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I. INTRODUCTION

The James W. Dillard Library is located in Borger, Texas on the campus of Frank Phillips College. Borger, Texas is a small town in the Texas Panhandle, roughly 40 miles northeast of Amarillo. Frank Phillips College, founded in 1948, serves the Borger Junior College District and has a service area of nine counties: Dallam, Sherman, Hansford, Ochiltree, Lipscomb, Hartley, Hutchinson, Roberts, and Hemphill.

The Dillard Library was established in 1967. The library itself is a 14,000 ft² facility housed on the 2nd floor of the building. This facility offers handicap access via elevator on the main floor or ramp access via the back entrance to the library. The Dillard Library is a member of the Harrington Library Consortium (HLC), which consists of well over 100 libraries located in the Panhandle/North Texas region. Membership in the HLC allows FPC patrons access to all of the resources at any of the member libraries both directly as well as through Interlibrary Loan Services (ILL). ILL services are offered as a free benefit for all FPC patrons.

This library collection houses over 15,000 printed volumes of reference, academic and fiction books. There are also extensive academic and music CD collections and a growing DVD section. The LRC subscribes to over 25 monthly, weekly, and daily periodicals in paper format. Newspapers are kept for 3 months and magazines are archived for 3 months as well.

Frank Phillips College Mission Statement: Frank Phillips College is a comprehensive community college. The mission of this institution is to provide quality educational

programs to the residents of its service area, the nine northernmost counties of the Texas Panhandle. The Board of Regents, administration, faculty, and staff are united in their commitment to the accomplishment of this mission. In accordance with its mission, the institution endeavors to assist each individual in acquiring the skills, facts, values, and attitudes necessary to participate in and contribute to the democratic society in which we live.

The college operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy and other basic skills programs for adults; and
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards, in the best interest of post-secondary education in Texas.

Purpose: The primary mission of the Dillard Library is to provide friendly service and quality educational materials and programs to enhance the instructional goals of Frank

Phillips College. The purpose of Collection Development Policy is to properly facilitate the quality education provided by Frank Phillips College and to aid in the overall improvement of the community as a whole. Materials of any format may be considered for acquisition, provided that items either:

1. aid the college curriculum;
2. encourage life-long learning;
3. foster the development of life skills;
4. aid faculty or staff in the administration and accreditation of the college;
5. provide a service to the community as a whole; or
6. keep the community informed of current events.

II. USER COMMUNITY

Community Population: Borger, Texas, located in Hutchinson County and home to Frank Phillips College, has a population of 15,808. The nine counties that Frank Phillips College serves have an estimated population of 59,022. Hutchinson County is the largest of these, with a 2006 estimated population of 22,460. Hutchinson County is 75.7 percent white, with 18.1 percent Hispanic user population.

College Population: The average age of the Frank Phillips College student is 26.66 and 57.5 percent of the students are female. While 71.1 percent of the populace is white, there is also a strong minority of Hispanics at 19.4 percent. The African American student component is 3.77 percent and the remaining 5.8 percent consists of Asian American, American Indian, non-resident, and unknown.

III. COLLECTION DEVELOPMENT

Collection Development: Collection development suggestions are encouraged among any and all who frequent the James W. Dillard Library. However, the primary development policy is the responsibility of the sole librarian employed by Frank Phillips College. If an item is requested by a community member, an employee of Frank Phillips College, or a student of Frank Phillips College and the item meets the criteria listed above, the library will purchase the item, provided there is sufficient funding available. In addition to recommendations, each academic year the library will use funding not to exceed ten percent of the collection development budget for a “gap collection,” to help round out the library’s weakest topical section, provided there is sufficient funding available.

Procedures: The collection development procedure is limited to no less than an annual meeting of the library advisory committee. This committee discusses the current holdings, budgetary limitations, and potential areas of concentration for the upcoming academic year. The committee will begin meeting in July of 2009. Recommendations are made by this committee; however the ultimate decision for acquisitions rests with the director of the library.

Needs Assessments and Activities with Patrons: Needs assessment activities are developed by the Dillard Library staff and given to patrons and will be performed annually beginning in the spring of 2009. The Dillard Library does not have any literacy programs outside of the college curriculum, as this function is served by the Hutchinson County Public Library, also located in Borger. Currently all information literacy duties

are handled through the college's FYIS 0101 (First Year Institute Seminar) course, for students.

IV. ACQUISITION FORMATS

Books: The Dillard Library currently houses roughly 17,000 volumes of print materials. Hardcover items will be given preference, when cost is no factor for aesthetic and durability reasons. If the library needs multiple copies of an item or there is a significant price difference between hardcover and paperback formats, paperback will be strongly considered. For fiction items, works required by the English and literature courses will always take precedent over popular fiction items.

E-books: With the Dillard Library's participation in and subscription to TexShare, patrons have access to roughly 27,000 electronic books on a broad range of topics. Unless specific requests are made, e-books will be given the lowest priority.

Periodicals: The Dillard Library currently subscribes to roughly 25 popular and academic print journals. As the college curriculum evolves, recommendations from the collection development committee and faculty will be given serious consideration. Academic journal requests will always be given a higher priority than popular journal requests. Popular subscriptions will be considered from any source; however, these requests will be determined at the end of the fiscal year to prioritize faculty and student needs first. Because of the prohibitive cost of many academic journals, the ultimate decision for acquiring these subscriptions rests with director of the library. Many periodicals are now available in electronic form, via the TexShare databases. This has been taken into consideration when deciding which periodicals to keep in the print format.

Newspapers: Frank Phillips subscribes to approximately 15 newspapers. While these range from local, state, and national papers, priority for purchasing new subscriptions will be given to those papers that cover the interests of Frank Phillips College.

Requests by the community will be considered at the end of the fiscal year.

Online Resources: These are defined as any item that requires a computer with internet to access. The Dillard Library's membership in the Harrington Library Consortium (HLC) and the TexShare program provides Frank Phillips College with roughly 60 online databases for patrons. Access to these resources is granted with a current HLC library card and the login information, which can be gained from any library staff member. Because of the extremely prohibitive cost of most on-line resources, the library will give primacy to requests for these materials from employees of Frank Phillips College or the collection development committee.

Video Materials: There are approximately 800 video/dvd holdings at the Dillard Library. These materials are primarily acquired through faculty requests for use in the classroom, although requests from the students at Frank Phillips College and members of the community will be considered at the end of the fiscal year.

Music Materials: CDs are purchased at the request of the music department faculty and, if necessary, in accordance with the American with Disabilities Act and Frank Phillips College policy for students with poor eyesight. The Dillard Library, along with the college, is committed to making additional accommodations for any student who provides adequate documentation verifying his/her disability and who has requested, in writing, specific services. A selection of audio books is available online through the HLC.

Foreign Language Materials: Foreign language materials will not be purchased by the Dillard Library unless the item is necessary for part of the Frank Phillips College curriculum, part of Frank Phillips College continuing education department, or the item aids the community workforce programs.

Special Collections: Although the Dillard Library currently has only one special collection, the Tibor Stern Collection, any future special collections will be housed in the Gloria Rummel Conference Room, located on the bottom floor of the library.

Rare Books: The Dillard Library has approximately 2,500 books considered to be “rare.” This means the books are either signed by the author, a first printing, or over sixty years old. These items will not be checked out to patrons and the purchase of rare books will only be considered if the funding for such a purchase is a gift and is specified for such a purpose. The section is under review and will likely be significantly reduced, if not dismantled.

Consortia: The Dillard Library is a member of the Harrington Library Consortium (HLC) which is one of the most unique, innovative, and futuristic projects in the library world. Realizing the need to cooperate and share resources, in 1977 the directors of Amarillo College, Amarillo Public Library, and West Texas State University Cornette Library began to discuss ways this need could be fulfilled. Through informal discussions, these directors realized their individual institutions shared a common purpose: to serve the people of the Texas Panhandle. Their discussions then expanded to include not only cooperation and resource sharing among their libraries but also ways these concepts could be extended into the entire Panhandle. Because of the participation in the HLC,

interlibrary loan services are provided free of charge to those with a library card at any participating library. A full list of participating libraries can be found [here](#).

V. ITEM LOCATION

Location of Items: Frank Phillips College uses the Dewey Decimal Classification (DDC) system to catalog items. All materials can be found on one floor of the library building, floor 2. The Mezzanine is now the location of the Student Central Office and no longer houses any library items.

VI. INVESTIGATIONS, CENSORSHIP, AND COMPLAINTS

Investigations: It is the policy of Frank Phillips College and the Dillard Library to comply fully with any legal investigation of its students or patrons, provided the proper legal channels have been followed. The Frank Phillips College catalog clearly states: The release of student records for off-campus use occurs only with the student's knowledge and signed written consent or where required by law or regulation. While the computers in the Dillard Library are open to the public, users should expect limited privacy in regards to the contents of their personal files on a school system. Frank Phillips College and the Dillard Library reserve the right to investigate any suspicious or inappropriate activity conducted through the FPC internet link. The Dillard Library's acceptable use policy can be found [here](#). In the instance of an investigation, the initial validity of a request for records will be determined by the director of the library. Once validity has been established, records will be released to the proper authorities with the approval of the chief academic officer and President of the college and once legal counsel has been consulted.

Censorship: With respect to internet usage in the Dillard Library, a library user's right to free speech applies also to communication on the Internet. FPC reserves the right to restrict a library patron's freedom of use on the Internet for valid educational and legal reasons. The College will not restrict free speech on the basis of a disagreement with the opinions an individual wishes to express. The policy of Frank Phillips College is in full support of the American Library Association's stand on freedom of information which aims to defend the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. The Dillard Library will only censor those items or individuals that the director of the library deems to be an imminent threat to the physical safety of another individual or to the library, college, community, state, or nation.

Complaints: Any patron of the Dillard Library that wishes to lodge a complaint against an employee, patron, or holding of the library may do so in person, with a letter or e-mail to the director of the library, or, beginning in spring of 2009 with a form on the Frank Phillips College website found here:

http://www.fpctx.edu/Students/Lib_CommentsForm.asp. Complaints against the Director of the Library should be directed to the Vice President of Academic Affairs, who is the direct supervisor of the Director of the Library and can be contacted at scarroll@fpctx.edu. Complaints, unless against the Director of the Library, will be handled by the Director and, if needed, referred to the Vice President of Academic Affairs. If the complaint is against the Director of the Library, the Vice President of Academic Affairs, in conjunction with the President of the college, will be the arbiters.

VII. WEEDING

Weeding: The James W. Dillard Library aims to weed roughly the same amount of items added to the collection each year. The statistical goal is roughly 5 percent of the collection that is replaced due to poor conditions of an item, outdated information, or irrelevance to the goals of the James W. Dillard Library. Given that weeding is largely a subjective activity, the Director of the Library will have the final decision on items remaining in the collection. Decisions on how to best disperse the weeded items will rest with the administrative cabinet with consultation from the Director of the Library.

VIII. POLICY REVIEW

Amendments to the Policy: The Dillard Library's collection development policy will be reviewed annually by the collection development committee. Frank Phillips College and the Dillard Library reserve the right to amend the policy as necessary throughout the academic year.

IX. APPENDIX

ACCEPTABLE USE POLICY

FPC has the right to place reasonable restrictions on material that is accessed or posted through the system. All library users are expected to follow all computer regulations approved by the FPC Administration and Board of Regents. Violations of these regulations could result in removal of college computer access.

Library Resource Regulations

1. Use of the College Internet Link for commercial purposes or any attempt to offer, provide or purchase products or services is not allowed.
2. Political lobbying is not allowed on the FPC Internet Link. However, the system can be used to communicate with elected representatives and to express an opinion on political issues.
3. Personal contact information about other people is not allowed. Personal information includes: addresses, phone numbers, e-mail addresses, etc.
4. Unauthorized access to the FPC Internet Link, any attempt to disrupt the college's system or destroy data by spreading a computer virus is forbidden and could result in legal prosecution.
5. Any attempt to log in through another person's account or access their computer is strictly forbidden.
6. Any attempt to harass, post false or defamatory information about another person or organization is strictly forbidden and could result in legal prosecution.

CODE OF ETHICS

The FPC Library respects the privacy and confidentiality of its patrons. The library will do its utmost to respect the intellectual freedom of its library users for the purpose of educational research. This statement does not cover the following actions:

Plagiarism Copyright Infringement - Plagiarism is strictly forbidden and could result in immediate expulsion from the college library. The rights of Copyright owners will be respected. Since Copyright Law can be very confusing, please consult with the library staff regarding copyright issues.

Access to Pornographic Material on the Internet - Use of the FPC Internet Link to view material that is deemed obscene (pornographic), advocates violence, illegal activity or discriminates against other people (hate literature or images) is forbidden.

FREE SPEECH

A library user's right to free speech applies also to communication on the Internet. FPC reserves the right to restrict a library patron's freedom of use on the Internet for valid

educational reasons. The College will not restrict free speech on the basis of a disagreement with the opinions an individual wishes to express.

DUE PROCESS

1. The school will cooperate fully in any investigation related to any illegal activities conducted through the FPC Internet Link.
2. Library users found guilty of violating this policy, resulting from a reasonable investigation, will be dealt with in a manner set forth in the college rules.

SEARCH AND SEIZURE

1. Library users should expect limited privacy in the contents of their personal files on a school system.
2. Routine maintenance and monitoring of the FPC Internet Link may lead to discovery that this policy has been violated.
3. An individual search will be conducted if there is a reasonable suspicion that this policy has been violated. The investigation will be reasonable and related to the suspected violation.

LIMITATION OF LIABILITY

FPC cannot guarantee that the functions or services provided through its Internet Link will be error-free or without defect. The College will not be responsible for any damages a library user may suffer due to the following:

1. Loss of data or interruption of service
2. Accuracy or quality of information obtained or stored on the system
3. Financial obligations arising through the unauthorized use of the system