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Collection Development Policy

**for
HCC Libraries**

This policy was developed by the HCC Library Cluster in April 1993.
Revised _____.

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Collection Development Policy

I. HCC and Library Vision and Mission Statements

Vision

The College's vision is that Hillsborough Community College will deliver education of the highest standards enabling a diverse community of life-long learners to achieve their maximum potential in a global society. Its mission is that Hillsborough Community College, a public, comprehensive institution of higher education, empowers students to excel through its superior teaching and service in an innovative learning environment. The College's mission and vision drive the vision and mission of the HCC Libraries.

The vision of the HCC Libraries is to provide excellent learning resources and information literacy programs to support members of the College community in achieving their academic goals, and in navigating the increasingly complex world of information. This vision supports the institution vision by assuring the resources needed to support the abilities of learners to achieve their maximum potential.

Mission

HCC Libraries are teaching libraries that support and enrich the educational curriculum by:

- Selecting, acquiring, organizing, and providing resources, in all formats, that meet the academic needs of a diverse community
- Providing sufficient, qualified professional and support staff and resources
- Providing library information literacy instruction to help students develop critical thinking skills and become independent life-long learners
- Providing professional research assistance and consultation
- Improving library resources and services through regular program evaluation and continuous participation in college-wide planning and evaluation

HCC librarians will accomplish this mission in collaboration with the Hillsborough Community College community.

This mission supports the institutional mission by providing the resources and services needed to sustain an innovative learning environment.

A. Programs Offered

Hillsborough Community College offers an Associate in Arts degree (university transfer) and a broad range of technical programs through which students may pursue an Associate in Science or Associate in Applied Science degree. In addition, numerous courses are offered for adults who have specific training needs or desire to pursue a special interest.

B. Subject Areas

The primary subject areas collected are those that support and enhance the broad range of course offerings and instructional activities of the College.

C. Variety of Formats

The HCC Libraries provide materials in a variety of print and electronic formats including books, periodicals, microforms, videocassettes, compact discs, DVDs, slides, specialty databases and Internet resources. HCC Libraries strive to keep as current as possible with the most up-to-date informational resources.

II. Collection Development Policy

A. Affirmation Statements on Intellectual Freedom

1. Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillofrights.pdf>

The Library Bill of Rights adopted by the American Library Association is the foundation upon which library collection development is based. The main thrust of this statement is that "libraries should provide materials and information presenting all points of view" and that libraries should challenge censorship.

2. Freedom to Read Statement

<http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomtoreadstatement.pdf>

The Freedom to Read is a joint statement by the American Library Association and the Association of American Publishers. It is a basic statement on free expression and censorship as they pertain to libraries. The statement has seven points used by libraries to provide materials that "make available the widest diversity of views and expressions" and to provide materials that "enrich the quality and diversity of thought and expression."

3. Intellectual Freedom Statement

<http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/ifprinciplesacademiclibraries.pdf>

This statement uses as its basis the First Amendment to the United States Constitution, freedom of expression, to reaffirm the American Library Association's The Freedom to Read statement. The Intellectual Freedom Statement fosters support for the academic community through all legitimate means in defense of intellectual freedom.

B. Professional Library Standards

1. Southern Association of Colleges and Schools (SACS)
Principles of Accreditation: Foundations for Quality Enhancement

<http://www.sacscoc.org/pdf/PrinciplesOfAccreditation.PDF>

Hillsborough Community College is fully accredited by the Southern Association of Colleges and Schools (SACS). Standard 3.8.1 in “The Principles of Accreditation” requires that the institution provide learning/information resources that are appropriate to support its teaching, research, and service mission.

2. American Library Association (ALA)/ American College and Research Libraries (ACRL) Standards For Libraries in Higher Education

<http://www.ala.org/ACRLPrinterTemplate.cfm?Section=acrstandards&Template=ContentManagement/HTMLDisplay.cfm&ContentID=76148>

These standards were approved by the ACRL Board of Directors in June, 2004. The standards are intended to apply to libraries supporting academic programs at institutions of higher education.

C. Statements on the Copyright Law

Hillsborough Community College adheres to the provisions of the U. S. Copyright Law and related guidelines, and has established an Administrative Rule (6HX-10-5.03) Copyright Law Compliance and Administrative Procedures (4.07) Copyright Compliance regarding compliance by college employees and students.

D. Resource Sharing

As needed, HCC Libraries borrow materials they do not own from other libraries. Although these arrangements provide access to additional materials, they do not release the Library from its responsibility to provide adequate resources for the College community. Resource sharing impacts collection development in that a purchase may be indicated if a particular item is borrowed frequently by patrons through interlibrary loan.

E. HCC Libraries - Clientele

HCC Libraries provide the College community with organized collections of print and electronic resources. The broader community has access to these resources as defined in reciprocal borrowing agreements, cooperation agreements and Community Borrower procedures.

F. Selection

HCC librarians use the professional literature and other appropriate sources to identify and requisition resources in support of current and anticipated patron needs. The literature and sources allow librarians to systematically determine

the currency, quality, value, and usefulness of those items selected for the collection.

1. Responsibility

Librarians have the task of determining what materials the patrons want or need and are responsible for the scope and content of the collections. Therefore, the responsibility for coordinating and recommending the selection and purchase of library/learning resources materials rests with the librarians.

2. Recommendations

The librarians' most valuable assistants in the selection of materials are members of the teaching faculty. Input should be encouraged with the understanding that all recommendations must be approved by the librarians before purchase and that budget constraints may limit the number of items that can be purchased. Consideration will also be given to recommendations from administrators, staff, students, and members of the community. If it is determined that the materials are appropriate for the collection and if the budget allows, the materials will be recommended for purchase.

3. Selection Guidelines

HCC librarians subscribe to levels 1, 2 and 3 of a 6 tiered ranking system to guide them in considering the depth and scope of the HCC collections. These 6 levels are:

- Level 0 - Out of scope; no holdings in the collection and nothing bought.
- Level 1 - Minimal level; only a few items in the collection.
- Level 2 - Basic information level; highly selective collection that introduces and defines the subject and indicates the varieties of information in it.
- Level 3 - Instructional support level; collection supports undergraduate or graduate-level course work and sustained independent study. This level is further divided into initial and advanced study.
- Level 4 - Research level; collection contains materials necessary for dissertations and independent research.
- Level 5 - Comprehensive level; collection is exhaustive in a few, limited areas.

a. General Criteria

HCC Libraries use the following criteria in selecting materials for their collections:

- (1) Materials shall support and be consistent with the Vision and Mission of the College.

- (2) Materials shall support the curriculum and cultural interests of the College community.
- (3) Materials shall meet high standards of quality in currency, factual content and presentation.
- (4) Materials shall be appropriate for the subject area and for the emotional development, ability level, and social development of the students for whom the materials are selected. Textbooks that are used in classes are generally not purchased.
- (5) Materials shall be chosen to realistically represent, and foster respect for our pluralistic society.
- (6) Biased or slanted materials may be provided to meet specific curriculum objectives.
- (7) Materials chosen on controversial issues will be selected representing various views in order to maintain a balanced collection.
- (8) Physical format and appearance of materials shall be suitable for their intended use.

b. Electronic Format

In addition to such conventional collection development criteria as scope, content and purpose, the following guidelines should be considered:

- (1) Product design, functionality and ease of navigation.
- (2) Connectivity.
- (3) Cost, including equipment availability and printing requirements.
- (4) Technical support of the product.
- (5) Availability and content of databases provided through the Library Information Network for Community Colleges (LINCC) and other resources.
- (6) Impact on public service operations.

c. Special Collections

Some HCC Libraries may have collections that are kept separate from the rest of the materials. These Special Collections are usually determined by the librarians and set aside because of format, circulation requirements, subject matter, or for purposes of preservation.

d. Gifts

It is the prerogative of the HCC librarians to accept or reject any gift. The librarians retain the right to examine gift materials before acceptance. They also retain the right to dispose of gift materials, including books, magazines, or audiovisuals, in an appropriate manner.

e. Collection Evaluation

The collections of HCC Libraries are routinely evaluated in accordance with the guidelines of the Collection Assessment Statement and Plan, 2003. Evaluation is necessary to determine whether the collections are relevant to the needs of students, faculty, and staff.

G. Weeding Process

Building a viable collection is a dynamic process that includes deselecting obsolete, worn or damaged materials, or items no longer relevant to the curriculum. Weeding is the process of discarding materials of all formats that are no longer of value.

1. Responsibility

Although instructional faculty should be encouraged to provide input, the librarians have ultimate responsibility for the removal of any library/learning resources materials.

2. General Criteria to Weed Materials

- a. Materials in poor condition. If heavily used, they should be replaced - or, if possible, repaired.
- b. Duplicates no longer needed.
- c. Older editions that have been replaced by newer ones.
- d. Materials that have not circulated for three to five years and are not classics.
- e. Materials that contain outdated or inaccurate factual content.
- f. Materials that no longer support curriculum.
- g. Periodicals that are no longer needed.

3. Disposal of Materials

Once removed from a campus library collection, material will be disposed of in the following priority:

- a. Dispensed to another campus library or group at the College
- b. Offered to agreed-upon institutions or agencies within the area
- c. Discarded at the discretion of the campus librarian(s)

H. Challenged Materials

1. Procedure

On occasion, someone may question or challenge the suitability of certain materials found in the College collection.

A Library patron who approaches a staff member with such a challenge or question will be referred to a librarian.

Such questions will be met appropriately by the librarian with reference to these Collection Development Policy guidelines, including the Library Bill of Rights and/or Freedom to Read statement.

If a patron wishes to challenge formally the Library's inclusion of an item, he/she will be directed to complete the "Request for Review" form and submit it to the Library.

Written challenges about any HCC Library item, sent to any office in the College, will be referred to a librarian on the campus where the item is housed.

A challenge of any item will be discussed by the Library Cluster and the Director of Associate in Arts Programs. The complainant will receive a written response indicating the Library's position and action planned or taken.

In the interim, the challenged material will not be removed from its usual place in the collection.

I. Review of Collection Development Policy

The Hillsborough Community College Collection Development Policy is a joint effort of the Library Cluster and the Director of Associate in Arts Programs. It will be reviewed and revised as necessary to reflect the changing information environment and the needs of the College.