COLLEGE OF THE SISKIYOUS

<u>**Procedure Manual**</u>

Title: **Library and ~~Other Instructional~~ Learning Support Services**

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Responsible Area: **Vice President, ~~Instruction~~ Academic Affairs**

Responsible Office: ~~Vice President, Student Learning~~ **Instruction** Office

Policy Reference: **Education Code Section 78100; Accreditation Standard ~~II.C~~ II.B**

~~The Board of Trustees provides library services to students, staff and faculty of the college by establishing and maintaining a community college library. The library is open for use by the campus community, as the Board of Trustees may determine.~~

I. <u>Library Purpose</u>

As an integral part of the institution's educational program, the Library shall provide collections, instruction, and services to support student success, faculty instruction, and the professional development of all employees.

The Library primarily serves the students, faculty, and staff of the college. In addition to this primary audience, the Library also serves community members and visiting researchers as resources allow. The Library may ~~also~~ work cooperatively with local public libraries, school libraries, and other organizations to serve the information and cultural needs of our community.

II. <u>Library Collections</u>

Library collections are purchased to:

1. Support students with their class work
2. Support faculty preparation for classes
3. Support college employees in their professional duties
4. Support students and employees in life-long learning and reading
5. Preserve local history

Librarians, with the assistance of all faculty, are responsible for selecting materials for the library collection. By contributing their subject expertise, discipline faculty play a vital role in creating a strong collection. Criteria used for the selection of materials includes support of curriculum and accreditation, reviews and awards, authority, scope, currency, format, cost, relation to the Library's existing collection, readability, and accessibility. Library faculty are responsible for maintaining a balance between subject areas, between current and standard works, and within existing budget.

Challenges

The Library supports intellectual and academic freedom, and recognizes the diversity of opinions that exist in a democratic society. Guided by the principles outlined in BP 4030 on Academic Freedom and the American Library Association's Bill of Rights, the Library strives to provide access to multiple perspectives on controversial issues by maintaining a collection that reflects a variety of political, social, economic, and religious viewpoints, including minority opinions and unpopular views.

Library users who feel that a title in our collection does not meet our selection guidelines have the option of filing a formal challenge to the item. In submitting a challenge, the challenger acknowledges that he or she has read, viewed, or otherwise experienced the entire work being challenged; the Library will not consider challenges against passages taken out of context or based on a partial examination of a work.

A formal challenge must be made in writing and include:

1. The author/creator, title, and publisher/producer of the item
2. The reasons for objection(s), including page numbers for specific examples
3. The name, signature, and email or mailing address for the person submitting the challenge

The challenge process is as follows:

1. A formal challenge is submitted in writing to the Library.
2. A librarian will evaluate the challenge and forward a written response within one month to both the challenger and the Instruction Office. The response will include the librarian's decision about whether or not the item should remain in the collection and the reasons for this determination.
3. Challengers who wish to dispute this decision may request a hearing with the ~~appropriate Dean or Vice President in the Instruction Office~~ Library's supervising administrator. ~~The Instruction Office~~ The supervising administrator may choose to convene an ad hoc advisory committee to hear the dispute. ~~The Instruction Office will share their~~ Their decision will be shared within one month of the hearing with both the challenger and the Library.
4. Appeals of the supervising administrator's decision by either the challenger or the Library can be made to the Superintendent/President who may accept, modify, or reject the decision of the ~~Instruction Office~~ supervising administrator. The Superintendent/President's decision shall be final.

Collections Maintenance

Continuous evaluation and the removal of outdated materials from the Library is an integral part of maintaining a useful collection and optimizing library space. All faculty are encouraged to help library staff identify materials that are outdated or no longer useful. Materials will be weeded from the collection based on the Library's selection criteria as well as considerations such as physical condition; historical value; usage statistics; cost of keeping the materials in the collection, including subscription costs; and obsolescence. The Library will dispose of weeded materials by donating them, selling them, or recycling them (AP 6550).

Donations are welcomed but accepted with the understanding that only those meeting the needs of the Library and the guidelines for selection will be added to the collection (BP 3820). The Library will not provide donation values. The Library will determine the appropriate collection location and circulation polices for accepted donations. Unwanted materials will be disposed of by donating them, selling them, or recycling them (AP 6550).

III.   Interlibrary Loan

Contingent on funding, interlibrary loan (ILL) services will be provided to students and employees of the District in order to offer access to books, periodical articles, and media not available in our collection. The Library will not ~~process ILL borrowing requests for items~~ borrow an item from another library if the item is currently held in any of our collections. Currently held items ~~including~~ include Textbook Reserves~~; this includes~~ and items currently checked out to another library user.

IV.   User Responsibilities

Library users are responsible for all materials checked out on their accounts and for returning materials on time. Users will not be allowed to check out any additional materials, except for in-library use only items, if they have overdue materials or owe $10 or more in overdue fines.

Fines are charged for overdue materials. In the event that materials are lost or damaged, the borrower will be charged a processing fee in addition to replacement costs and any overdue fines. Bills for users with materials that are three or more months overdue and who the Library has attempted to contact for 90 days regarding return of the materials will be turned over to the Business Office. Current fine and fee information is available in the Library and on the Library's web site.

V.   ~~Computer~~Library Ffacilities

The Library provides computers for student use. Community members and visitors may use library computers when not in use by students. All users are expected to follow campus policies and procedures regarding computer and network use (AP 3720) and standards of conduct (AP 5500).

Exhibits in the Library are used to promote library services and collections, as well as campus events, activities, organizations, and classes. Requests from campus groups outside of the Library to create an exhibit will be considered on a case-by-case basis. The content of exhibits is the responsibility of the department, group, or individual sponsoring them. Content must adhere

to college policies regarding copyright and free expression (AP 3900). The Library is considered a "non-public forum" under AP 3900.

VI. Academic Success Center Purpose

The Academic Success Center shall assist COS students in achieving academic goals by offering a variety of learning assistance services and resources. ASC services and resources shall suit the breadth and diversity of the College's course offerings as well as the needs of diverse learners, and offerings shall be the result of collaborations between ASC leadership, discipline faculty, and instructional support staff.

In addition to serving COS students, the Academic Success Center should also serve as a resource to faculty seeking opportunities to enhance their students' learning, as well as to COS staff engaged in assisting students in meeting academic goals.

VII. Academic Success Center Services

The Academic Success Center is housed alongsidewith the Library in the Learning Resources Center. Its responsibilitiesservices include the following:

1. Providing professional and peer tutoring to COS students;
2. Providing focused guidance in English Composition and mMathematics to assist students in achieving transfer-level competence;
3. Providing instruction of EDUC 0670, Critical Skills Lab, an open-entry, non-credit class offering access to individualized instructionlearning assistance courses to assist students in maximizing their learning potential;

   > **Commented [CZ1]:** Do we need to use the name of the course? The name may change as new curriculum develops, but the purpose of the course—to provide targeted, individualized academic support to students will not.

4. Housing the Help Desk, the College'sProviding basic technology support for students main point of contact for students requiring IT assistance;
5. Housing technological resources, including:
   a. Housing tThe Computer Lab for use by students, and computer lab classrooms for use by instructors and courses;occasional use by instructors and courses; and
   b. Specialized DSPS computers and technology;
   c. Graphing calculators for student use and check-out
6. Providing test proctoring tools and resources for students in online courses that deliver assessments through the Proctorio application;
7. Providing A a wide variety of other presentations, workshops, and ad hoc trainings that assist students in attaining academic success.

VIII. Academic Success Center Facilities

The ASC is available for use of current College of the Siskiyous students. Students entering the ASC shall report to the ASC Front Desk to assist staff in maintaining accurate usage data and to identify appropriate services to meet individual academic support needs.

COS instructors may schedule ASC lab classrooms for occasional and/or regular use throughout the semester. Classrooms shall be scheduled through SchoolDude, and requests shall be approved by ASC leadership. ASC leadership will also approve spontaneous use of classrooms on a case-by-case basis.

Those utilizing ASC facilities and services are expected to follow campus policies and procedures, including those regarding computer and network use (AP 3720) and standards of conduct (AP 5500).