



CARL
SANDBURG
COLLEGE™

Library

Carl Sandburg College Library

LIBRARY POLICIES MANUAL

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Mission Statement of Carl Sandburg College

The mission of Carl Sandburg College is to provide all students with opportunities for success.

Vision Statement

Where dreams come to life, and lives come to change.

Core Values

Excellence

Collaboration

Integrity

Respect

Mission Statement of Carl Sandburg College Library

The mission of the library is to provide accessible, quality resources to support the teaching, learning, research, and personal growth for Sandburg students, faculty, staff, and the community.

Goals of the Library

1. Teach information literacy and to evaluate materials by using critical thinking skills as to the reliability, validity, accuracy, authority, timeliness, point of view, and bias of sources.
2. Support the college community in their pursuit of lifetime learning.
3. Equip a well-trained staff that collaborates with one another to provide quality services.
4. Provide access to comfortable, individual and shared study spaces for learning and research needs.

Carl Sandburg College Library

The Carl Sandburg College Library adheres to the following policies in its operation.

Confidentiality of Library Records

The library supports and practices the principles of one's "right to privacy" under the [Bill of Rights](#) of the First Amendment of the Constitution of the United States of America.

Selection of Materials

The library developed a "collection development policy" using criteria that will foster continued support for the Sandburg curriculum, will meet the community aims of the College, and will meet the changing needs of our diverse student clientele. This policy includes the above aspects unique to the Carl Sandburg College District community as well as the principles stated in the American Library Association's [Library Bill of Rights](#), the [Freedom to Read](#), the [Freedom to View](#), and the [Intellectual Freedom](#) statements.

Library Bill of Rights

The library supports and practices the principles as stated in the American Library Association's [Library Bill of Rights](#) adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Freedom to Read Statement

The library supports and practices the principles as stated in the [Freedom to Read](#) statement issued in May 1953, by the Westchester Conference of the American Library Association and the American Book Publishers Council. This statement was revised January 28, 1972. Adopted: 7-28-92

Collection Development Policies and Procedures

The library's collection development policy is meant to provide Sandburg's library staff with guidelines that will foster continued support for Sandburg's curriculum, meet the community's needs, and meet the needs of our diverse student population. It also adheres to the principles stated in the American Library Association's Intellectual Freedom Statement, Library Bill of Rights (Appendix 1), the Freedom to Read Act (Appendix 2), and the Freedom to View statement (Appendix 3).

Standard Practices for Collection Development:

- The library does not purchase textbooks, workbooks, or study guides in accordance with the contract with the bookstore. If an instructor wishes to place a copy of materials being used as a text on reserve, the instructor is responsible for acquiring said material.
- Materials will not be duplicated at all campuses except when needed for individual courses.
- Electronic resources provide valuable information that supports the Carl Sandburg College curriculum. Remote access to all electronic resources will be made available to current students, faculty, and staff of the college with a valid Sandburg username and password. Selection of all electronic resources will be made in accordance with Sandburg's Guidelines for Selecting and Discarding Materials.
- Materials will be purchased in whatever format is the most appropriate for our collection. Factors including cost, usage, accessibility, will be considered when determining what format to purchase and if materials should be made available in multiple formats.
- Interlibrary loan transactions will be analyzed to help identify gaps in the collection and recommend titles for future purchases.
- The Coordinator of Library Instructional Services will work with the Curriculum Committee to ensure that sufficient materials for student success will be in place in the collection at the inception of new courses and programs.

Guidelines for Selecting Materials:

The selection and evaluation of materials is based on curricular demands, professional reviews, standard selection tools, and requests by members of the college community. Maintaining a high-quality collection requires that materials being considered for purchase be evaluated on the following criteria:

Factual accuracy and objectivity

Materials must present facts accurately and objectively. If the material is not objective, there should be other materials in the collection that represent other sides of the issue.

Authority

Works should be credible and authoritative.

Excellence of expression

The author's writing style should be professional, and the text should be well written and edited.

Lasting literary, historical, or other value

Priority will be placed on purchasing works that will have lasting literary, historical, or other value in the collection.

Suitability of format and subject matter

Materials should be purchased in whatever format will best serve the college community. The subject matter should be appropriate for the library's academic and general information needs.

Timeliness

Priority will be placed on up-to-date materials, especially in rapidly changing fields. However, classic titles, as deemed appropriate, will be purchased.

Maturity level

Priority will be placed on purchasing works written for a community college audience; although, other materials will be considered to support patron interests, and/or the curriculum.

Library staff and discipline faculty have a joint responsibility for collection development and maintenance.

- The library staff is responsible for the selection of all materials and for maintaining a balance among the various subject areas and material formats.
- The library staff recognizes that members of the instructional departments have special expertise to evaluate the suitability of the library holdings in their respective disciplines, and the faculty acknowledges that an aspect of their instructional responsibilities is to help ensure the availability of pertinent and current learning resources.
- Library staff will notify discipline faculty about major weeding projects affecting their discipline to ensure that materials they use regularly are not weeded.

Purchasing Procedures:

Physical Materials (Books, DVDs, etc.)

When deciding what to purchase for the collection, we consider:

1. Patron Recommendations
2. Choice Reviews
3. Publisher Catalogs
4. Identified Gaps in the Collection

Patron Recommendations:

Library staff typically orders any student, staff, or faculty recommendations that we do not own and that meet our guidelines for selecting materials. The requesting party is notified when the book is ready to check out so they can be the first of our patrons to read/view the item.

Choice Reviews:

Choice is a tool used by the library staff to read reliable reviews for academic titles. This site is a trusted resource for collection building at many higher education libraries.

Publisher Catalogs:

Publishers that the library typically orders from send catalogs to promote upcoming titles. These can be viewed by faculty to suggest titles that may be useful for their courses and students.

Identified Gaps in the Collection:

As needs in the collection arise the library staff works to find appropriate titles to meet the needs in those subject areas.

Overdrive:

The library staff purchases a wide variety of books and audiobooks through Overdrive. Many are nonfiction and support the curriculum, but popular items are also purchased for leisure reading/listening. The same collection development criteria that apply to the rest of the collection apply to Overdrive with the addition of the following considerations:

1. Is there a physical copy of the item currently in the collection? If so, are there benefits to having a physical and digital copy of the item?
2. How much does it cost? Some eBooks and audio books are significantly more expensive than their physical counterparts.
3. Are there any restrictions on ownership? Titles that are available to one patron at a time that do not have other regulations placed on them are preferred for purchase.

Donations:

All donated materials will be given to the Librarian. Gifts are accepted with the understanding that only those meeting the selection criteria standards will be added to the collection. If donated materials are added to the collection, they are subject to the same weeding policies and procedures as the rest of the collection. Gifts not retained are usually made available to faculty, staff, students, or community service organizations or sold at the Library Book Sale.

Guideline for Discarding Materials:

Responsible library staff must weed as part of the total selection and evaluation process in order to:

1. make space for new items
2. provide a more appealing, up-to-date collection
3. make the library stacks browser friendly for patrons
4. provide reliable, updated, and culturally sensitive information
5. assess the collection's strengths and weaknesses

Decisions to weed are made within the context of the Collection Development Guidelines and in keeping with the library's mission to provide accessible, quality learning resources to support the success of all Sandburg students. Weeding is done on an ongoing basis, and library staff will determine the extent of each weeding project. Smaller projects may focus on a specific collection or discipline, while larger projects may focus on the whole collection.

The Coordinator of Library Instructional Services is responsible for making the final weeding decisions, but all library staff are involved in the weeding process. The library staff encourages the faculty to work with and provide feedback to identify materials to weed.

Weeding Criteria:

Library materials may be candidates for weeding if they meet any of the following criteria.

Content

The content of library materials should be accurate and up to date, especially in rapidly changing disciplines like computers, science, medicine, technology, geography, travel, transportation, telecommunication, and popular culture. Materials that are replaced by newer, revised, or updated editions may be weeded. The library staff takes into consideration faculty and students whose scholarship and teaching require the use of historical texts in areas such as history, English, psychology, mathematics, and physics.

Items may also be weeded if their subject matter or approach is trivial, the writing style is mediocre, the information is inaccurate, the information is repetitious, the item is not on standard lists, and/or the item is not defended by faculty in the discipline.

Usage

Low or no usage may be a factor in weeding decisions.

Physical Condition

Materials that are in poor physical shape and beyond reasonable repair will be weeded. Items in poor physical shape may be brittle, faded, have yellowed or torn pages, have scratched or warped covers, have ragged bindings, have writing or highlighting in the text or margins, or smell musty.

Duplicates

Because of space limitations, the library staff may weed duplicate copies of library materials.

Inappropriate for a Specific Collection

Items in little-used subject areas may be removed; however, basic or core titles in that subject area will be kept. Items may also be weeded if the topic or reading level is inappropriate for patrons or if there is a change in the curriculum and/or age group that the library serves.

Completeness

Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded. Materials that are missing pages or pieces (supplemental CDs or maps for example) may also be weeded.

Contrary Factors

Weeding isn't always a straightforward process. Library staff may decide to keep an item in the collection even if it meets some of the above criteria if the following apply:

1. by a local author, faculty member, or of local interest
2. is an award winner (Pulitzer, ABA, Newbery, etc.)
3. is listed in a standard index or core bibliography for the field
4. is source material and supports the curriculum
5. is part of a series that is still relevant to the curriculum or to patrons
6. has an extensive bibliography that is still applicable

Disposing of Weeded Materials

Materials approved to be weeded from the collection will be physically removed from the collection. Records for these items will be removed from the library catalog. Weeded materials are usually made available to faculty, staff, students, or community services organizations or sold at the library book sale. Books not sold at the book sale are given to Better World Books.

Challenged Materials:

Materials representing various sides of subjects are included in the library collection as a matter of routine. No material that is otherwise appropriate will be excluded in order to keep its ideas from patrons. None will be excluded solely because its ideas will be considered distasteful or harmful.

If the suitability of a particular material is questioned, the complainant should be referred to the Coordinator of Library Instructional Services or Coordinator of Library Services.

Copyright Policy

See Carl Sandburg College's Policy on Copyright - <http://sandburg.edu/About/Board-of-Trustees/Assets/Policy/Academic%20Services/Policy%203.22%20%201.20.pdf>

See Carl Sandburg College's Copyright Infringement Policies and Sanctions <http://www.sandburg.edu/About/Student%20Consumer%20Information/Copyright-Infringement-Policies.html>

Archives Acceptance and Use Policy

The Archives Collection includes, but is not limited to, various papers, photos, recordings, plaques, and framed art relating to Carl Sandburg College from its formation to the present.

Location

Archives is located in room E237 inside of the Library (E230).

Special Collections is located in the Librarian's office, E232.

Donations – Internal or Public

1. Any donations (books, documents, letters, clippings, etc.) should be related to Carl Sandburg or Carl Sandburg College and its history. If the items are of local history, the donors should be referred to the Galesburg Public Library or the Galesburg Historical Society.
2. We should not exceed two copies per item of any archival items other than yearbooks.
3. Digital files of images on flash drives, or DVDs should be transferred to the shared drive.
4. When physical items are added to Archives a file should be created, the Archives Inventory should be updated, and a new copy of the inventory should be printed out to be placed in Archives.
5. If receipt(s) are requested for tax purposes the library staff will work with the foundation staff in situations deemed appropriate.

Usage – Archives

1. Library staff members may unlock Archives to grant access to patrons and help them find the necessary document(s).
2. If a staff member needs to remove a document from Archives to be used on campus it must be checked out using the "Archive Check Out" form. Include the staff member's name, the document(s) being removed, and the date.
3. If a member of the public asks for an item it may be copied, not checked out.

Special Collections

Cataloged materials pertaining to Carl Sandburg and Carl Sandburg College are housed in the Coordinator of Library Instructional Services office, E232, on the Special Collection shelving. Special Collection's materials could also include titles written by Sandburg faculty members, by Carl Sandburg, audio by Carl Sandburg, and titles pertaining to Galesburg. If there are multiple copies of a Special Collections title in the collection, additional copies may be shelved in the main stacks and are available for checkout.

Usage – Special Collections

Library staff may check out most materials in Special Collections to faculty or staff. Items on the shelf labeled "Do not remove from Special Collections" may not leave the Library without permission from the Coordinator of Library Instructional Services or Coordinator of Library Services.