

# INSTITUTIONAL DIRECTIVE 8-14

April 4, 2005

## **Title: Selection of Learning Resource Materials**

### **I. Purpose**

This directive sets forth the responsibilities and procedures for purchasing learning resource materials. Also, it provides a procedure for handling complaints, should any arise in the future.

### **II. Policy**

It is the policy of this institution to select learning resource materials which are needed to support the educational mission of the college.

### **III. Selection Criteria**

- A. Materials must meet a specified need based on the curriculum and on requests from instructors and administrators.
- B. Materials must be especially suited to the level for which they are purchased and must maintain a high level of interest.
- C. Materials must be authentic.
- D. Materials must be selected to keep abreast of the current trends in the sciences.
- E. Materials must enrich the students' literary heritage and historical heritage and encourage the growth of democratic ideals.
- F. Acquisitions must be made to gratify the increasing emphasis upon the individualized reading program.
- G. Materials must diffuse the knowledge of contributions made by ethnic groups.
- H. The format and technical quality of acquisitions must be the best available at a cost that the college budget permits.
- I. Professionally prepared selection aids, where such are available, will be used to guide selection.
- J. Materials in controversial areas, such as religion and science, must be unbiased and factual and must represent both sides of the subject without seeking to damage another view.
- K. Materials must be selected with reasonable consideration of their utility to students with disabilities.

**Office of Responsibility: Vice President for Educational Affairs**

#### **IV. Discarding Materials**

Discarding or removing materials from the collection is an integral part of collection development. The criteria applied for selection should also be applied to weeding. Excess duplicates, damaged copies, and outdated materials are considered for withdrawal. Decisions to remove material are made in consultation with faculty representatives. Additional criteria include: superseded editions, materials which contain inaccurate information, and items circulated infrequently. The librarians will consider each item individually and check it against the appropriate subject bibliography. Prior to the final decision to weed, they will consult with the department chairperson concerning items in their subject field which are being considered for removal. When a new program is being planned, the existing relevant collection will be evaluated by the librarians in consultation with appropriate department heads and faculty. Materials which no longer meet the criteria for selection outlined in this document will be removed from the collection.

#### **V. Responsibilities**

##### **A. Responsibilities of Faculty**

Faculty members are responsible for remaining current in their area of specialization and for seeing that the library's collection is updated as necessary to keep abreast of current changes. They should encourage students to avail themselves of the wealth of learning resources housed in the college library. To do this, the faculty member must be acquainted with the library's present holdings and make suggestions to the Director for new acquisitions.

##### **B. Responsibilities of Director of Learning Resources**

The Director is responsible for supplementing materials ordered by faculty; and for making available to faculty catalogs and book lists used for purchasing all periodicals, media, and reference works.

#### **VI. Procedures**

A. Materials, both library and audio-visual, selected for Piedmont Technical College of Greenwood, South Carolina, are recommended by the faculty members to satisfy needs of the curriculum and to supply enrichment, are approved by the Director of Learning Resources, and/or are selected by the Director to fill a void he/she recognizes in the collection. Suggestions made by students and other interested persons will be given careful consideration.

B. Despite both the care taken in selecting audio-visual and library materials, and the qualifications of persons who make the selections, occasional objections to a selection will undoubtedly be made. The complainant is to submit his/her criticism in writing to the college president. The prepared form, "Citizen's Request for Reconsideration of Library and/or Audio-visual Materials, (Attachment A) is to be used by the complainant to file his/her criticism for consideration. That formal statement will be considered jointly by the Senior Vice President/Chief Academic Officer and the College President who will make a final decision in writing to the complainant.

**Signature on File      April 4, 2005**  
**Approved for Publication      Date**

**CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY AND/OR  
AUDIO/VISUAL MATERIALS\***

**Type of Material:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Author:** \_\_\_\_\_

**Complainant represents:**

\_\_\_\_\_ **Himself** \_\_\_\_\_ **Organization:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
\_\_\_\_\_ **Other group:** \_\_\_\_\_ **Identify:** \_\_\_\_\_

**To what in the material do you object? (Please be specific; cite pages, etc. Use back of this sheet if necessary.)**

**2. What do you feel might be the result of continued use of this material?**

\_\_\_\_\_  
\_\_\_\_\_

**3. Is there anything good in it?** \_\_\_\_\_

**4. Did you read the entire book or view the entire material?** \_\_\_\_\_

**5. Are you aware of the judgment of this material by professional selection agencies?**

\_\_\_\_\_  
\_\_\_\_\_

**6. What would you like this college to do about the material?**

\_\_\_\_\_ **Do not assign it** \_\_\_\_\_ **Re-evaluate it.**  
\_\_\_\_\_ **Withdraw it from all students.**

**7. In its place, what material would you recommend?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Complainant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_

\_\_\_\_\_  
**Address**

\*Adapted from "The Student's Right to Read" prepared by the  
National Council of Teachers of English.