

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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**BP 4040 LIBRARY AND LEARNING SUPPORT SERVICES**

The District shall have library and learning support services that are an integral part of the institution's educational program and that comply with the requirements of the Reader Privacy Act.

The primary responsibility of the Allan Hancock College library and learning support services is to support the College mission by providing for the educational support needs of all the district's students and faculty and promoting information literacy skills among students and staff. The library provides materials in various formats and delivery modes, including accessible formats, to support teaching and learning and, to a limited degree, the general reading interests of all users.

In addition, the library supports students and faculty who are members of institutions with which agreements for reciprocal use are in effect. The library may also serve members of the local community in accordance with departmental guidelines and college and board policies.

In support of quality education and academic freedom, library users will have access to materials on controversial issues and divergent points of view. Faculty librarians, in consultation with discipline faculty, will determine materials appropriate to the college mission and educational programs.

References: Allan Hancock College Board Policies 3310 (Retention and Destruction of Records), 3820 (Gifts and Contributions to the District), and 4030 (Academic Freedom)  
Education Code Section 78100; Civil Code Section 1798.90; ACCJC Accreditation Standard II.B

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4040 LIBRARY AND LEARNING SUPPORT SERVICES**

The library's mission is to support all Allan Hancock College students and staff with both immediate research needs and the development of information literacy skills to enhance lifelong learning.

Library materials are purchased to support the mission of the college and the educational support needs of the college students, faculty, and staff. No allotment of district library acquisition funds is made to individual departments for textbooks or other instructional materials used in the classroom.

Librarians and teaching faculty are partners in developing the library collection and form an integral part of the teaching and learning process. As such, faculty librarians will, in consultation with teaching faculty, select materials to add to the library's collections, review unsolicited gifts and recommend the acceptance or return of such materials in accordance with district policies on gifts and donations, and evaluate the collections in order to manage the collections, remove dated items, or respond to changing curriculum.

The dean of the library is responsible for:

1. Developing, in collaboration with faculty librarians, policies for the selection and deselection of materials.
2. Overseeing the sale, return, or removal of items as recommended by faculty librarians. Typically, gifts not retained or discarded due to condition, as well as other discarded library materials, are sold to benefit the Friends of the Allan Hancock College Library or donated to another library or non-profit agency in accordance with California Education Code Section 81452.
3. Developing policies to meet the requirements of the Reader Privacy Act and monitoring for compliance.

**References:** Education Code Sections 78100, 78101, 78103, 81452  
ACCJC Accreditation Standard II.B

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