

AP 4040 - Selection & Acquisition of Library Materials

Librarians:

1. Chemeketa Community College librarians are primarily responsible for collection development. A number of criteria are taken into their selection process including, but not limited to:
 - 1.a. Reputable review sources
 - 1.b. Bibliographies of recommended material by subject area
 - 1.c. Local demand and regional availability through partnership agreements.
 - 1.d. Input from instructors, students, and members of the community

Other selection criteria are detailed in the library's collection development guideline.

Requestor:

1. Written requests for materials may be forwarded to the library.
 - 1.a. Written requests to purchase materials are reviewed by the librarians and decisions to purchase are based on appropriateness of item for collection and available funding.
 - 1.b. When possible, the requestor will be notified of the decision to purchase or not.

Library:

1. If decision to purchase is made, then the materials are ordered.
2. If requested, the library will notify the requestor when materials arrive.

**Dean and Executive
Dean:**

1. Final decisions for development and management of the library collection lies with the **Dean of Library and Learning Resources** and the **Executive Dean of Student Development and Learning Resources**.

June 25, 1985

*Adopted College Council
December 12, 2007*

Revised

June 23, 2015

Revised by College Executive Administration
