

## Red Rocks Community College Library Collection Development Policy

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### Land Acknowledgement

The following land acknowledgement was written by the Diversity and Inclusion Office at Red Rocks Community College, Spring 2022:

In the spirit of healing, Red Rocks Community College acknowledges and honors the Arapaho, Cheyenne, Kiowa and Ute Tribes, recognizing that the land occupied by RRCC is located in the traditional territories and ancestral homelands of these Indigenous peoples. We also acknowledge and honor [the forty-eight known tribal nations](#) that have lived, traded and traveled this land throughout history. RRCC recognizes the significant contribution of Indigenous cultures in Colorado, within our communities and within the land on which we are privileged to gather, live, learn, and work today. We recognize the vital importance of honoring these beginnings and the dedication and importance of Indigenous voices who courageously bring the truth of our history as a state. RRCC stands in solidarity with the Indigenous peoples of Colorado.

### Introduction

#### *Overview*

Red Rocks Community College (RRCC). The college consists of two campuses: our campus in Lakewood which focuses on general studies and our campus in Arvada that focuses on health sciences. RRCC offers in-person, hybrid, hy-flex, remote, and online course modalities. The college offers certificates, AA/AS degree programs, several BAS degrees, a Masters in Physician Assistant Studies program, and workforce development programs.

#### **Community Demographics**

Based on statistics from 2019-2020 Enrollment, the RRCC community is composed of the following racial/ethnic identities:

- Indigenous American or Alaskan Native: 0.08%
- Asian: 3.3%
- Black: 1.6%
- Hispanic: 18.9%
- Multiple Racial Identities: 3.5%
- Native Hawaiian/Pacific Islander 0.3%
- Non-Resident Undocumented Persons: 1.4%
- Unknown: 4.3%
- White: 65%

Total POC: 28.5%

The average age of RRCC students is approximately 25, with the most students falling in the 25-34 age bracket. As of the 2019-2020 academic year, 50.4% of students identify as female and 49.6% identifying as male. There are no statistics on nonbinary, agender, or gender fluid identifying individuals in the RRCC community. It is also worth noting that the statistics regarding undocumented students are self-reported and therefore may not be accurate an accurate representation of the entire community. As of Fall 2021, there are at least fifty individuals in the RRCC community that indicated they were unaccompanied homeless youth. Due to the COVID-19

pandemic, a number of students also received emergency funding specifically for housing and food-related needs. According to the same data, 473 individuals in the RRCC community have veteran status, thirty-nine are dependents of Active US military personnel, totaling in 4.4%. The Student Affairs department at RRCC reported that 43% of all enrolled students identified as first generation as of Fall 2021.

### ***RRCC Mission and Vision Statements***

At the center of the policies and practices implemented at library are Red Rocks Community College's mission and vision statements, found below.

#### **Mission**

Our mission is to provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.

#### **Vision**

We envision Red Rocks as a national and international leader in community college education that is recognized for accomplishments of our students' goals, engagement with our community, empowerment in our workplace, and commitment to our values.

Learn more at [Our Mission | Red Rocks Community College \(rrcc.edu\)](https://www.rrcc.edu/our-mission).

#### **Library Mission Statement**

The mission of the Red Rocks Community College Library is to support the educational goals of the students, faculty, and staff both in the classroom and beyond the walls of the college. We are building an inclusive, collaborative, and vibrant campus destination that facilitates and celebrates the academic and creative activities of the RRCC community. We strive to provide equal access to information, ideas, and knowledge, and we uphold the [Library Bill of Rights](#) and the [ALA Code of Ethics](#).

## **Collection Development Philosophy**

### ***Overview***

Currently the librarians and graduate assistants at the RRCC library are all white and a majority identify as women. These identities inform our worldviews and thus can be limiting in terms of how we perceive inequity. We recognize our identities have afforded us privileges we have not earned and that these privileges have shielded us from many forms of discrimination. Therefore, we acknowledge that it is our responsibility to listen to and learn from our marginalized community members and to take it upon ourselves to become more culturally competent. It is then our responsibility to apply this knowledge in socially responsible action.

The purpose of the Collection Development Policy at Red Rocks Community College's library is to provide selection criteria and guidance for the maintenance and development of the collections. It is the goal of the collection to support current curriculum and instruction and to foster the needs of Red Rocks Community College students, faculty, and staff. It is vital to our collection development philosophy that librarians at the RRCC library strive to form strong professional relationships with faculty, instructors, and staff in order to cooperate on collection development.

We acknowledge that our community is a vibrant patchwork of identities and backgrounds. Our goal is to build a collection that both celebrates and honors who we are as a community and to inspire curiosity and knowledge-seeking beyond one's own experience. To that end, it is also the goal of this Collections

Development Policy to build a collection that challenges long-held practices and policies that center the experience and knowledge of white people while delegitimizing, erasing, minimizing, and actively oppressing the knowledge and experience of minoritized groups and to begin on the path towards decolonization and restorative justice in the Red Rocks Community. To learn more about diverse collections in libraries, visit the ALA's page [Diverse Collections: An Interpretation of the Library Bill of Rights](#).

Additionally, the RRCC library adheres to pertinent ALA statutes regarding intellectual freedom, copyright, and censorship as well as federal and state laws that address these areas. More information regarding the American Library Association's policies can be found [at Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#) and [at Fair Use - Copyright for Libraries - LibGuides at American Library Association \(ala.org\)](#).

## **Red Rocks Community College Library Collecting Guidelines**

### ***Collection Information***

The library at RRCC is located on the Lakewood campus and provides library services for students, faculty, and staff for both campuses. Resources made available to the community include print, non-print media, online databases and digital materials. Items that compose the collection include:

- Print books
- Online journals
- E-books
- Reference materials
- Non-print media such as DVDs, CDs, and Audiobooks

The current print collection is composed of around 25,000 materials that include books, CDs, and DVDs. There are several special collections to note:

- Sterling Jenkins Collection of Performing Arts
- English as a Second Language (ESL)
- Children's Picture Books
- Graphic novels
- Faculty Development materials

Additionally, the library also collects recreational reading materials and Course Reserve titles available for a limited check out period.

### ***Vendors and Sources***

Our collection of physical materials is sourced via a mix of large-scale and local vendors in an effort towards ethical consumerism and cost-effectiveness. The RRCC library also maintains collaborative purchasing agreements with organizations including the Colorado Library Consortium (CLiC).

The library at RRCC utilizes interlibrary loan services via Prospector and OCLC, providing access to materials from libraries through Colorado and worldwide.

### ***General Guidelines***

We define library materials as print books, e-books, online or digital articles, DVDs, CDs, and electronic databases. We collect these materials under the general guidelines that they are contemporary representations of a topic, considered a seminal or superior work in a subject area, and recipients of awards. We also consider how a material will fit into the collection in terms of satisfying community needs. While most items collected will be in the English language, materials in other languages will be collected based on community needs.

Items acquired for the library will support curriculum in all programming including CTE and workforce development programs. To ensure library materials correspond to current curriculum, librarians will consult with the appropriate faculty members to discuss what materials and subject areas would best support their students and courses. A librarian also sits on the Curriculum Council in order to stay up to date on new courses and programs or changes to existing offerings.

Faculty, staff, and students may make suggestions for additions to the collection by contacting Collections Librarian or Library Director at [library@rrcc.edu](mailto:library@rrcc.edu). Additionally, resources of great expense or for a limited audience may be considered based on need and whether or not less expensive options can be located or if the item can be acquired via inter-library loan.

The library will purchase textbooks for the reserve collection courses with one hundred or more enrolled students across all sections per semester. Instructors may also provide us with their own textbooks or other materials to place on reserve. Items may be added to reserves upon request at the discretion of the Access Services Librarian.

### ***Inter-Library Loan via Prospector***

RRCC joined the Prospector Union Catalog in 2019. Prospector allows our patrons to access over 30 million physical items (and some electronic collections) from academic, public, and special libraries across Colorado and Wyoming. This allows patrons access to materials beyond the scope of collection for the RRCC Library. For items unavailable through Prospector, RRCC uses OCLC Worldshare Interlibrary Loan. The Collection Librarian will periodically review interlibrary-loan requests to determine if there are gaps in the RRCC collection that should be addressed.

### ***Guidelines for Special Collections***

We have several collections due to the nature of their content and intended audience are deemed special collections and thus require a more specialized approach to collection development.

#### **Early Childhood Education Picture Book Collection**

This approximately 400-item collection exists to assist the Early Childhood Education (ECE) department and to provide relevant materials for the Child Care center and for families with children. We will be looking towards the Coretta Scott King, Pura Belpré, Asian/Pacific American Library Association Literature (APAAL), and the American Indian Library Association awards to make selections for this special collection in addition to awards such as the Newberry Honor and the Caldecott medal. It is our intention to continue building an ECE collection that reflects the RRCC values of diversity of representation, language, and experience.

#### **English as a Second Language (ESL) Collection**

In 2014 this collection was established with the aid of a Literacy Grant from the State of Colorado. This collection is composed of books, audiobooks on CD, and DVDs intended for English language learners. We will continue to add to this collection based on community needs.

#### **Sterling Jenkins Collection of the Performing Arts**

Named to honor the late Sterling Jenkins, original collector of these items and member of the RRCC community, this collection is composed of over 600 play-scripts and nonfiction materials on the subjects of acting, dance, musical theater, film, and other performing arts. These materials mostly fall into the category of 20th century American and British theater. This collection offers titles not held in our regular collection and supports courses offered in the Theater Department. The Sterling Jenkins Collection is considered complete and the library will not be making efforts to expand it. For the regular collection, the library will continue its efforts to acquire appropriate performing arts

materials, taking specific measure to include more contemporary works and to expand beyond Western theater.

### **VAMA, Fire Science, and Student Life Collections**

The VAMA, Science, and Student Life departments at RRCC utilize the library's ILS to catalog their own collections. While these collections are managed via the RRCC library's ILS, they are housed and maintained strictly by their own departments.

## **Guidelines for Gifts and Donations of Materials**

### ***Acceptable Donations***

The library will accept donated books, textbooks (must be unmarked and the current edition used in RRCC courses), and DVDs for consideration. Donated materials will be evaluated under the same criteria as other potential additions to the collections. There is no guarantee that items meeting these criteria will be admitted into the collection. Review of donated items will be conducted by librarians.

### ***Unacceptable Donations***

Magazines, printed journals, encyclopedia volumes, older textbooks, and outdated media formats like CDs, videocassette, or audiotape are not acceptable donations. Generally, we do not accept monographs that are more than 10 years old, unless they are considered seminal works. Exceptions to the ten-year rule exist for some subject areas.

### ***How to Donate***

The first step to donating is to review our accepted/unaccepted donation policy and then to contact the collections librarian or library director at [library@rrcc.edu](mailto:library@rrcc.edu). We ask that donations please **not** be made via anonymous book-drop. If a receipt is needed, donors are responsible for knowing the value of their donation as librarians are unable to estimate a donation's value. We are unable to pick up donations.

### ***After You Donate***

Librarians will assess donations and select items that will address a need in the collection. These items will then be cataloged and processed into the collection.

If donated items are not accepted into the collection, the library will dispose of those items through established pathways.

## **Collection Maintenance**

### ***General***

Dated materials remain in the collection if they are still considered relevant and informative. Older publications may include offensive, inappropriate, and/or colonial accounts of history. Materials such as these should be treated as the products of a different time and context. Retaining these materials in the collection does not indicate approval or endorsement of bigoted attitudes or colonialist ideology on behalf of the RRCC library or the larger RRCC community.

It is the Collections Librarian's goal to conduct an annual community needs assessment at the beginning of Spring semester. This assessment will address whether patrons have access to appropriate and sufficient materials to meet their needs. This assessment will also address concerns of diversity, equity, and inclusion and ask patrons to speak to their satisfaction with the RRCC library on these fronts.

On an annual basis the library will conduct an inventory of all items in the physical collection to track the accuracy of our holdings and identify discrepancies between our catalog and our actual holdings.

### ***General Removal Parameters***

Collection maintenance is the responsibility of RRCC librarians and will be conducted regularly to ensure the overall integrity of the collection. Titles containing outdated content due to advancement in its field, when new editions become available, or when an item has become worn and tattered, they will be considered for removal from the collection and replacements will be added to the collection as appropriate. When necessary, the library will arrange meetings with faculty to review the materials in order to make the most accurate assessment.

When items are deemed appropriate for removal, the Collections Librarian will then determine the best avenue for the disposal of weeded materials. The library's relationship with CLiC provides a pathway for donating items that fit within CLiC's own donation guidelines. When items fall outside of CLiC's donation guidelines, other donation options will be assessed. If items are unable to be donated, they will be recycled locally.

### ***Collection-Wide Update***

There are plans in place to continue to weed and refine the collection in order to meet contemporary needs, information, and values. This will involve a systematic process of evaluation by subject area. A rubric for evaluation will be used to guide this process and will include stipulations for currency, representation of diverse identities, values, and experiences, use of language, context within greater subject area, and additional criteria. Once weeding is complete, suitable replacements and additions will be made in order to develop a collection more reflective of the community, the community's needs, the values of RRCC, and befitting the strategic goals of the college. The collection will be evaluated and maintained on an ongoing basis as this work is never truly complete.

### **Challenges to Materials**

If a patron finds an item to be offensive, dangerous, or otherwise inappropriate for the collection, that patron, regardless of student, staff, or faculty status, may raise their concerns.

This can be done best via email to collections librarian or library director at [library@rrcc.edu](mailto:library@rrcc.edu). Patrons may also arrange a meeting with a librarian to have a conversation about the problematic materials.