BP/AP COMMENT FORM

BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
Reference the AP or BP number as shown below. BP 4025	Reference the group making the change as shown below. SBVC Classified Senate	Reference the line number with specific verbiage changes as shown below. If recommending new language for consideration, please include the new language. Line 31-…It is also desirable that general education programs involve students actively ~~in~~ examining values inherent in proposed solutions to major ~~society~~ societal problems. Line 35 - The procedures established by the chancellor shall be evaluated by the Academic Senate as to their adherence to the guidelines of Title V.	DO NOT USE THIS BOX. This box is used to track final changes that are agreed upon and made.
BP 4040	Ed Policy Committee, CHC	This document needs to be rewritten and brought back for feedback. See attached additional comments and suggestions submitted by Catherine Hendrickson, CHC librarian. She has submitted a written AP and BP for consideration. Speaking from the perspective of a Librarian, we would "not like to have a Reference to the Civil Code §1798.90 Reader Privacy Act included in SBCCD's BPs or APs because: I personally believe that it is an overly-broad invasion of student privacy, the title is misleading, and not all Community College Districts have included it. (This issue cries out for more research.)"	District Assembly Work Group recommended sending BP 4040 back out to College Councils for further review with comments.

BP/AP COMMENT FORM

NOTE & **SEE EXAMPLE BELOW**: When submitting comment form, please make sure each policy or procedure is listed on separate lines, the representative group must be listed, and the comments should reference the line number of the policy/procedure with specific verbiage to be changed, added, or deleted. The response box should be left blank.

BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
	Catherine Hendrickson (CHC Librarian)	The District shall have library and other instructional support services that are a fundamental part of the educational program; and the Library shall support student learning by providing instruction in critical thinking, information literacy, and up-to-date educational technology. References: Education Code, Sections 78100, 78101, and 78103 Accreditation Standard II.C Title 5, Section 51023 Library Bill of Rights, American Library Association Standards for Libraries in Higher Education, Association of College & Research Libraries	
AP 4040 Library and Other Instructional Support Services	CHC and SBVC Campus Technology Services	**AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES** We would like to suggest that this text be added to BP4040. There is draft document that has different text that refers to this as a library fee. Students are using the current board policy to get free printing in many areas around the SBVC Campus. AP 4040 is a new AP and has not existed before. Printing fees are currently listed under AP5030. And would be better placed or supplemented in this policy.	District Assembly Work Group recommended sending AP 4040 back out to College Councils for further review with comments.

2

BP/AP COMMENT FORM

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		Copiers and Printers are installed and maintained by Campus Technology Services
		
		Fees for printing and copying are collected by Campus Technology Services at each campus for the direct support of those systems.
		
		_____
		
		Proposed Text:
		
		SBVC and CHC STUDENT PRINTING SERVICES
		*(*from AP 5030 Library Fees)
		Students at CHC and SBVC are provided printing and copy services for a fee.
		
		At the discretion of the department offering courses these fees may be waived, for classroom assignments, during scheduled class hours only.
		
		Fees for utilizing these services are as follows:
		  ▪ Photocopiers: ten cents (10¢) per page
		  ▪ Laser printout from computers (black & white): fifteen cents (15¢) per page
		  ▪ Laser printout from computers (color, with or without text): fifty cents (50¢) per page
		Fees collected from student copiers become part of	

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		Campus Technology Services budget to maintain and support student printing and copying systems.	
AP 4040	CSEA	Should tutoring, supplemental instruction, learning communities and the like be included in the AP on "Library and Other Instructional Support Services"?	District Assembly Work Group recommended sending AP 4040 back out to College Councils for further review with comments.
AP 4040	Denise Allen Ed Policy Committee, CHC Catherine Hendrickson (CHC	**Academic and Professional Matter** – this needs to be run by our site library staff This document needs to be rewritten and brought back for feedback. An AP needs to be developed specifically for our district. Also, if another district's policy is adapted, it should be referenced. See attached additional comments and suggestions submitted by Catherine Hendrickson, CHC librarian. She has submitted a written AP and BP for consideration. It's not clear to us why §78103 is not mentioned in our BP and/or AP §4040 because it is the section that is most important for Crafton Hills Library operation. The college librarians create and maintain a wide-ranging collection of library resources; design procedures for the print and electronic selection of library materials; develop informational sources that represent opposing sides of issues; and instruct students and faculty in the principles	District Assembly Work Group recommended sending AP 4040 back out to College Councils for further review with comments.

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	Librarian)	and standards of critical thinking and information literacy. Each library maintains a website providing up-to-date information about the library, links to printed and electronic books and database subscriptions; as well as an electronic Schedule of Courses which lists student services and instructional support details. The District supports the Standards of the Association of College & Research Libraries (ACRL) and the American Library Association's (ALA) Library Bill of Rights. References: Education Code, Sections 78100, 78101, and 78103 Accreditation Standard II.C Title 5, Section 51023 Library Bill of Rights, American Library Association Standards for Libraries in Higher Education, Association of College & Research Libraries Association of College & Research Libraries	
AP 4040	SBVC managers	Samples do not reflect SBVC practices AP 4040 should be developed in consultation with the colleges' librarians	District Assembly Work Group recommended sending AP 4040 back out to College Councils for further review with comments.
AP 4040	SBVC Academic Senate	This is a new AP that has not existed in the past. This 'draft' is a cut and paste from 3 separate community	District Assembly Work Group recommended sending AP 4040 back

BP/AP COMMENT FORM

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BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		colleges and the language, policies and fines are NOT representative of policies and fine practiced at SBVC or CHC colleges. Fines recommended in the draft AP4040 directly contradict existing BP/AP. The proposed language opens the door to loss of library materials. The proposed language would allow community members full access to the computer labs when we don't have enough computers to serve our student population. Our campus libraries should serve and support the student population. AP 4040 is a new AP and has not existed before. The proposed language was all paragraphs/samples from other colleges, like RCC; but it represented other community colleges and not the SBCCD District Libraries. Library faculty have drafted an AP more reflective of campus policies and procedures. However, each campus has slightly different policies and perhaps the AP should allow the library policies and procedures to be locally defined by the campuses. This AP should be pulled for further discussion and written correctly. Suggested language for this AP as follow: **<u>MISSION</u>** Libraries in the SBCCD provide instruction, information resources, and services to support and supplement the	out to College Councils for further review with comments.

6

BP/AP COMMENT FORM

BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
		instructional programs and mission statement of the District colleges by supporting intellectual, professional, personal, and cultural development and learning for students, faculty, and staff of the college communities served. To support this goal, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development of students, staff, and instructors. **ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT** **STATEMENT OF ETHICS** Overarching acquisition guidelines are based on the following tenets from the American Library Association's *Library Bill of Rights:* Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of	

BP/AP COMMENT FORM

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		those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas **COLLECTION MANAGEMENT** Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.	

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		Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements. Broad objectives for selection of educational materials include: To provide materials that enrich and support the curriculum To provide materials that will stimulate growth in factual knowledge To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives To provide materials representative of the diversity of the District, and To place library ethics above personal opinion and prejudice in the selection of materials. As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw	

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		materials from all areas as needed. **CHALLENGES TO MATERIALS** On occasion, a patron may question or challenge the suitability of an item or items found in the collection. On these occasions, the complainant will be reminded that it is the obligation of academic libraries to promote intellectual freedom. As such entities, district libraries will provide materials that promote free, open, and educational discussion of sometimes-controversial matters in order to prepare students to make informed decisions about challenges in their daily lives. It is the sole responsibility of the librarians and their director or coordinator to make final decisions concerning inclusion and exclusion of materials in the libraries' collections. **CIRCULATION SERVICES** **STUDENTS:** Currently-enrolled SBCCD students have free access to library materials and services both on campus and online during posted hours. Students utilizing library materials or services will be held responsible for them and overdue fines/replacement costs will apply. At each time of checkout, students must provide to staff their student identification number and a current photo I.D. for protection against identity theft. Certain library material and items must be used in the college library only.	

BP/AP COMMENT FORM

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		DISTRICT EMPLOYEES: Currently-employed District employees may borrow materials from the circulating collections of the libraries. Standard loan periods and fines will apply. Library services are cancelled upon termination of employment. **COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS:** All are welcome to use the library facility, circulating books, and reference materials while in the building. Upon proof of residence in a college's service area and the verification of a valid email address, individuals over the age of 18 may borrow up to three (3) items from the general circulating collection. An activation fee applies for each specified academic term. Activation fees may vary by location. Community and Alumni Association members are prohibited from use of the Library Computer Lab and may not check out Reserve and Textbook Bank materials nor obtain remote access to databases, as these materials and services are reserved for the exclusive use of the colleges' students. **LIBRARY FINES** Loan periods for library materials vary by item type. Notification of overdue materials will be sent to students via campus email, and it is the responsibility of every borrower to monitor the loan period of the materials s/he borrows. The following fines apply to borrowed materials	

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		not returned for any reason: ***General Circulating Collection:*** 10¢ per item, per day, accumulating to a $5.00 maximum per item borrowed. ***Replacement Cost for General Collection Materials:*** A minimum charge of $40.00 per title, or the cost incurred to replace the title, will be assessed, whichever is greater. If an item is overdue for more than three weeks, it will be considered lost, and a non-refundable clerical fee of $2.00 per item will be charged in addition to the minimum charge as detailed above. If an item is returned in damaged condition such as to render it unusable by other students (as determined by the Library Circulation Supervisor or by the Library Administration), the same fees shall apply for replacement. ***Reserve Materials:*** 25¢ per *item,* per *hour,* accumulating to a maximum of $10.00 per item borrowed. ***Textbook Bank Materials:*** 25¢ per *item*, per *hour*, accumulating to a maximum of $10.00 per item borrowed. ***Replacement Cost for Reserve and Textbook Bank Materials:*** If lost, the replacement textbook copy charge will be the amount incurred by the library to replace the item, plus the overdue fine. ***Computer Checkout Number*** *(District library may or may not choose to use them):* If the laminated card bearing the computer identification number is not returned when the student has finished a session using a computer, the fine will be $10.00 for late return of the card on the same day.	

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		If the laminated computer number is lost, there will be a $22.00 charge to cover the loss. /ICES *(*from AP 5030 Library Fees) The Library Computer Lab at SBVC and the Learning Resource Center at CHC provide computer workstations and software for students to complete coursework. Printing services are provided and the fees for utilizing these services are as follows: Photocopiers: ten cents (10¢) per page Laser printout from computers (black & white): twenty cents (20¢) per page Laser printout from computers (color, with or without text): one dollar ($1.00) per page	