected regularly; paperback materials are often selected for this collection because this is often the only format available and to keep costs down. Efforts will be made to support the full range of programs and certificates through this collection.

Standing Orders
Standing orders are established for annuals and other titles for which it is important to ensure uninterrupted receipt of updates, new editions, or parts. Standing orders are placed primarily for serial items that are housed in the stacks or reference collections. These also represent a continuing financial commitment for the library. Standing orders may be in print or online. Standing orders are reviewed at least every three years.

Audio Visual Materials
Audio Visual (AV) materials that support the curriculum and programs will be acquired. All videos must be captioned to be considered for purchase. Criteria used to select AV include: anticipated use, overall informational value, quality of technical production, and amount of similar material in collection, cultural appeal and value, accuracy, currency of production, favorable reviews, and cost. Audio books are selected to support the English language learning of ESL (English as a Second Language), ELL (English Language Learners), and AMLA (American Language Program) students.
As with all materials, collaboration with faculty in selection of audio visual resources is welcomed. Streaming audio and visual resources are also acquired, and must meet the same criteria for selection as traditional media.

Print and Electronic Periodicals
Print and electronic periodical subscriptions represent ongoing financial commitments for the library. These resources are costly to subscribe to, and can be costly to store or maintain. Priority will be given to titles that: are directly related to curriculum and programs, represent new subjects or new areas of focus for the curriculum, will be used by more than one department or program, are required for accreditation, and in the case of print titles, are indexed in one or databases to which the library already subscribes. Magazines that meet cultural, intellectual, and general information needs will also be considered. Cost of subscription will also be taken into consideration. In principle, electronic subscriptions to periodicals will be preferred over print; however the functionality and completeness of the
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online material will also be considered in making subscription decisions. Detailed criteria for electronic acquisitions are included below under Electronic Resources.

Electronic Resources
Electronic resources include, but are not limited to: periodical indexes, databases, electronic journals, ebooks, and data accessible via the Internet. These resources may be accessed in the library as well as remotely through the library website. The Library is committed to providing 24/7 access to these resources via a proxy server. In most cases an annual subscription or other access fees are paid to provide access to these resources. The large majority of the electronic resources that Mt. SAC Library subscribes to are multidisciplinary or single-subject aggregated databases.

Criteria for Selection of Electronic Resources
In addition to consideration of the same content criteria as utilized for selection as other formats, electronic resources must also meet additional criteria to ensure accessibility and usability. Evaluation of these resources may include trials, comparing similar products, demonstrations, consulting reviews, and consultation with colleagues. Library faculty will make evaluative decisions on electronic resources based on the following criteria:

- ADA and 508 compliance
- Completeness of full text content
- User-friendly interfaces (for searching, limiting, printing, and downloading)
- Fills gaps in the collection, help balance the collection, or are unique to the collection.
- Offers greater currency, more extensive, accurate, and authoritative content than the print equivalent.
- Compatibility with current telecommunications and campus technological infrastructure.
- Provides both local and remote access through proxy authentication.
- Includes MARC records for monographs and videos at no additional cost.
- Accessibility to all walk-in patrons (including members of the public) can use the resource in the library.
- Provides access for an unlimited number of simultaneous users.
- Has licensing agreement terms that are acceptable to the Library and the College.
- From a reliable vendor with adequate documentation, training, and effective customer support.
- Offers value-added features over a similar print product.
- Provides updates available in a timely manner.
- Keeps costs in line with projected use.
- Offers useful and relevant usage statistics.

Consortium
Purchases of electronic resources are made through the Community College Library Consortium when doing so is as affordable and offers the same or better terms as purchasing directly. The consortium often provides access to more advantageous terms or a more affordable price; however, the timeline of offers frequently does not coincide neatly with the purchasing
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deadlines for our various funds. Typically fall renewals and offers are available in October, with commitments due in November and spring renewals or offers are available in April, with commitments due in May. The Collection Development Librarian is responsible for monitoring and responding to offers, renewals, and orders through the consortium.

Managing the technological aspects of electronic database acquisition and maintenance such as setting up access, posting links for trials, maintaining access, and troubleshooting and resolving access issues is the responsibility of the Electronic Reference Librarian. Responsibilities related to uploading and maintaining MARC records for electronic resources falls under the purview of the Systems Librarian.

Free Electronic Resources
Free electronic resources such as online journals or databases are selected according to the Library’s Collection Development Policies and added to the online catalog or linked from the library’s web page. While cost is a consideration in selection and acquisition of a resource, just because a resource is free, there is no guarantee that it will be added to the library’s electronic collection.

Reference
Reference tools are defined, according to the ALA Glossary of Library Terms, as those materials having an arrangement and treatment to be consulted for definite items of information rather than to be read consecutively. Therefore, the collection consists primarily of materials with content that can be consulted for factual or bibliographic information. This definition may include works that are inherently comprehensive and heavily indexed.

As with the general collection, the emphasis of the reference collection is on acquiring, retaining, and providing access to those information resources that support the academic programs of Mt. SAC. Reference resources also support instruction at the Reference Desk. Some major reference tools for those subject areas that may not currently occupy a place in the curriculum are included in the collection in order to introduce and define these subjects. The collection is developed with the idea that reference materials are consulted for informational purposes and will not be read in their entirety.

Reference materials are available in print and electronic formats. In some cases, a reference title might be available in more than one format. With the exception of single volume dictionaries and general encyclopedias, preference will be given to electronic format over print when available through a platform already accessible through the library (consideration will be given to adding new platforms when beneficial). This preference addresses changing usage models and better meets the needs of distance learners, and all remote users. This prioritization of electronic over print is also due to the utility of electronic resources and overwhelming librarian and user preference for electronic reference sources. The goal of the print reference collection continues to be to provide a collection of resources that broadly covers the full range of topics, but not to the comprehensive level of the electronic collection.
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The print reference collection will also include resources for which the print is easier to use, substantially more economical, or the only format available.

In addition to format, other important factors in the selection of reference books are the adequacy of indexing, accuracy, currency, and potential need for the information included. Depending upon the subject area, certain books may be included in the reference collection because of their long-standing reputation or authoritativeness, even if they are not recent publications.

**Duplication of Titles in Multiple Formats**

When making format decisions for a resource available in both print and electronic (to purchase or retain one, the other, or both), the following criteria are assessed:

- Cost of maintaining both formats.
- The scope of the electronic title and whether it significantly enhances the print product.
- Currency and frequency of updates of the electronic title as compared to the print source.
- Usage of the print source.
- Availability of back files in either print or electronic format.
- Reliability of the producer, publisher, host, and vendor.
- If images are of importance for the resource, the quality of graphic materials should be comparable to the print or better.
- Ability of primary users to access the electronic product on a consistent basis.
- Relative ease in using the printed version vs. electronic counterpart.
- Unique applications in either the print or the electronic version which do not crossover well and thereby justify the retention of both formats.
- Exceptions may be made for titles that are currently free on the Internet.

**DONATIONS & GIFTS**

Gifts are generally expected to supplement existing collections in support of the college’s programs and teaching, or to provide the library with a core of materials of interest to the college community or to other library patrons. Gifts of either materials or money to purchase them will be accepted provided they fit into the collection development policy. Donors of materials may not impose restrictions on use of their gifts. Materials donated must be of such a nature that they can be integrated into the collection and not require special locations, facilities, control, or staffing. Once a gift has been accepted, it becomes the property of the Library. Gifts are accepted with the understanding that materials not added to the collection will be disposed of in ways most advantageous to the library.

Because all items added to the collection generate processing and storage costs, materials received as gifts will be evaluated by the same criteria as materials purchased. If materials meet collection development criteria and are in good condition, then they will be integrated into the library’s collection based on approval by the Collection Development Librarian or liaison librarian.
Periodical donations are usually not accepted, unless they are not available electronically, and provide a complete run of bound volumes in an area requiring a high level of curriculum support, or if they fill a gap in library holdings.

Internal Revenue Service Regulations prohibit the library from appraising gifts, therefore the staff and faculty of the library will not provide any estimation of value for any donated item, but will provide a letter of acknowledgment describing any donation which is accepted if the donor requests.

Newspapers, periodicals, and other ephemeral resources may not be brought to the library by individuals for the purpose of leaving them in the building for others to read. The library will not serve as a site for the distribution of materials by the public to support or further their own cause or those of their organization.

**COLLECTION EVALUATION & DESELECTION PROCEDURES**

Weeding, the removal of obsolete materials shall be considered an integral part of the effort to develop and maintain the collection. Excess duplicate copies, seldom used titles, and worn 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 may be sought from subject area faculty.

The review and deselection of materials are essential components of collection management. To maintain an up-to-date and useful collection, responsive to changes in the Mt. SAC college curriculum and to library users’ needs, a systematic evaluation and deselection of the collection is required. To make room for newer materials, worn and obsolete materials are continuously deselected from the collection and replaced as appropriate. Materials with low usage, those which are superseded by a newer edition or a better work on the same subject, or are not appropriate for the Mt. SAC Library collections may also be deselected. The collection depth and breadth will vary depending upon the subject area and related curricula. For these reasons, subject areas should be reassessed for relevancy and currency every three years, at a minimum, although certain areas may require more frequent review. For areas with assigned liaison librarians the review and deselection duties are within liaison responsibilities.

**Process**

The deselection of materials may be initiated as a result of an individual title or a group of titles identified through regular work (e.g. reference, preparation for instruction, uploading of new titles, reshelving, or inventory), through a systematic review of subject areas or call number ranges (because of a need to update materials or for space restrictions). Library users can also recommend titles for removal; these books will be reviewed and evaluated by the Collection Development Librarian or liaison librarian to decide if a book should be kept or removed.

In general, before the titles are pulled, criteria for deselection should be determined by the librarian reviewing the materials or by the Collection Development Librarian. Any library staff
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may pull individual titles if there is a question of their viability for the collection, and give them
to the Collection Development Librarian or appropriate liaison librarian to evaluate; however,
to enable the coordination of collection development efforts, before deselection projects are
initiated the Collection Development Librarian or liaison librarian must be consulted. (A project
would be considered the use of a newly established set of criteria or the initiation of a review
that will generate a cart of 20 or more titles.)

Criteria
All deselection decisions are made by a librarian based upon analysis of each individual title
using professional judgment. Criteria will vary by subject area and format, and may include:

- Accuracy and value of information
- Appropriateness and importance of subject/topic area
- Applicability to Mt. SAC curriculum
- Physical condition
- Currency
- Frequency of use
- Historical value
- Notability of author
- Importance of the work to the field (seminal works and classics)
- Availability of newer materials or a newer edition available
- Duplication of title
- Availability at local libraries
- Inclusion in Resources for College Libraries and other core collection lists

Replacements
When a record or item is withdrawn because it is lost, stolen, missing, damaged, or worn-out,
the librarian working on the deselection will determine if a replacement should be ordered. If a
replacement is to be ordered the librarian will either identify an appropriate replacement and
provide the Collection Development Librarian or liaison librarian with the information needed
to order a replacement or will notify the Library Tech working on deselection who will generate
and email a report to the Collection Development Librarian or liaison librarian in that area, who
will decide whether the item should be replaced using the same selection criteria as above.

Other factors applicable when deciding on replacements include:

- Cost
- Availability
- Availability in another format (e.g. ebook) that would provide remote access for users

Discards
In most cases deselected materials which are in useable condition will be donated to a non-
profit or another library. Materials deselected from the Reference collection which retain
informational value may be transferred to the circulating collection or offered to a non-profit
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organization or library. Outdated materials including directories, medical or legal materials will be discarded.

**Ebooks**
Ebooks that are candidates for deselection may be identified as with print titles, through regular work (e.g. reference, preparation for instruction, uploading of new titles) or through a systematic review of the subject area, or at the suggestion of a faculty member or other library user. Additionally, if the Systems Librarian, a Library Tech, or another staff member notices that we have duplicate or superseded copies of a title, an email is sent to the Collection Development Librarian or liaison librarian to determine if one of the records should be removed from the appropriate collection management systems.

**Gale Virtual Reference Library (GVRL)**
To withdraw items from GVRL the Collection Development Librarian asks the Library Tech to remove the local record and then contacts the Cengage representative to request that the title be removed from the Mt. SAC list of resources. The archived electronic copy is still retained locally.

**Ebsco ebooks**
To withdraw items from the Ebsco ebook collection that have been bought through the consortia, the local record may be removed, but at this time, the item will remain available if searched for in the Ebsco ebook database. At the consortia level, at this time, there has not been any deselection of materials because of the complicated nature of this issue (e.g. many of the members did not purchase all sets, so while Mt. SAC may have a superseded item, another library may still only have access to the older edition.)

**Print Periodicals**
Because of the cost and difficulty involved in replacing back issues of periodicals, only in rare instances will the replacement of a missing or damaged issue will be considered. If the issue is available online, then the print issue will not be replaced.

**AV Materials**
Lost or damaged heavily used items, such as DVDs that are being assigned for class viewing, will be replaced if a captioned version is available. Because of the high cost of AV materials, replacements will be made on a case-by-case basis. Materials that present out-of-date information will not be replaced. Materials in obsolete formats will not be replaced with a new format unless the new format will increase the use of the material.

**Online Resources**
Online resources such as databases are not automatically renewed. Prior to renewal the Collection Development Librarian or designee will consider and review the product to determine if there is a continued need for the product or if another online resource might be more appropriate. Cost, coverage, and duplication of coverage with other products will also be taken into consideration.
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COOPERATIVE COLLECTION DEVELOPMENT
Other than purchases through the consortium the library does not participate in any formal cooperative selection or acquisition programs. However, the library is involved in a variety of resource sharing agreements that expand the range of materials available to the college community. Through borrowing agreements students have borrowing privileges at Cal Poly Pomona and additional nineteen other colleges and universities through IEALC (Inland Empire Academic Libraries Cooperative). For materials not directly connected to the college curriculum holdings in nearby institutions may be taken into consideration in selection decisions.

POLICY REVIEW
Since Mt. San Antonio College is a dynamic institution serving a changing population, the Collection Development Policy and Guidelines must be responsive to change. This document shall be reviewed every three years by the Collection Development Librarian with input from the Dean of Library & Learning Resources, librarians, non-librarian faculty, and revised accordingly.

APPENDICES
Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/

Freedom to Read
http://www.ala.org/offices/oif/statementspols/ftrstatement/freedomreadstatement

Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual

Freedom to View
http://www.ala.org/offices/oif/statementspols/ftvstatement/freedomviewstatement

Diversity in Collection Development: An Interpretation of the Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversycollection

Mt. SAC AP 3750: Use of Copyrighted Material
http://www.mtsac.edu/instruction/learning/distlearn/docs/AP3750.pdf