

Title : EAC Alumni Library Collection Development Policy
Number :
Approved :
Reference :

6300.03
06/11/2018

The Eastern Arizona College Alumni Library seeks to serve the needs of the faculty, students and staff of the college and the needs of the adult community within Graham County in the general fields of educational, cultural, and quality recreational material. The library is responsible for selecting materials which reflect a wide range of opinions on all topics, and to insure outdated materials are removed from the collection. Alumni Library also may maintain fiction and special collections for use by students, faculty, staff, and community patrons.

To meet the goals of the library, collection development is handled by a qualified librarian holding a Master of Library Science degree from an accredited university. Suggestions for purchases are welcome, but acceptance of such requests does not obligate the library to purchase these items. All acquisitions are selected based on the college's curriculum and for informational/recreational needs of the community.

Acquisition of Materials:

The selection of materials is made without regard to the author's race, religion, sex, or political beliefs. Wherever possible, both sides of an issue are represented. The Library believes that in a democracy, people must have free access to information, even that which some people may disapprove of. Anyone may reject a book for his/her own use, but no one should be able to restrict or censor material for another person.

Any books donated to the library will go through the same selection procedures as if they were being considered for purchase. Acceptance of gift materials does not necessarily mean they will be added to the collection.

Special Collections:

Classic Fiction Collection:

Alumni Library believes in the preservation of classic literature as a foundation to academic learning. Therefore, the library will maintain a Classic Fiction collection

Arizona Collection:

Alumni Library believes local history and information should be maintained by the library. Therefore, the library will maintain an Arizona Collection of items relevant to Thatcher, Graham County, and Arizona; including items created by EAC students and faculty.

P-3 Collection:

Alumni Library strives to meet the needs of all students. Therefore, a Pre-kindergarten through 3rd grade collection will be maintained for use by students studying Early Childhood Education curriculum.

Hi-Lo Collection:

Alumni Library strives to meet the needs of all students, including students who struggle with reading skills and English Language Learners. Therefore, a High Content, Low Vocabulary (Hi-Lo) collection will be maintained for use by students and community members.

Withdraw of Materials:

The selection criteria of materials to be withdrawn are as follows:

Non-Fiction Collection:

Non-Fiction items may be withdrawn from the library collection if they meet at least two of the following criteria:

- Publication Date greater than 5 years from today.
- No circulation or in-house use in the past 2 years.
- Less than seven circulations (checkouts) in the previous 5 years.



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- In worn or damaged condition.
- Out-of-date information for specific fields such as Nursing, Athletic Training, Education, Computers, etc.

Popular Fiction Collection:

Alumni Library strives to provide patrons with the most recent popular fiction available. Popular Fiction items will be withdrawn from the collection three-years after its publication date and may be withdrawn prior to three years if they meet at least one of the following criteria:

- Item is in worn or damaged condition
- Less than three circulations (checkouts) in the previous two years.

