

## **Staff**

A librarian, library staff, and student workers are available to assist students and faculty with research and information needs.

Coordinator for Library Services: Carolyn Hopkins, extension 5293.

Librarians: Amanda Itria, extension 5907, Ingrid Johnson, extension 5904.

Library Specialists: Barbara Griswold, extension 5906, Cathy Inscore, extension 5901, Katherine Roberts, extension 5902.

## **Loan Periods, Fines, and Fees**

Books circulate for three weeks, videos for one week, magazines for two weeks and reserve materials for three hours. Items may be renewed unless another patron has previously requested the item. A maximum of 15 items may be checked-out at one time.

If library materials are overdue, the student's college records will be placed on hold until overdue items are returned or paid for. Overdue fines are 10 cents per day, or 10 cents per hour for reserves, up to a maximum of \$3.00 per item. If accumulated fines exceed \$6, borrowing privileges will be revoked. A \$25 fee will be charged for lost or damaged books and/or replacement costs for videos, DVDs or periodicals.

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, enrollment verifications (other than for deferments), diplomas, and registration privileges withheld.

## **Renew Your Items by Phone**

Library materials may be renewed by calling (760) 366-3791, extension 4256, during normal operating hours.

## **Library Services**

### **Computer Use and Internet Access**

Internet access is available from the computers in the library. Students doing class related research or patrons looking for employment have priority on these machines. Use of non-class related e-mail or chatrooms on these computers is prohibited. Library staff may determine if Internet sites being viewed are appropriate for a public environment. Microsoft Word is available on all computers in the library. There is no cost for printing.

### **Copying and Printing**

A photocopier is located in the library for making copies and scanning. Copies cost 10 cents per page. There is no charge for printing from library computers.

### **Borrowing Textbooks (Reserve materials)**

The library maintains reserve copies of textbooks and other classroom materials that may be checked-out in three-hour increments for use in the library only. These materials are located at the library front desk. Textbooks for classes on the Marine Base are located in the Base Lifelong Learning Library. A list of the available reserves can be viewed on the library website under Textbooks.

# Information for Faculty Members

## Reserves

Instructors may place their own material on reserve in the library for students to use, or may pull existing circulating material from the shelves and place on reserve, with the consent of the Librarian. All reserve materials will be security taped and have a reserve sticker placed on the spine. Reserve materials owned by instructors will be sent back at the end of the semester designated by the instructor.

## Faculty Borrowing Privileges

Instructors may borrow library books for one semester; the due date will be the last day of the semester. If a student requests a book checked out to an instructor the instructor will be notified to return the book to the library in a timely manner. Videos, DVDs, and periodicals can only be checked out for the normal loan period. Reference materials can be checked out by instructors on a limited basis, with the consent of the Librarian. All instructors wishing to borrow library materials must have a library card.

## Library Tours

Instructors are encouraged to schedule library tours for their classes. Tours will help to acquaint students with the new services and materials available in the library. To schedule tours contact the Librarian. Tours can be conducted for day and evening classes.

## Library Workshops on Information Competency

The library offers workshops to assist students in developing information competency skills. Five separate workshops are offered to students on a first come, first serve basis, including a basic library orientation, search strategies, evaluating sources, APA style, and MLA style. The workshop schedule is available on the library website and in the class schedule. Assignments are available, if an instructor is interested, for each of the workshops that the librarian will hand out to students, grade, and return to the instructor. For more information please contact Carolyn Hopkins in the library or at 366-5293.

# Collection Development Policy

## I. Introduction

The purpose of a collection development policy is to clearly state the principles and guidelines along which the process of selecting and acquiring library materials will proceed. It is useful both in providing consistency among those who have responsibility for developing the collection, and in communicating the library's policies to faculty, students and other members of the college community. It is understood that as the programs and other information needs of the college change so the collection development policy must be altered by the standing CMC Library Committee to meet these changing needs. All members of the college community are encouraged to contribute their ideas concerning the nature and content of the collection development policy.

## II. Responsibility for Collection Development

While the library has ultimate responsibility for collection development, faculty, staff and students of the college are encouraged to contribute to the building of the library's collection. Every effort will be made to accommodate faculty requests that are within the scope of the library's collection development policy. The librarian supervises the collection development process.

### **III. General Guidelines for Acquisitions**

#### **Major criteria for acquisitions include**

1. High quality of scholarship, content format, and literary merit.
2. Permanent value.
3. Currency and timeliness of the information.
4. Appropriateness for lower-division college use.
5. Balance of current holdings -- representative materials on all sides of an issue.
6. Value as a classic or outstanding work in a field.

#### **Criteria for Electronic Resources**

Electronic access is essential to meet the information needs of the college community. The library will emphasize the acquisition of electronic resources. In the selection of electronic resources the following criteria will be considered, along with the criteria listed above:

1. Access to resources from both on-and-off campus.
2. Database coverage in terms of number of titles and/or archival coverage of serial title.
3. Availability of licensing through consortiums to maximize purchasing with limited funding.

#### **Additional criteria for books**

1. Positive reviews of the work in sources important to the field.
2. Reputation and credibility of author in the subject area.
3. Fiction should be selected with an emphasis on its use in the formal study of literature or its impact on social and political thought, philosophical ideas, and wider values.
4. Hardcover editions should be preferred over paperbacks.
5. In general, the library does not acquire multiple copies of materials. Multiple copies of faculty requests or receipt of gifts of popular titles may be added.

#### **Additional criteria for serials**

Because of limited library funds, selection of serials must be especially careful; if a new serial is ordered, the intention is to retain it as a permanent part of the collection in a complete a run as possible. In addition to the general criteria for library acquisitions, serials should be chosen with the following specific requirements in mind

1. Journals of an academic nature are preferred over popular or general magazines.
2. Journals which do not support a specific element of the curriculum may be purchased if they contribute to the general liberal education of students by presenting an informed discussion of public affairs, economic, social, or political events, scientific or technical knowledge, literature, criticism, or the arts.
3. Serials which serve entertainment purposes only will not be purchased.

## **IV. Gift Policy**

Gifts are accepted only when they add strength to the collection and impose no significant limitations on housing, handling, or disposition of duplicate or damaged items. Guidelines for evaluation of gifts are the same as those for selecting purchased materials. Library personnel will not issue appraisals of gift materials for tax or any other purpose. If there is any question about accepting a gift, the final determination rests with the Librarian.

## **V. Maintenance of the Collection**

### **Weeding**

Weeding is the withdrawing of damaged or obsolete materials from the library's collection, a process that is an integral part of collection management. In general, the same criteria apply to weeding as apply to the selection of new materials. It is the responsibility of the library staff, in cooperation with the faculty, to withdraw materials that are inappropriate or damaged. The final disposal of all materials shall be approved by the Librarian. The decision to withdraw materials is based on the following criteria:

1. Superseded editions, unless previous edition is still of value.
2. Worn, mutilated, or badly marked items.
3. Duplicate copies of seldom-used items.
4. Materials that are outdated or inaccurate.

### **Lost Items and Replacements**

Resources that are missing, lost, or withdrawn because of wear are not automatically replaced. Materials that are known to be lost are replaced based on the following criteria:

1. Importance of the item to the collection.
2. Demand for the material.
3. Availability.

## **VI. Academic Freedom**

In accordance with the American Library Association Bill of Rights and the American Library Association Freedom to Read Statement, the library collection attempts to provide for the free exchange of ideas. The collection is available to all potential patrons of the library, and should offer the widest possible range of viewpoints; regardless of the popularity of these viewpoints, or of the sex, religion, political philosophy, or national origin of the author.

No censorship will be exercised on the basis of frankness of language, or the controversial manner an author may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues.

In handling criticisms of material or attempts at censorship, the Librarian will reply verbally or in writing to the person or group, quoting or referring to the above policy. Persistent or repeated criticisms from persons or groups will be referred to the college administration.

Policy approved 1/24/2008, by the CMC Library Committee.