COLLECTION DEVELOPMENT POLICY

PURPOSE

The mission of the University of Hawaii-Leeward Community College Library is to serve the needs of Leeward CC students, faculty, and staff by providing access to knowledge and learning through resources and facilities in a comfortable and safe environment.

The purpose of this policy is to guide the systematic development and maintenance of the Leeward CC Library’s print, media, and electronic resources.

POLICIES AND GUIDELINES

The Leeward Community College Library fully endorses and adopts as its policy the Library Bill of Rights as developed by the American Library Association (ALA).

1. All library resources should be provided for the interest and information needs of all people of the community the library serves regardless of age, race, background, nationality or views.
2. No form of censorship, whether based on personal or ideological bias, is allowed to influence the development of the library collection.
3. The library should provide materials presenting all points of views on current and historical issues.

RESPONSIBILITY FOR SELECTION OF MATERIALS

Leeward CC librarians have primary responsibility for collection development. Faculty instructors are encouraged to review library collections in their subject area and to make recommendations for purchase and deselection. All library users, regardless of status, are encouraged to suggest additions to the library collection.

The librarians are assigned responsibility for areas of the collection based on their background, education and expertise. Each librarian is responsible for selecting and weeding materials in assigned areas, coordinated by the Technical Services Librarian.

Suggestions and inquiries on materials in the collection are welcome. Any comments or concerns regarding the materials in the collection should be addressed in writing to the Head Librarian of the Leeward CC Library.

CRITERIA FOR SELECTION OF MATERIALS

The librarians select materials based on the needs and interests of students and faculty. In making final
selections, the librarians get input from faculty, guided by the composition of the present collection and by the
following standard criteria, as appropriate to the type of materials under review:

1. Relevance to the Leeward CC curriculum in one or more courses
2. Relevance to a perceived demand, including leisure reading, current events, campus activities, professional reading for faculty and staff, and subjects requested through interlibrary loan
3. A style and reading level appropriate for a general, undergraduate, occupational or selected remedial audience such as ESL students
4. Availability and currency of existing holdings in the same or similar subject
5. Relative need for subject coverage and balance in the collection as a whole
6. Appropriate size, physical format and design
7. Cost in relation to current budget allocations
8. Ease of access or user-friendliness of electronic resources

This selection policy applies equally to all resource materials, whether acquired by purchase, gift or exchange.

**TYPES AND FORMATS OF MATERIALS COLLECTED**

**Books** are normally purchased in paperback for general circulation and leisure reading. If regular use is expected, a hardback should be purchased unless it is prohibitively expensive. Books that require frequent updates, such as computer applications and test preparation are usually purchased in paperback.

**Popular fiction** is not routinely purchased. A limited number of popular fiction books that are requested by faculty or students or have been reviewed will be purchased, as funds allow.

**Bestsellers** are leased from a book vendor on a regular basis. This leased collection provides current popular fiction titles that are not routinely purchased.

**Textbooks, workbooks or laboratory manuals** are normally not purchased by library funds to support classroom use. Instructors may place textbooks, workbooks or laboratory manuals on reserve in the library for use by their students.

**Duplicate titles** are purchased only when warranted by heavy use of copies already held or viewed as having significant cultural value. Duplicate copies are commonly purchased for titles in the Hawaiian-Pacific subject area.

**Audiovisual materials**, including DVDs and CDs, are purchased to meet primary needs for curriculum and occasional needs for recreation.

**Periodicals** (magazines, journals, newspapers) are purchased by subscription, in a variety of formats, including print and electronic. Acquiring and cancelling periodicals are determined by the librarians collectively with input from faculty, needs of curriculum, and interests of students.

**Electronic Databases**, including electronic books, are evaluated collectively by the librarians before the decision of a subscription is made. Feedback from trials of new databases and input from faculty and students
are taken into consideration. Electronic items are evaluated using the same basic criteria as print materials.

**LANGUAGE**

The primary language of the library collection is English. The Library purchases bilingual and foreign language materials based on the needs of faculty and students, but does not actively maintain multilingual collections.

**GIFTS**

Gift items are accepted if the Library is given complete authority to handle or dispose of them as the Library deems appropriate. Gifts will be added to the collection using the same criteria as are used for evaluating materials for purchase. Unused gifts may be sold, donated elsewhere, or discarded. The Library will acknowledge the receipt of the gifts by a form letter when requested by the donor, but the librarians do not place monetary value on any gift items.

**COLLECTION MAINTENANCE**

Librarians periodically evaluate the collection to identify materials for withdrawal. The same guidelines apply to the existing collection as to new purchases. Materials that no longer meet the criteria for inclusion in the collection will be removed from the shelf.

**CRITERIA FOR DE-SELECTION OF MATERIALS**

Librarians review, evaluate, and weed the collection in order to maintain its currency and relevance. The following criteria will be used when evaluating and withdrawing materials.

1. Items which are outdated according to subject and discipline standards
2. Worn, damaged or heavily marked books
3. Superseded editions of items currently held by the Library
4. Curriculum revisions or changes
5. Change in demand as demonstrated in circulation statistics
6. Multiple copies of titles for which there is not adequate usage justification

**DATE OF ACCEPTANCE: OCTOBER 6, 2015. REVISED JULY 20, 2018**