WALLA WALLA COMMUNITY COLLEGE
LIBRARY PLANNING AND COLLECTION DEVELOPMENT
ADMINISTRATIVE PROCEDURE 6800

I. LIBRARY RESPONSIBILITIES:

A. Provide a range of print and electronic materials at a depth, breadth, relevance, and currency that is supportive of the college's curricular outcomes, learner ability, research needs, and accreditation standards.
B. Provide materials that will cover several levels of instruction and student ability.
C. Provide enrichment material for community education programs.
D. Provide interlibrary loan service and facilitate access to material not available locally.
E. Provide Information Literacy instruction to students across college curricula.
F. Provide professional development opportunities to faculty and staff on how to access and utilize library resources.
G. Provide appropriate systems, support, and technological environments to ensure access to information and enhance the learning experience.
H. Operate within established guidelines that facilitate use of learning resources owned or managed by the college.
I. Create and maintain, in collaboration with the Library Advisory Council, an instructional plan aligning with the college mission, vision, and strategic plan.

II. COLLECTION DEVELOPMENT:

A. Librarians consider several criteria in the selection process including, but not limited to:
    1. Reputable review sources.
    2. Bibliographies of recommended material by subject area.
    3. Local demand and regional availability through partnership agreements.
    4. Input from instructors, students, and members of the community
    5. Program accreditation standards.
    6. Other selection criteria are detailed in the library's collection development guideline.
B. Requestor
    1. Written requests for materials may be forwarded to the library.
    2. The librarians review written requests to purchase materials, and decisions to purchase are based on the item's appropriateness for collection (i.e., in alignment with the strategic vision and mission of the College) and available funding.
    3. The requestor is notified of the decision to purchase or not.
C. Library
    1. If a decision to purchase is made, then the materials are ordered.
    2. If requested, the library will notify the requestor when materials arrive.
D. Donations/Gifts
    1. Donations will be reviewed by the Library Director. Donors of accepted donations will receive a letter of acknowledgement. Donors of unaccepted materials will receive a letter of explanation. Estimates of value cannot be provided.
    2. Accepted material must meet condition standards and be of subject matter that is appropriate to the library collection.

III. COLLECTION ASSESSMENT

A. Continual assessment, removal, and replacement of materials ensure relevancy, accessibility, cost efficiency, and attractiveness of electronic and hard copy collections.
B. Current periodical titles are reviewed annually before renewal.
C. All other areas of the collection are reviewed every three to five years.
D. Faculty are encouraged to review academic program areas and recommend discarding, updating, replacing, or expanding collection materials.
E. The Library Advisory Council (LAC) is also responsible for making recommendations and assessing material relevance to the collection.
F. Requests for material removal based on content are reviewed by the LAC. LAC will submit their decision to the Director of Library Services, Dean of Access and Opportunity, and the Vice President of Instruction.

IV. CIRCULATION PROCESS

A. The circulating collection is generally comprised of print books, media, and periodicals.
B. Noncirculating materials include reference resources.
C. A WWCC Libraries Account is required and issued by WWCC Library staff to borrow items.

V. USE OF LIBRARY AND INFORMATION RESOURCES

A. Loan Process
    1. All currently enrolled students (including off-site student, i.e. College in the High School) and employees may check out material from the library's print collection and access library e-resources remotely.
    2. Community members may use materials within the library and have access to two public computer workstations.
B. Databases
    1. Databases are selected based on the coverage and scope of the database, relevance to the curriculum, availability of full-text documents, user-friendliness of interface and search capabilities, availability, ease of downloading and printing information, and accessibility from locations on and off-campus.
    2. Students and employees may access databases while on-campus without authentication. Community members may access databases by using guest workstations located in the campus library.
    3. Off-campus access is only accessible to registered students and employees by selecting the link for the desired database and following WWCC Library Resource Login guidelines.
C. Course Reserves
    1. The reserves system allows instructors to temporarily place a select group of materials relevant to a particular course or program for enrolled students within their Fair Use guidelines. Faculty can submit a request using the Reserve Form. Reserves are made available at:
        A. The circulation desk.
        B. Through the course management system.

VI. LIBRARY ADVISORY COUNCIL MEMBERSHIP AND RESPONSIBILITIES

A. The Library Advisory Council (LAC) consists of one faculty member representing Nursing and Allied Health, Access and Opportunity, Academic Transfer, Workforce, and Library to make material recommendations to the Director of Library Services.

B. The LAC will be responsible for developing and assessing the collection development and library effectiveness. The LAC will also review and advise on the instructional plan between the library and educational programs.

C. LAC members serve for two academic years, potentially serving multiple terms.

Policy Contact: Vice President, Instruction
Approved by (Department/Body): Dr. Chad Hickox, President
Date Originally Approved: May 23, 2022
Last Reviewed/Revised on: _____