

## **AP 2040 LIBRARY SERVICES**

### **References:**

Education Code Section 78100.  
Civil Code Section 1798.90  
ACCJC Accreditation Standard II.B  
ALA Library Bill of Rights  
ALA Freedom to Read  
ALA Freedom to View

### **I. LIBRARY SERVICES**

Riverside Community College District provides library services that are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education, through the college libraries.

Currently registered RCCD students and employees have physical access to college libraries, materials, and computing technology during posted hours. Hours vary by location. College libraries loan material to currently registered RCCD students and employees at no cost. Loan periods vary per item. Overdue fines, fees, and replacement costs may apply. A legal international, federal, state or college identification is required to borrow material and use computing technology at any RCCD college library. Identification requirements may vary by location. Remote/off-campus access to databases is provided by the college library where an RCCD student or employee is currently registered or employed. Library faculty are on duty to provide instruction and to assist with the use of the college's library and materials during all posted hours.

All employees who retire from the District may obtain a library card at no cost by requesting a card from any college library.

Community members may obtain a college library card for a specified academic term (e.g. fall, winter, spring, summer) upon proof of RCCD residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card required). An activation fee applies for each specified academic term. Activation fees may vary by location. The college library card is valid for the current academic term only. A valid college library card allows the community borrower to access the college library's computing technology, and borrow college library material. Loan periods vary per item. Loans periods vary per item. Overdue fines, fees, and replacement costs may apply. A valid college library card does not allow the community borrower remote access to databases.

Community borrowers will not be allowed to borrow reserve materials. A fee may be assessed for the replacement of a lost library card.

#### A. Overdue Notices, Fines, and Replacement Bills

RCCD students, employees, and community borrowers will be notified when college library materials have been kept past the designated loan period. RCCD students, employees, and community borrowers may be subject to overdue fines, fees, and/or replacement costs of library items returned past the designated loan period. Fines, fees, and replacement cost vary per item and per college. A replacement bill will be sent when college library materials have not been returned.

#### B. Delinquency Suspension of Library Privileges

Currently registered RCCD students and employees will not be able to check out items under each of the following circumstances.

1. When they have checked out the designated maximum number of items.
2. When they are no longer a current student.
3. When the student has a hold on their record from any college department.

Additionally, a hold may be placed on library services, under each of the following circumstances.

1. If they owe the library more than \$25.00.
2. When issued a bill for replacement cost of a library item.

Community borrowers will not be able to check out items under each of the following circumstances.

1. When they have checked out the designated maximum number of items.
2. When their library card has expired.
3. If they owe any fines or have been billed to replace an item.
4. If they have any overdue items.

#### C. Grievance Procedure

Informal Grievance procedure: If any patron feels there are mitigating circumstances which should be considered regarding overdue fines or a replacement bill, she/he may discuss the situation with the following people (in the order listed) until a resolution to the situation has been attained.

Moreno Valley College

1. Public Services Librarian
2. Library Dean, or designee
3. Vice President, Academic Affairs, or designee

#### Norco College

1. Public Services Librarian
2. Library Dean, or designee
3. Vice President, Academic Affairs, or designee

#### Riverside City College

1. Public Services Librarian
2. Library Dean, or designee
3. Vice President, Academic Affairs, or designee

If, after consulting with each of these individuals, no resolution to the situation has been attained, the patron may appeal to the College President. The decision of the President is final.

## II. LIBRARY COLLECTIONS

Library materials are purchased to serve these basic purposes.

1. To be used by students in connection with class work.
2. To support instructors in preparing for the teaching of classes.
3. To support college staff in professional duties.
4. To promote and support the mission of each library and college.

Each college is responsible for maintaining a collection development policy for the library.

### Selection Process

Library faculty are responsible for maintaining a balance between various subject areas and between standard and current works. Criteria used for selection of materials may include relationship to the curriculum, authority, reliability, scope, treatment, arrangement, format, cost, existing holdings, and readability. Discipline faculty members are encouraged to regularly examine the library's holdings in their subject field, assess its adequacy with respect to current teaching emphasis, and recommend the purchase of new titles. Student requests are encouraged. All requests will be given careful consideration and will be evaluated according to this procedure. The final decision to purchase college library materials is the responsibility of the college library faculty. To provide for greatest budgetary flexibility, no allotment of acquisition funds is made to individual departments.

### Gifts

Gifts are accepted with the understanding that the college library may dispose of them or add them to the collection at its discretion. The selection of resources received as gifts will be governed by the same criteria that govern the selection of purchased items. The college library assumes no responsibility for appraisal or valuation of gift items. To receive a letter of acknowledgement from the RCCD Foundation, the donor must provide a list detailing the author and title of each book donated.

## Textbooks

No attempt will be made to purchase, acquire and/or provide access to every text, regardless of format, that is being used for courses at the college. Textbook purchases will follow the collection development policy of each college.

## Collection Maintenance

To maintain the quality of the collection, withdrawal of resources from the college library is considered an integral part of the organized effort to assess and develop the collection.

## Discard Procedure

To keep the collection current and to maintain adequate shelving space for new acquisitions, material is periodically reviewed and considered for discard (or cancellation, for electronic resources). The college library faculty have the overall responsibility for reviewing and recommending discarded materials. Discipline faculty are encouraged to regularly review the collection in their subject field and to suggest material to be discarded and may be consulted about areas of the collection being reviewed for potential discards. The withdrawal of resources will be governed by the same criteria that govern the selection of items. The final decision on discarding is made by the library faculty. Materials withdrawn are physically discarded, given to instructors, given to students, sold in book sales, sold to vendors, given to other schools or institutions, or given to other non-profit organizations.

## Controversial Material

The college libraries endorse the Library Bill of Rights as well as the Freedom to Read and the Freedom to View statements issued by the American Library Association. Materials representing various sides of controversial subjects are included in the collection. A conscientious effort is made to include all sides of an issue. No subject which is otherwise appropriate will be excluded to keep its ideas from the students or excluded solely because its ideas might be considered distasteful or harmful. Unfiltered access to the Internet for research and study purposes is available to RCCD students, employees, and community borrowers only.

## Requests for Reconsideration

All requests for reconsideration regarding any book or other instructional material must be presented in writing for study and evaluation before any action is taken. When a request is received concerning the merits of materials, an ad-hoc committee of the college's Academic Senate comprised of appropriate discipline and library faculty will be formed to review the request and make a recommendation to the library administrator for final determination. All complaints will be responded to in writing.

Office of Primary Responsibility: Vice Chancellor, Educational Services  
College Deans of Library Services

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Administrative Approval: October 18, 2007

Replaces Regulation 7036

Revised: November 28, 2011

Revised: April 2014 (job titles only)

Revised: February 23, 2015

Revised: August 17, 2015

Revised: October 19, 2015

Revised: March 29, 2021