

# PROCEDURE:

## 5.1.2p4. Library Material Selection

*Revised:* November 9, 2007; November 2008, November 2009, February 16, 2011, November 16, 2011, November 20, 2013; November 18, 2014; November 18, 2015; November 16, 2016; November 15, 2017; November 28, 2018; November 20, 2024  
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*Adopted:* April 18, 2007

### I. PURPOSE

Ogeechee Technical College shall maintain a library of educational materials that, within its budget, best supports the academic mission of the College.

### II. RELATED AUTHORITY

State Board Policy 5.1.2. General Program and Program Specific Standards

### III. APPLICABILITY

This procedure applies to all employees and students of Ogeechee Technical College.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

Library Materials Challenge Form

### VI. PROCEDURE

#### **Selection of Materials**

The Director for Library Services will solicit input from all communities of interest to determine what materials should be included in the library offerings. These include, but are not limited to, students, faculty members, occupational advisory committee members, accrediting agencies, and the library advisory committees.

Library books, audio-visuals, periodicals, and other materials shall be selected on an academic and student interest basis.

Ogeechee Technical College, as a public institution, is bound by the First Amendment of the United States Constitution and the analogous guarantees found in Article I of the Georgia Constitution. Ogeechee Technical College also endorses the following standards contained in the American Library Association's Bill of Rights.

1. Books and other library resources should be provided 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 those contributing to their creation.

2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

#### **Consideration of Objections to Library Materials**

1. Inquiries regarding library material will first be reviewed in an informal discussion with the Director for Library Services.
2. In the event informal discussion does not satisfactorily answer a complainant's questions or resolve differing points of view, the complainant may submit an objection to the Library materials by filling out the Library Materials Challenge Form.
3. Absent extraordinary circumstances, the Director for Library Services shall reply in writing to the complainant within thirty calendar days of the Director's receipt of the form. A copy of the reply and all accompanying documentation will be forwarded to the Vice President for Academic Affairs. The decision of the Director for Library Services shall be final.

#### **VII. RECORD RETENTION**

All completed forms will be maintained in the office of the Director for Library Services for a period of five years.