

COLLECTION DEVELOPMENT GUIDELINES

About Collection Development

Collection development is a dynamic, ongoing library process that encompasses selection of materials in different formats, acquisition, maintenance, collection evaluation, and weeding. The formulation of policy and procedures, coordination of collection activities, budget formulation, and needs assessment, also factor into the process.

Rio Hondo College Library (RHCL) faculty are those primarily responsible for collection development. Librarians will review this document periodically and revise as needed to account for curricular changes in Rio Hondo College (RHC), changes in information technology, and the changing needs of the RHC community.

Responsibility for Selection

Each full-time librarian oversees collection development in particular subject areas that correspond to the RHC divisions ([See 2020-21 Divisions by LC Class](#) on page 2 of this document). At present, these areas are determined by the librarians' educational background, interest, reference and work experience. Acting as subject specialists, librarians liaise with faculty in their assigned areas to assess the needs for books (specific titles or broad categories) and other materials or new sources. Although areas are assigned, they are not exclusive. Librarians may order or suggest titles for any collection development area. Adjunct librarians may be assigned collection development tasks as needed and Circulation Staff may also be consulted for recommendations.

Selection of Materials

In selecting materials for the Library collection, the Library faculty are guided by the principles outlined in the following documents from the library community:

- [The American Library Association's Code of Ethics](#)
- [Intellectual Freedom Principles for Academic Libraries](#)
- [The Library Bill of Rights](#) (with interpretations)
- [The Freedom to Read Statement](#)
- [The Freedom to View Statement](#)
- [ACRL Diversity Standards](#)

RHCL has adopted a student-centered approach to selecting materials for the Library. Thus, new materials are added to the collection to support ongoing instructional programs and to provide materials for students' independent study, vocational and continuing education, career planning, and personal growth and pleasure. In addition, the Library provides materials to support faculty in classroom instruction, curriculum development, and professional development. Items requested for institutional development may be purchased as the budget permits.

Size of the Collection

Care should be taken to keep the Library's collection within the physical constraints of the shelving areas. Prevailing demand, fiscal restraint, changes in the curriculum, and student enrollment in various disciplines serve as guidelines to the relative size of subject areas within the collection.

Frequency

FT Librarians must submit titles for purchase every month, if the budget permits. If a FT Librarian fails to submit titles for purchase at the end of the month, responsibility of ordering will be redistributed to Collection Development Librarian, Robin Babou, with the assistance of PT Librarians and Classified Staff.

Submitting Requests for Purchase (Books, eBooks, Periodicals)

RHC students, faculty (including PT Librarians), and staff may submit requests for purchase by speaking with the [subject specialist for a particular area](#) (see below), by submitting their request at the Reference Desk or by submitting a request through our online request form:

<https://www.riohondo.edu/library/purchase-request/>

2020-21 Divisions by LC Class

LC Class	Rio Hondo College Library Description (LC Subjects)	Rio Hondo College Corresponding Division	Library Liaison
A	General Reference works	<i>Library and Instructional Support</i>	Claudia Rivas
B	Philosophy, Psychology, Religion	<i>Behavioral & Social Sciences</i>	Robin Babou
C	Auxiliary Science of History: History of Civilization, Archeology, Diplomatics, Numismatics, Genealogy, Biography	<i>Behavioral & Social Sciences</i>	Robin Babou
D	World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.	<i>Behavioral & Social Sciences</i>	Robin Babou
E	History, United States (General)	<i>Behavioral & Social Sciences</i>	Robin Babou
F	History, United States (Local), History of British America, Dutch America, French America, Latin America, Spanish America	<i>Behavioral & Social Sciences</i>	Robin Babou
G - GN	Geography & Anthropology	<i>Behavioral & Social Sciences</i>	Robin Babou
GR - GT	Folklore, Manners, Customs	<i>Behavioral & Social Sciences</i>	Robin Babou
GV	Physical Education, Sports, and Recreation	<i>Kinesiology, Dance, and Athletics</i>	Irene Truong
H	Social Science	<i>Behavioral & Social Sciences</i>	Robin Babou
HA	Statistics	<i>Mathematics, Science, & Engineering</i>	Young Lee
HB - HC	Economic history	<i>Business</i>	Brian Young
HD - HJ	Commerce: accounting, Advertising, Business, Data Processing, Personnel Management, Finance	<i>Business</i>	Brian Young
HM - HV5999	Sociology (General), Social History and conditions, Social Problems, Social Reform, Marriage and Family, Social Welfare	<i>Behavioral & Social Sciences</i>	Robin Babou

HV6000-9999	Criminology and Police Science	<i>Public Safety</i>	Irene Truong
HX	Socialism, Communism, Anarchism	<i>Behavioral & Social Sciences</i>	Robin Babou
J	Political Science, Government, International Relations	<i>Behavioral & Social Sciences</i>	Robin Babou
K	Law	<i>Public Safety</i>	Irene Truong
L	Education	<i>Behavioral & Social Sciences</i>	Robin Babou
M	Music	<i>Arts & Cultural Programs</i>	Brian Young
N	Fine Arts	<i>Arts & Cultural Programs</i>	Brian Young
P	Language and Literature	<i>Communications & Languages</i>	Claudia Rivas
Q	Science	<i>Mathematics, Science, & Engineering</i>	Young Lee
R	Medicine (General), Public Health, Pharmacy, Nursing, Homeopathy	<i>Mathematics, Science, & Engineering; Health, Science, & Nursing</i>	Young Lee
S	Agriculture, Horticulture, Animal Science, Conservation of Natural Resources	<i>Mathematics, Science, & Engineering</i>	Young Lee
SD	Forestry	<i>Public Safety</i>	Irene Truong
TH	Building Construction	<i>Public Safety</i>	Irene Truong
T - TG, TJ - TP, TS	Technology	<i>Career and Technical Education (CTE)</i>	Robin Babou
TR	Photography	<i>Arts & Cultural Programs</i>	Brian Young
TT	Handicrafts, Arts & Crafts	<i>Arts & Cultural Programs</i>	Brian Young
TX	Home Economics (includes Nutrition)	<i>Health, Science, & Nursing</i>	Young Lee
U	Military Science	<i>Public Safety</i>	Irene Truong
Z	Library Science and Book History	<i>Library & Instructional Support</i>	Claudia Rivas
Graphic Novels	—	<i>Library & Instructional Support</i>	Claudia Rivas
JuvLit	—	<i>Library & Instructional Support</i>	Claudia Rivas
POP	—	<i>Library & Instructional Support</i>	Claudia Rivas
Reference	—	<i>Library & Instructional Support</i>	Claudia Rivas

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CRITERIA FOR MATERIAL SELECTION

RHCL faculty use a number of professional selection tools in order to select titles appropriate to users' needs, for example, professional journals and review media, standard bibliographies, publishers' catalogs and the WorldCat database.

Materials refer to books and ebooks (including Reference), periodicals, and media. All materials are evaluated with the following criteria in mind; however, materials do NOT have to satisfy ALL or any specific combination of these criteria. These are not ranked in any particular order:

- **Curricular and program relevance and needs**
- **Quality of the material**
- **Timeliness and historical value of the work**
- **Date of publication**
- **Recommendations from academic/professional sources**
- **Diversity and balance of opinions**
- **Inclusion.** Social, political, or economic themes or viewpoints not presented elsewhere
- **Readability and academic level**
- **Popularity and General Interest**
- **Price**
- **Availability** of other titles on the same subject matter in the RHC Library and in other area libraries or other formats. Multiple copies only if there is a high demand.
- **Format.** E-Book, print, hardback, paperback, CD, DVD.
- **Languages.** The library acquires materials in the languages that are taught within the College's programs upon the recommendation of teaching faculty. Foreign language dictionaries, whether taught or not in RHC, are added selectively.
- **Replacements (identical copies)**
 - Weeded titles are NOT automatically replaced.
 - After reviewing lists of lost, missing and damaged (beyond repair) titles, librarians determine if replacements are necessary on a case-by-case basis.
 - Replacement is warranted IF the original circulated frequently before it was lost or damaged AND there is no comparable newer edition, IF the title is still needed to support the curriculum and ILL is not sufficient to meet sustained local need, IF the original is still in print AND if funding is available.
 - If a damaged title cannot be repaired and is no longer commercially available, a preservation photocopy or a digital equivalent may replace it.

The following materials are **NOT** selected/acquired for RHCL's collections:

- Books and materials that are too specialized or too advanced for use by lower-level undergraduates.
- Books and materials that do not relate to any of RHC's curricular offerings, instructional methods or administrative needs.
- Materials for individual faculty research projects.
- Updated computer books aside from those required in RHC's current course offerings.
- Pamphlets and ephemera.
- Travel books.

- Audiobooks (unless requested by faculty).
- Consumables including, but not limited to, course workbooks and lab manuals.
- Textbooks for the general circulating collection;
 - General funds may be used to purchase textbooks to be cataloged and housed in Reserves or to be added as e-books.
 - Most textbooks are purchased with Associated Students of Rio Hondo College (ASRHC) funds specifically for the Reserve collection.

RELATED AREAS

ARCHIVES

- The Library Archives keeps a copy of all campus periodicals/publications. In addition, issues of the literary journal *River's Voice* are shelved in Reference while copies of the student newspaper *El Paisano* are kept in Periodicals (and are [digitally archived](#)). The Library Archivist is Gina Singh.

OTHER MATERIALS

- Zines are new to the library collection and do not yet have a designated location. Content here will be updated once Zines are catalogued and a location determined. Please contact Librarian Claudia Rivas for access to the current Zine collection.
- Popular paperbacks donated to the Library are kept in rounders adjacent to Graphic Novels. There is no budget allocated for these materials and they do not appear in the Library catalog; however, they are weeded regularly as their condition warrants and NOT replaced with identical copies. This collection relies solely on donated materials, mostly fiction, which are evaluated by Library faculty mainly for recreational value.
- Donated books are considered for addition to the collection using the criteria for book collection as stated in Criteria for Book Selection as well as the [Donations decision flow chart](#).

SEE ALSO

- [Collection Development Procedures](#) ("The life cycle of a book at RHCL")
- [Weeding Policies \(Guidelines\)](#)