

## Library Resources

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Responsible Executive:	President
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### Purpose

This policy provides guidelines for the selection of material for the Coquitlam College (the College) Library, with the goal of maintaining a library collection that supports educational programming.

### Scope

This policy applies to Library employees who select materials for the library collection.

### Policy Statements

1. Materials selected for inclusion in the Coquitlam College Library will support educational, research, and administrative activities.
2. These materials will be in keeping with the Canadian Library Association's Statement on Intellectual Freedom, providing for the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.
3. The Library consults instructors regarding the resources necessary to support the delivery of courses, student needs, research, and professional development.
4. Library resources are planned in a systematic way that ensures the best use of allocated funds.
5. Ongoing review of Library materials is necessary in order to maintain a collection that is relevant to current users.

### Procedures

1. The following selection criteria are used in making the decision to acquire materials:
  - a. **Relevance:** supports courses and programs, employee professional development, scholarly activity, teaching and learning.
  - b. **Quality:** authorial credentials and publisher reputation; accuracy; currency; inclusion in standard guides; favourable reviews in standard bibliographic sources.
  - c. **Value:** intellectual, literary, artistic or social value of the content.
  - d. **Core:** represents foundational collections for academic institutions.
  - e. **Diversity:** representative of a wide diversity of views and expressions.
  - f. **Level:** suitable to the curricula and learning outcomes. Materials will be acquired for instructors to use in the preparation of courses, research, and professional development activity.

- g. **Language:** primarily English language, but other languages may be purchased to support interest in learning.
  - h. **Format:** accessible; appropriate for use; content integrity; added value; compatibility with the college network, durability and stability. If usage and access warrant, items may be acquired in more than one format.
  - i. **Cost:** price relative to average costs for materials in the subject area, as well as costs for acquiring, processing and housing or providing access.
  - j. **Existing Holdings:** augments or updates the existing collection.
  - k. **Demand:** as indicated by use of similar material; requests by instructors and students.
  - l. **Duplication:** one copy of each item is purchased except when demand is sufficient to justify the purchase of additional copies.
2. Materials in electronic formats are preferred when they meet several of the following criteria:
- a. Ease of accessibility (via College network and on various devices)
  - b. Ease of use
  - c. Current, broad coverage
  - d. Full text content
  - e. Content suitable to format
  - f. Reliable vendor
  - g. Reasonable cost
  - h. Availability of usage statistics
  - i. Fair licensing terms
3. The College Library is a member of resource-sharing cooperatives among post-secondary institutions in British Columbia. Decisions to acquire products are made based on selection criteria listed in this document.
4. Ongoing subscriptions to print or e-resources (such as an online database or a print periodical) are reviewed on a regular basis with consideration given to usage and costs.

### Definitions

Collection: All materials in all formats acquired by the Library for the College.

Library Materials: Print and non-print materials collected, processed, and made accessible to users by the library. They comprise books, periodicals, reports, maps, and all other forms of audiovisual records.

### Related Documents

2.4.8 Copyright Policy

[Copyright Act](#), RSC 1985, c C-42