Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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LIBRARY RESOURCES SELECTION POLICY AND PROCEDURES

1. Purpose:

To establish policies and procedures for the acquisition and maintenance of library resources in order to assure that a viable and useful library collection will be maintained. In so doing the basic policies of the Library Bill of Rights, as adopted by the American Library Association, will be upheld by the College.

The Library Bill of Rights includes the following:

a. Books and other library materials selected be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or national or social, political, or religious views of the authors.

b. Libraries provide books and other materials presenting all points of view concerning the problems and issues of our times; no material is to be proscribed or removed because of partisan or doctrinal disapproval.

c. Libraries be immune from censorship in providing public information.

2. Acquisition Policy for Library Materials:

The Head Librarian shall be responsible for purchase of all print (books and periodicals) and audiovisual materials (16mm films, film loops, sound/slide kits, sound filmstrip kits, phonodiscs, video and audio cassette tapes, games, art prints, maps, and related materials) regardless of source funds, that are maintained in the Library. Selection by requestors shall be in accordance with these criteria:

a. Academic value to the instructional program(s);

b. General interest value for the larger college community;

c. Accuracy and objectivity;

d. Coverage in indexes;

e. Minimum of duplication;

f. For the periodical collection, addition, deletion, or continuation of subscriptions shall be reviewed and evaluated annually;

g. 16mm film purchase shall be based on special criteria developed by a film selection committee composed of department chairpersons, representatives from each non-instructional unit, and the Head Librarian.

3. Policy for Department/Unit Materials, Print, and Audiovisual:

In order to avoid unnecessary duplication of costly materials, all faculty requests for purchase of print and audiovisual materials to be kept in the department/unit shall be checked against the Library holdings and on-order file to determine the number of copies (if any) currently in the Library collection or on order. (This policy excludes materials purchased by special skills labs, such as Learning Skills and Math). The following procedure will be used when department purchases are made for print and audiovisual materials.
a. The Requestor will.....

1) Complete the requisition form, showing the account number which will be charged and all information needed for ordering;

2) Forward requisition to the appropriate supervisor; (1) Assistant Dean via the Department Chairperson, (2) Dean for Student Services, (3) Dean of Instruction, (4) Director of Special Programs and Community Services.

b. The appropriate supervisor (Assistant Dean/Dean/Director) will inform the Head Librarian of the request, providing all information included on the requisition.

c. The Library staff will search library files and notify the supervisor (Assistant Dean/Dean/Director) whether the materials are in the collection or on order.

d. If the material is in the Library collection or on order, the supervisor (Assistant Dean/Dean/Director) will consult with the person making the request in order to decide if there is need for additional copies of the material.

e. If the purchase is to be made, the requisition will be processed through established procedures.

f. When material is received, the supervisor (Assistant Dean/Dean/Director) will inform the Head Librarian on a form provided by the Library.

g. The departments/units will notify the Head Librarian of any losses, withdrawals, etc. of these materials at the end of each academic year.

h. The Head Librarian will......

1) Receive notice of materials purchased or withdrawn by departments or units on a form provided by the Library;

2) Maintain up-to-date records of department/unit materials and make them available to Library users.

4. Weeding and Removal in the Library Collection:

Policy:

a. Weeding

The building of a viable and useful collection requires that obsolete, damaged or otherwise unusable materials be systematically weeded from the collection. Such action is termed "weeding".

b. Removal

Removal of any resources from the Library collection, other than through the weeding process, shall not be permitted.

Procedure:

a. All materials that appear to be obsolete, damaged or otherwise unusable shall be removed and temporarily placed in a separate location.

b. As necessary, the Head Librarian shall convene a faculty library committee to review and evaluate the materials in question. The Head Librarian may seek other professional advice as necessary to ascertain the value of keeping the material.
c. The Head Librarian shall compile a list of the materials to be weeded and their acquisition cost.

d. The value (acquisition cost) of the weeded material will be reduced from the library inventory.

5. **Effective Date:**

This policy guideline is effective as of August 1, 1995.

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Peter T. Dyer
Provost

**NOTE:** Sample of forms:

1. Form for book purchase (available from Library)
2. Form for AV purchase (available from Library)