

**Lending:**

- A fine of \$5.00 per day will be charged per book. The maximum fine will accrue up to the full cost of the textbook.

**Laptops**

- A fine of \$5.00 per hour, up to \$100.00 per day will be charged. The maximum fine will accrue up to the full cost of the laptop.

**Overdue Notice Process**

- Overdue notices are issued as a courtesy to all Library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices and fines, materials should be returned by the due date. The first overdue notice is issued on the 1<sup>st</sup> day following the due date. The second overdue notice is issued on the 7<sup>th</sup> day following the due date. After 30 days, a final notice will be issued resulting in an administrative “HOLD” being posted against the student’s account for the cost of the book(s) and the processing fee(s). This action will result the withholding of the student’s registration and transcripts.

# **COLLECTION DEVELOPMENT**

**Circulating Books & Textbooks**

The primary objective of the Evelyn and Howard Boroughs Library is to develop a collection and systems of access to resources that will support the curriculum and research needs of its primary audience – the students, faculty and staff of Ventura College. Therefore, the collection development policy of the Library focuses on acquiring and providing access to materials that are relevant to the instructional and research programs of the college. The Library relies upon its own faculty and staff and the classroom faculty for purchase recommendations. All Library users, regardless of status, are invited to make purchase recommendations. The major factors that influence the acquisition decision are:

- Relevance to the educational programs of the College
- Balance in the collection
- Professional reviews

**Database**

- Librarians review, test and determine the periodical databases to be ordered that will best serve the college academic community as a whole.
- Remote access capability for a minimum of five simultaneous users is a priority.
- Subscription databases will be reviewed to determine if titles are duplicated in electronic format, and whether they exist in full text and back file holdings.

- Providing remote access to off campus sites and to students and faculty from home or office is a priority.
- Subscription databases will be reviewed annually and evaluated for retention or cancellation based on use, depth of titles, access issues and budgetary practicality.

### **Periodicals**

- New periodical titles will be added based on need and availability of funds.
- Periodicals subscriptions will be reviewed annually, prior to renewal dates. Renewals will be made based on need and budgetary constraints.
- Only one title may be maintained either in hard copy or in electronic format.
- Periodical hardcopies will be kept for five (5) years in hard copy format.
- Faculty in appropriate departments will be advised in the spring, when a hard copy subscription is being considered for cancellation and informed of its location in a subscription database. (Forms Page 23)

### **Intellectual Freedom**

It is the responsibility of the Librarians and other selectors to insure that all points of view relevant to the college mission are represented in the collection. The Library endorses the American Library Association Library Bill of Rights, and the principles of that document are an integral part of this policy statement.

Patrons with a complaint about an item in the collection should be referred to a Librarian, who will ask them to submit their concerns in writing. A committee of librarians and appropriate faculty members will review the complaint and the materials in question, and make a recommendation the Library Committee to retain or withdraw the item. The complainant will receive a written response.

## **WEEDING**

### **Books**

An up-to-date and useful reference and circulating collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the librarians, however, faculty is often asked to review specialized areas. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Textbooks**

Currently used textbooks for classes offered at Ventura College are maintained in our Reserve collection and Lending collection. Library staff reserves the right to move any textbook in either collection, or any textbook donated to the Library to the "Friends of the Library" sale shelves.