

Educational Program Series 4000

## SELECTION AND 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**.

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June 25, 1985  
*Adopted College Council*  
December 12, 2007

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*Revised*

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June 23, 2015  
*Revised by College Executive Administration*

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