

Saffell Library Collection Development

Policy Number

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Policy Statement

Saffell Library recognizes its responsibility to provide a resource where individuals can examine issues freely and make their own decisions. Thomas F. Saffell Library adheres to the American Library Association's policies on intellectual freedom, including the Library Bill of Rights and the Freedom to Read statements. Librarians will strive to ensure that diverse viewpoints are represented in the collection. The Saffell Library does not endorse, nor will it censor opinions expressed in its collection. The Saffell Library and the Mary Jo Williams Comprehensive Learning Center (CLC) are available to students, residents in the service area of Garden City Community College, faculty, staff, and other libraries. The library is open to other individuals for using materials within the buildings.

Procedure

Some specific guidelines and procedures for library and CLC operations are available at the library circulation and CLC reception desk.

Selection Guidelines

In keeping with the mission of Garden City Community College, Saffell Library recognizes its responsibilities to serve as an instrument of the college's instructional program and as an important community academic resource. The primary objective of Saffell Library is to support the approved programs of the college through acquisition of resources appropriate to each field and level of instruction. It is also the goal of the Saffell Library to provide a balanced collection. Therefore, in addition to materials that support approved programs of the college, the collection may include resources of general interest outside of the curriculum and resources that provide cultural enrichment, professional and personal development, and entertainment. Instructional employees should be aware of library materials available for their own and the students' needs. The decision of which materials to purchase of all items requested for the library collection, when to purchase, and the method of purchase are all the responsibility of the Director of Library Services.

Deselection Guidelines

In order to ensure the quality of the collection, librarians will periodically and systematically remove physical materials from the collection when they are damaged or contain outdated material. Additionally, electronic resources and database subscriptions may be withdrawn and/or cancelled when they are incompatible with or no longer beneficial to the collection or curricular areas, are not receiving adequate usage, or cannot be renewed due to budgetary

reasons. Faculty participation may also be considered when removing items from the overall collection.

Complaint Procedures

Persons who disagree with the public display of particular works of art or printed materials on the college campus may register their complaint according to the student complaint and grievance policy and procedures available on the GCCC website. The complaint will be reviewed, taking into consideration First Amendment protections, to determine whether such work shall be removed from public display.

Department

Instruction

Policy History

- May 15, 2025: Revised
- July 1, 2016: Reviewed
- July 31, 2013: Reviewed

Quality Check (Not Part of Official Policy)

- Headings validated: Yes
- Lists converted: Yes
- Links made descriptive: None present
- Images alt text added: None present
- Tables ADA formatted: None present
- Accessibility Checker run: Not run in this environment; please run in Word and review any remaining warnings.