

ORANGE COAST COLLEGE LIBRARY

Selection and Acquisitions Policy

I. OBJECTIVES OF THE LIBRARY

The general purpose of the Orange Coast College library is to support and complement the college mission of promoting student success by providing a wide range of basic to in-depth resource materials, library instruction and encouragement of lifelong learning. At the same time, the library staff serves as a central and vital link for the informational and enrichment needs of all campus personnel. The aim of the library is to offer a wide variety of materials embracing many fields of knowledge. Coverage of a field shall be of a general nature, not comprehensive, and appropriate for lower-division college research. The library recognizes the importance of current interest materials and those with lasting academic or cultural value.

The Library affirms the essential role of open access to information in a free society. It supports the right to explore a variety of perspectives on public issues and upholds the principles set forth in the Library Bill of Rights, as adopted by the American Library Association.

II. GUIDELINES FOR SELECTION AND EVALUATION OF MATERIALS

- A. Materials for the library will be selected in the following order of priority:
 - 1. Curriculum support.
 - 2. Outstanding items in specific fields of knowledge.
 - 3. Materials for professional growth of OCC faculty and staff.
 - 4. Recreational materials of interest to OCC library patrons.
- B. Items considered for addition to the collection will be evaluated according to:
 - 1. Faculty recommendations for materials that support the OCC curriculum.
 - 2. Book or resource reviews.
 - 3. Size and adequacy of the current collection.
 - 4. Potential use of materials by students and faculty.
 - 5. Appropriateness for lower-division college use.
 - 6. Currency (current material is given high priority).
 - 7. Lasting academic or cultural value in a discipline
- C. Standards for types and formats of materials collected specific areas:
 - 1. REFERENCE: A reference title is selected according to its authority, scope, treatment, arrangement, cost and need.

2. MONOGRAPHS: Books are typically purchased in hardback unless the book is available only in paperback. Books that require frequent updates, such as computer applications, test preparation, and selected reference books are usually purchased in paperback.
3. ELECTRONIC BOOKS: Priorities and standards listed above (A. & B.) shall govern the selection of these materials.
4. DUPLICATE TITLES: Duplicate titles are purchased only when warranted by heavy use of copies already held. Unless a title is heavily used or a classic, it is not purchased as a print and e-book.
5. MEDIA: Priorities and standards listed above (A. & B.) shall govern the selection of these materials. Only streaming films and collections are purchased.
6. DATABASES: Periodical databases and other electronic resources: Priorities and standards listed above (A. & B.) shall govern the selection of these materials.
7. PERIODICALS: The library no longer collects print periodicals. In the case of periodicals (magazines, journals, newspapers) that are requested that are not available in any of the library's database subscriptions, periodicals a subscription is purchased in electronic formats. These periodicals must be able to be indexed within Alma. Curriculum support is the primary priority governing the selection of individual periodicals.
8. TEXTBOOKS: The library does not purchase course textbooks for the regular collection.
 - a) However, the library maintains a textbook reserve collection to support students' access to course materials. For this reserve collection, copies of current OCC textbooks are purchased each semester.
 - b) Textbooks are selected according to course enrollment, price, and student requests.
 - c) These textbooks are not added to the circulating collection.
9. POPULAR READING: The Friends of the OCC Library have financially supported a non-fiction and fiction bestseller collection and a paperback collection purchased by the OCC Librarians. These books are intended for entertainment and leisure reading for the Orange Coast College community, and are not held to the same collection guidelines or priorities for the rest of the library collection.
10. GIFTS: Frequently, the library is offered books and DVDs as gifts. Our policy for donated materials is as follows:
 - a) The library will accept donated materials which contribute to its overall objectives.

- b) With regard to accepted gifts, it shall be made clear to the donor that:
 - (1) Gift items will be accepted with the understanding that there are no limiting conditions.
 - (2) Gifts will be added to the collection using the same criteria as are used for evaluating materials for purchase. The library shall determine collection/circulation procedures for all donated items.
 - (3) The library retains the right to sell donated materials through the OCC Friends of the Library Store and Gallery and/or annual book sales.
 - (4) The library does not accept the following donations: magazines, newspapers, VHS, Audiocassettes, CDs, or textbooks more than 10 years old.
 - (5) The library retains the right to dispose of unneeded materials as it deems necessary.
 - c) The library will acknowledge the receipt of gifts by providing a donation tax receipt. The library assumes no responsibility for the use donors make of such acknowledgements.
11. **SPECIAL COLLECTIONS:** The library focuses on general collections that align with the needs of our students and curricula. It does not collect or maintain special collections. This does not pertain to the Archives which maintain a separate collection development policy.

III. COLLECTION MAINTENANCE

The systematic and ongoing withdrawal of outdated or irrelevant materials from the library collection helps ensure that the collection remains current, relevant, and aligned with the needs of the college community. Librarians are responsible for the continuous evaluation of the collection as part of their professional responsibilities. When appropriate, faculty may be consulted to provide input during this review process. Withdrawn library materials are discarded.

A. PRINT MATERIALS

Books and other materials may be removed from the collection if they meet one or more of the following conditions:

- 1. **Low Usage:** The material has had low or no usage over an extended period of time.
- 2. **Redundancy:** Other materials in the collection are more current, comprehensive, or relevant.

3. **Physical Condition:** The item is damaged or deteriorated to the point of being unusable, and repair is not practical or cost-effective.
4. **Outdated Content:** The material is no longer accurate, relevant, or useful for current or historical purposes, or it no longer aligns with the scope of the current collection development policy.
5. **Unnecessary Duplicates:** Duplicate copies of the title exist, and usage statistics do not justify keeping more than one copy.
6. **Superseded Editions:** A newer edition of the title has been added to the collection, superseding previous editions.
7. **Curricular Changes:** The material supported a course or curriculum that is no longer offered and does not serve the needs of any current programs.

B. GUIDELINES FOR DESELECTION - M.U.S.T.I.E.

Librarians may use the acronym M.U.S.T.I.E. as a tool when identifying materials for removal from the library collection. Items that match one or more of these reasons may be appropriate to discard. Each letter represents a reason an item may no longer serve the needs of the college community:

1. **M – Misleading:** Content that contains outdated, inaccurate, or false information. This includes materials that perpetuate harmful stereotypes, present distorted histories, or promote biased viewpoints—particularly those that misrepresent the experiences of historically marginalized groups.
2. **U – Ugly:** Items that are physically damaged, excessively worn, or otherwise in poor condition making them unappealing or difficult to use, and not worth repairing.
3. **S – Superseded:** Materials that have been replaced by newer, more accurate, or more comprehensive editions or versions, and where the older edition holds no historical or scholarly value.
4. **T – Trivial:** Works that are overly simplistic, lack academic depth, or are not appropriate for a college-level library collection.
5. **I – Irrelevant:** Materials that no longer support the college curriculum, current research needs, or the interests of the OCC community.
6. **E – Elsewhere:** Materials that are readily accessible in other formats (e.g., online databases or digital collections) or easily obtainable reducing the need for local copies.

C. ELECTRONIC BOOKS AND RESOURCES

1. Librarians will use the same weeding criteria as print books (listed above).

2. Titles selected for weeding will be communicated to the cataloging librarian to facilitate removal from Alma and EBSCO.
3. Note that consortially-owned EBSCO (formerly netLibrary) titles are weeded by a statewide committee coordinated by the Council of Chief Librarians.

IV. CHALLENGED MATERIALS POLICY

A. GUIDING PRINCIPLES FOR RECONSIDERATION OF LIBRARY MATERIALS

The Orange Coast College Library is committed to intellectual freedom and the open exchange of ideas. When a library resource is challenged, the following guiding principles inform our response and process:

1. **RECOGNITION OF DIVERSE PERSPECTIVES:** In a free and democratic society, a wide range of opinions and beliefs is expected. OCC librarians recognize and respect these differences and address concerns about library materials in an impartial, respectful, and fact-based manner.
2. **RIGHT TO RAISE CONCERNS:** Any library user has the right to question or challenge a resource in the collection. To initiate a formal review, individuals must complete and sign a “Request for Reconsideration” form. The completed form will be submitted to the Dean of Library Services for appropriate action.
3. **COMMITMENT TO ACCESS AND INCLUSION:** The library seeks to provide access to materials that reflect a broad spectrum of ideas and viewpoints. A diverse collection is essential to support the educational and informational needs of the college community.
4. **PROTECTION OF FIRST AMENDMENT RIGHTS:** All users have the constitutional right to read, view, and listen to the content of their choosing. The library upholds these rights by ensuring access to a wide range of materials without censorship.
5. **USE OF PROFESSIONAL STANDARDS:** The Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement—adopted by the American Library Association—serve as key guiding documents in our reconsideration process.
6. **FOCUS ON FREEDOM, NOT CONTENT:** When reconsideration requests are reviewed, the emphasis is on defending the principles of free access to information, rather than making judgments about the specific content of individual materials.

7. EVALUATION OF ENTIRE WORK: Challenged materials will be considered in their entirety. Decisions will not be based solely on excerpts or segments taken out of context.
8. RESPECT FOR PARENTAL AUTHORITY: Parents and guardians have the right to guide their own children's reading, viewing, and listening. However, they do not have the right to limit access for other families.
9. CONTINUED AVAILABILITY DURING REVIEW: Materials under reconsideration will remain available to library users throughout the review process. No item will be removed or restricted prior to the conclusion of that process.
10. INTEGRITY OF THE RECONSIDERATION PROCESS: The reconsideration procedure must be completed in full to ensure transparency, fairness, and due process. Bypassing or prematurely ending the process could expose the college to legal risk.

B. PROCEDURE FOR RECONSIDERATION

Library materials are selected to support the instructional, research, and personal development needs of the college community and to enrich the learning experience of students.

If an individual or group objects to specific library materials, a librarian may ask them to complete and sign a *Request for Reconsideration* form. This form, along with the challenged material, will be forwarded to the subject librarian, who will consult with the Dean to determine the appropriate course of action.

The Dean will respond in writing within 90 days of receiving the request, outlining the library's decision and any actions to be taken. If the same individuals or groups repeatedly challenge materials, their concerns will be referred to the vice-president of instruction.

While the library respects the right to express differing opinions about its materials, it will oppose attempts to restrict access to information. During the review process, the challenged material will remain available for use.

V. COMMUNITY SERVED BY THE LIBRARY

The Orange Coast College library primarily serves the students, faculty and staff of the college. Beyond our primary mission, we serve all district personnel, as well as students from Golden West College and Coastline Community College. We also serve members of the OCC Alumni Association, the Emeritus Institute, the Cal-West Consortium, the Friends of the Library, and local community patrons.

VI. RELATIONSHIP TO OTHER LIBRARIES

As part of the *Cal-West Consortium*, Fullerton College, Cypress College, Golden West College, and Orange Coast College have partnered to share library resources. This collaboration allows students and faculty at any member institution to borrow books and access the collections of all participating libraries.

VII. PROVISIONS FOR REVIEW

This policy will be reviewed periodically to ensure it aligns with changes in the college's programs, information needs, and the OCC Library department's planning process.

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