Mission

The Library is committed to providing and making accessible the best possible informational, educational and cultural materials and service to the college’s diverse community of students, faculty and staff. It affirms the mission of City College to support student learning and achievement and to meet the general education, transfer and career/technical needs of our students.

Introduction

The San Diego City College Library provides access to resources and services that support the academic success of City College students. Material formats include books, periodicals, electronic resources (e-resources) and media resources. While the curriculum is the foremost component in the collection development criteria, the library recognizes that close collaboration with the faculty is required to maintain the most relevant collection possible. All collection development decisions, including acceptance of gifts and withdrawal of materials, are the responsibility of City College tenure track faculty librarians hereafter referred to as librarians. Suggestions from students, staff and faculty are strongly encouraged. These guidelines support the mission of the library and the college by providing guidelines for collection development and maintenance.

Guidelines

I. General Guidelines

Materials will be selected according to the following criteria:

A. support of the academic curriculum
B. currency when applicable
C. appropriate academic level for community college students
D. contribution to the balance of the overall collection
E. contribution to the balance of the collection in all District libraries
F. availability of item in alternative formats
G. cost of material relative to the budget
H. materials other than those in English will be acquired only in support of foreign language programs
I. multiple copies of the same titles will be acquired only when appropriate
J. textbooks are acquired only when the material covered is not available in any other resources
K. review sources are used when available and/or appropriate
L. Juvenile, children, and curricular materials are not collected
M. Low reading level materials for English Speakers of Other Languages (ESOL) classes are selectively collected

II. Print Materials Guidelines Supplementing General Guidelines

A. Reference and Circulating Books

Reference books are information resources that include but are not limited to almanacs, manuals, encyclopedias, indexes, handbooks, directories, dictionaries, atlases, and compilations of statistics.

Circulating books are those intended for students to check out of the library. Fiction is acquired when a book is considered of significant literary value such as a title by a well known local author, an award winner, culturally relevant, or a title appearing in Resources for College Libraries.

Paperbacks are purchased only when hardbacks are not available or when the price difference prohibits hardback purchase.

B. Periodical Subscriptions

Periodical subscriptions are print magazines, journals, newspapers, indexes, other serials.

Periodical subscriptions are reviewed on an annual basis according to the following criteria:

1. supplementing the electronic periodical databases
2. illustrations and browsability within popular periodicals
3. current awareness
4. with the exception of general standards like the New York Times, all periodical subscriptions must be available through EBSCO

III. Electronic Materials Guidelines Supplementing General Guidelines

Electronic resources (e-resources) are works that require local and/or remote computer access. These include, but are not limited to, electronic journals or collections of journals; online databases; electronic reference materials; electronic books or collections of books; audiovisual media and streaming audiovisual media. The librarians recognize that the lines between types of e-resources are becoming increasingly blurred and take this into account when developing guidelines and in the collection management process. Librarians participate in the San Diego and Imperial Counties Learning Resources Cooperative purchasing program.
A. **Text Based e-resources**

In accordance with the guidelines set by the California Council of Chief Librarians, San Diego City College subscribes to a core database collection which includes a general purpose aggregated database, an encyclopedic reference resource and a newspaper aggregate. In addition, San Diego City College subscribes to specialized databases that support the curriculum. Some of the benefits of purchasing e-resources are multiple-user and remote-access capability as well as ease of preservation.

Electronic resources are acquired according to the following criteria:

1. degree of user friendliness
2. full-text availability (when applicable)
3. scope and subjects covered
4. value added components

B. **Audio-visual based e-resources:**

Media materials include audiovisual materials supported by available equipment and facilities. These materials include videos (VHS, DVD and streaming), CDs and audio. These formats will be superseded as technology changes. When materials are available in multiple formats, the most current technology will be selected.

In addition, the library acquires media material for the LRC. The City College library follows the American Library Association Guidelines (attached) as it pertains to educational use of audiovisual materials. In accordance with the law and District policy, audiovisual materials are purchased only if closed captioning is available.

IV. **Gifts and Donations**

All gifts and donations are welcome. The decision to add a gift to the collection is made in accordance with the collection development criteria.

V. **Collection Maintenance (De-selection)**

Collection maintenance requires review and assessment of the collection. Periodic withdrawal is an ongoing process. De-selection of a title will occur when it no longer fits the collection development criteria.

Additional criteria may include:

A. usage statistics
B. shelf space
C. physical condition
VI. Conclusion

The collection management guidelines will be periodically reviewed by the library faculty. Revisions to the guidelines will be made to reflect the evolving needs of the San Diego City College and the Learning Resource Center. Input from the faculty, staff and students is encouraged.

Attachment

When the Technology, Education and Copyright Harmonization (TEACH) Act was enacted in 2002, librarians hoped that it would provide some clarity on copyright exceptions for the digital delivery of content for distance education. In reality, understanding what is permitted under the TEACH Act in combination with the Digital Millennium Copyright Act (DMCA) and existing exceptions like fair use have become more confusing to many practitioners. As a result, there are many more questions from the field about what is permitted. This piece was written in hopes of clarifying one aspect of the confusion—digital delivery of content to the “physical” classroom. Our thanks to Jonathan Band legal counsel to ALA and ARL, Peter Jaszi, Professor of Law, Faculty Director of the Glushko-Samuelson Intellectual Property Clinic at American University Washington College of Law and Kenneth D. Crews, Director of the Copyright Advisory Office at Columbia University for assistance in the drafting of and commenting on this document.

PERFORMANCE OF OR SHOWING FILMS IN THE CLASSROOM

Librarians frequently are asked by teachers at all levels of education – from kindergarten to college – about the permissibility of showing films in the classroom. For once, the Copyright Act actually provides a straightforward answer: the Act contains a specific exception for the performance of works such as films in the classroom. If librarians and instructors take advantage of existing law, they can engage in a range of classroom-based video and film performance activities (e.g., the showing of a film) without having to secure any additional license or permissions.

17 U.S.C. § 110(1) permits “the performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction….” It applies to showing of entire films, and also to those that involve less extensive clips from one or several sources. This provision contains several noteworthy limitations. First, it applies only to face-to-face teaching activities, not distance education. The exceptions that apply to distance education are found in the TEACH Act, 17 U.S.C. § 110(2), and the fair use privilege, 17 U.S.C. § 107.

Second, this exception applies only to the showing of films in physical classrooms or similar places devoted to instruction, and not in remote locations. The key question is where the film will be viewed by the class, not where the physical copy is located. While the exception would cover the streaming of a film from a media lab to the classroom where it is viewed, it would not reach the streaming of a film to students’ residences for homework. And while the provision would allow a student to display in class a multimedia presentation including film clips, it would not permit the student to post the presentation to a website. (The permissibility of the posting would be evaluated under the fair use doctrine, 17 U.S.C. § 107.)

Third, the exception does not apply when the instructor knowingly shows an unlawful copy of a film. However, the exception still applies if the instructor reasonably believes that she is showing a fair use
copy of a film. Many instructors compile film clips on a VHS tape or a DVD, which they then show to their classes. At a recent hearing before the Copyright Office, representatives of the motion picture industry acknowledged that an instructor’s creation of a film clip compilation is a fair use, and that section 110(1) permits the instructor to show this compilation in the classroom.\(^1\)

Although the Copyright Act permits the “performance” of films in classrooms, librarians and instructors need to pay attention to contractual restrictions on such performances. When purchasing films from vendors, librarians should make sure that they do not agree to restrictions on classroom uses of the films. If a wholesaler or specialized distributor insists on this restriction, the librarian should purchase the film through a retail outlet that does not impose this restriction when available.

\(^1\) Copying a clip directly from a DVD may require the circumvention of the encryption on the DVD. Section 1201 of the Digital Millennium Copyright Act prohibits the circumvention of technological protection measures, but media studies professors have received an exemption from this prohibition.

The Library Copyright Alliance has requested that this exemption be broadened to apply to professors in all disciplines.

\(^2\) If the notice is worded as a contract, the situation is more ambiguous. Sometimes the packaging might contain wording such as: “By opening this package, you agree not to make any public performances of this film.” Courts disagree on the enforceability of such contracts.

On the other hand, librarians and instructors should not be intimidated by statements on a purchased film’s packaging or at the beginning of the film itself that the film is for “home use” only. These notices have no legal effect, and do not override the section 110(1) classroom performance exception.\(^2\) Similarly, librarians should not pay additional costs to acquire a "performance right" if the only expected showings of the film are consistent with Section 110(1). The license to show the film is necessary only for uses beyond those already allowed under the law.