

Cuesta College Library Collection Development Policy

Purpose

Cuesta College Library intentionally collects materials to foster the college's educational mission by providing equitable access to diverse resources supporting instruction, intellectual and professional growth, and cultural development. We work to identify and acknowledge historic and systemic inequities that create gaps in our collections. We are committed to addressing those disparities as we build collections that reflect Cuesta's diversity, with special attention to our designation as a Hispanic Serving Institution. This policy is intended to outline Cuesta College Library's principles and criteria for acquiring and maintaining its collections.

Authority

Faculty librarians are responsible for building and maintaining collections with input from faculty in other disciplines. Librarians are guided in this work by the following core documents:

- [Cuesta College mission, vision, and values](#)
- [Cuesta College Administrative Procedure \(AP\) 4040](#)
- [Cuesta Library mission and IDEA plan](#)
- [The American Library Association's Intellectual Freedom Principles for Academic Libraries](#)
- [The American Library Association's Diverse Collections Interpretation of the Library Bill of Rights](#)
- Accrediting Commission for Community and Junior Colleges' (ACCJC) accreditation standards (2.7)

General Principles and Criteria

Within the constraints of its resources, the Library primarily acquires, organizes and maintains materials that support noncredit and credit courses, vocational education programs, and introductory independent study. Policies regarding Library acquisitions are described in Cuesta College's [AP 4040](#).

We recognize that Library support of open and no-cost materials and scholarly resources helps students succeed. Therefore, we collect and provide access to instructional materials in open and alternative models, especially in support of Cuesta's [Zero Textbook Cost](#) initiative.

Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials. No material will be excluded from the collection because of the

race, nationality, religion, gender, sexual orientation, political or social viewpoint or controversial nature of either the author or of the material. In building collections, librarians consider many factors, including but not limited to

- Curriculum and enrollment
- California Community College Library Consortial offerings
- Professional reviews
- Support for literacy and language development
- Format and licensing of materials (print, electronic, and digital)
- Circulation statistics and database usage
- Equitable distribution of resources between North County campus, virtual, and San Luis Obispo campus collections

For those members of the college community whose research needs are beyond the scope of Library collections, library employees identify, locate, and borrow such materials through interlibrary loan.

Gifts

Donations to Cuesta Library are processed in accord with Cuesta College's AP 4040, which addresses gifts to the library. Gift items are accepted with the understanding that there are no limiting conditions. Donated materials are selected for addition to the collection using the same criteria used for evaluating materials for purchase.

Gifts not added to the collection may be sold, donated elsewhere, or discarded. The library will acknowledge the receipt of gifts by a form letter when requested by the donor, but the donor will assign the monetary value of the gift. The library assumes no responsibility for the use donors make of such acknowledgments.

Specific Collections

Cuesta Library hosts small special collections not actively being developed, including the Blythe California Collection and the Morro Bay Estuary and Marine Resources Collection. Special collections are maintained in collaboration with the Cuesta College Foundation and in accord with this collection development policy and Cuesta College Board Policy.

College Archives

The College Archives house the College's official records and other College-related materials worthy of preservation due to their enduring legal or historical value. This collection has been

built entirely by deposit or donation. It includes print materials, videotapes, slides, photographs, and realia.

Reference Collection

Reference materials are non-circulating and provide concise and current information or serve as an index to other materials available on a given topic. Generally, only the latest edition of a source resides in Reference; older editions are sent to Circulation if still useful.

Reserve Collection

The Library attempts to provide one copy each of the current edition of required textbooks for credit courses offered at each campus. The library asks instructors each term to donate or temporarily lend an extra copy of their course's text to the library's Reserve Collection as a cost-savings means.

Children's Collection

The Library maintains a collection of literature for children and young adults in support of the Education curriculum as well as special programs. Selection is limited to outstanding material in the field, identified by lists of recognized children's and young adult literature, such as the annual Caldecott Award winners. Specific titles may be added at the request of members of the Cuesta community.

Maintenance

In maintaining and weeding collections, librarians use the same criteria as in building them. They also consider the following factors:

- Currency. The content of library materials should be accurate and up to date.
- Physical Condition. Worn books can be replaced or repaired if they are used regularly.
- Duplicates. Only high demand titles should have multiple copies in one location or format.
- Completeness. Partial series can be weeded or developed depending on use.
- Format Obsolescence. Materials may be de-selected if they have been replaced in another format, such as electronic or digital versions.

Challenges of Library Materials

The Chair of Library/Learning Resources in consultation with Cuesta librarians determines specific guidelines for removing materials from the library collection. Subject faculty are encouraged to regularly review materials within their curricula areas and recommend items to be removed as appropriate.

The procedure for challenging library materials is outlined in Cuesta College's AP 4040. Those who wish to challenge a library resource may contact the Division Chair of Library/Learning Resources to obtain the "Request for Reconsideration of Materials" form.