Collection Development Policy
Highline College Library

Purpose
This collection development policy states the guiding principles and procedures under which collection development activities, including the selection, maintenance, and weeding of print, electronic, and media library materials for the Highline College Library, will occur. This document is to be reviewed every three years.

Objective
The library collection supports the mission the library and the college. The goal of collection development is to meet the information needs of our students, faculty, and staff by providing access to a variety of relevant print, media, and electronic resources. The collection includes representative and meaningful information resources suitable for a culturally diverse college community. It provides materials that attract and address a variety of learning styles and levels of sophistication.

Intellectual Freedom
Adherence to intellectual freedom is a fundamental tenet of the Highline College Library in carrying out its educational mission in a democratic society. The Highline College Library firmly endorses the American Library Association's *Library Bill of Rights* and the International Federation of Library Associations and Institutions' (IFLA) *Statement on Libraries and Intellectual Freedom* As IFLA states and the Highline College Library affirms, "Commitment to intellectual freedom is a core responsibility for the library and information professional.

Collection Development Priorities
The primary users of the Highline College Library are its students, faculty, and staff. Sole priority in collection development is given to providing access, both on- and off-campus, to information sources meeting the information needs of these users.

Secondary users, including the general public as well as students from other schools, are welcome to use the Library and access its collection. However the library does not purchase materials specifically for them.

As a government publications depository library, the Library serves the constituents of the Washington State 9th Congressional District by providing access to its government documents collection.

Collection Development Budget
The collection development budget pays for monographs, periodicals, standing orders, media, and electronic databases. It is used to purchase materials housed in or accessed through the library or any designated campus satellite library conforming to library policies and procedures). This budget is not used to purchase materials for college department or faculty/staff office collections.
This budget is comprised of a basic materials budget. In additional, ongoing funding is provided for supporting professional/technical programs (Perkins funds) and Bachelor of Applied Sciences (B.A.S.) programs. Also, on occasion the library may receive grant or special funding supporting specific programs or initiatives.

Responsibility for Collection Development
The Dean of Instructional Resources has overall responsibility for library services, including collection development. The Collection Development librarian has lead responsibility for collection development matters, and actively participates in collection development activities.

The Electronic Resources lead librarian coordinates the acquisitions and evaluation of electronic resources including working with vendors to set up trials, negotiate price, evaluating databases, soliciting feedback from faculty and other librarians as well as setting up remote access together with the systems librarian.

Each reference librarian has collection development responsibilities, including reviewing and selecting print and media materials; participating in database review and selection, and weeding library collections. Suggestions for titles to be added to the collection can be made by any member of the college community. Such recommendations should be actively solicited by librarians from individuals with areas of expertise. Suggestions by the library's primary users take precedence.

Selection of Library Materials

- **General Collection level:** generally, library collection development activities will correspond to developing and maintaining a [Basic Information Level](#) collection as stated by the Library of Congress. This level is intended to support the basic informational needs of students working on a transfer degree, a professional/technical degree or certificate, and basic education and English language skills. Specifically, this level is comprised of:

  Collections of general periodicals and a broader and more in-depth array of introductory monographs, reference tools, and media titles that includes:
    o   Basic explanatory works.
    o   Histories of the development of the topic.
    o   General works about the field and its important personages.
    o   Selected specialized monographs and reference works.
    o   A limited collection of representative general periodicals.
    o   Defined access to appropriate electronic resources.

- **Bachelor of Applied Sciences Collection level:** library collection development activities supporting Bachelor of Applied Sciences programs will correspond to the [Instructional Support Level](#) as stated by the Library of Congress. This level is intended to support undergraduate and most graduate instruction and is adequate to maintain knowledge of a subject required for limited generalized purposes, of less than research intensity. Specifically, this level is comprised of:

    o   Wide range of basic monographs.
    o   Histories of the development of the topic.
    o   Selected specialized monographs and reference works.
    o   Extensive collections of works of more important writers.
    o   Selections from the works of secondary writers.
    o   Selection of representative journals.
    o   Defined access to appropriate electronic resources.

- **Format considerations of library materials**
  Content, not format, is the primary consideration in selection decisions. Format should be considered as a criterion when multiple formats of the same information are available, and when a particular format may have a significant advantage in terms of providing access to the information being made available, such as for off-campus students. Format may also be a consideration in terms of technological issues, such as compatibility with existing library equipment and systems. New formats will be considered for the collection when sufficient evidence indicates that a significant portion of the community has the necessary technology to make use of it.

- **Diversity of the Collection**
  Standard 4 of the ACRL Diversity Standards: Cultural Competency for Academic Libraries states that "Librarians and library staff shall develop collections and provide programs and services that are inclusive of the needs of all persons in the community the library serves. The Library affirms diversity as a core value of the college and is committed to building a collection reflecting the information needs and interests of the diverse populations of the college. This includes supporting faculty curricular needs in diversifying their courses and supporting diversity and globalism courses. To this end, in addition to the general material selection criteria listed below, selection of materials should be informed by relevant components of the ALA Library Bill of Rights, including:

  - 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 their origin, background, or views of 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.

- **General Criteria for Materials Selection**
  - Anticipated demand for the material.
  - Accuracy and validity of the information.
  - Relevance of the information.
  - Timeliness or permanence of the material
  - Strengths and weaknesses of the existing library collection in the subject area.
  - Cost of the material on a one-time or continuing basis (this includes serials, standing orders, and licensing/subscription costs for materials in electronic formats).
  - Author, publisher, or producer reputation.
  - Accessibility and comprehensibility of the information by the user.
  - Evaluations of the material from standard or knowledgeable reviewing sources.
  - Whether the source is full-text, abstracted, or bibliographic.

- **Selection Criteria for Database Selection**
  In addition to meeting the general criteria for materials selection, electronic formats should meet these specific criteria
    - Accessibility by on- and off-campus users.
    - Public service support requirements, such as the need for staff and user training.
    - Compatibility with existing library systems.
    - Technical support by the database producer including user guides, manuals, and training.
    - Searching considerations, including user interface and overall user friendliness in accessing the database.
    - ADA compliance and accessibility.
    - Integration with discovery tool such as ExLibris Primo.

- **Specific Types of Materials**
    - Gifts: any gifts donated to the library become the property of the Highline College Foundation, and will not be returned to the donors. Gift books are added to the collection using the same criteria as new materials. Any gifts that are not added to the collection will be disposed of according to Washington State law.
    - Multiple Copies: as a rule, the library will not obtain multiple copies of the same edition of any title. Exceptions to the rule, based on librarians' judgment and on a case by case basis, are if the title is expected to have extended heavy use by the library's primary users or for inexpensive titles for special user populations (e.g. New Readers).
    - Lost/Missing/Damaged Materials: will not be replaced as a matter of course, but subjected to the criteria established for material selection.
    - Textbooks: the library will not purchase textbooks to support current course offerings. Exceptions may include noteworthy textbooks that provide an overview or insight into a subject area. Under such exceptions, the title is not being considered as a textbook.
    - Bibliographies: the library does not collect these, except as selection aids for collection development.
    - Standing orders: this refers to materials not considered periodicals and received on an ongoing basis. Standing orders are regularly evaluated on the general criteria for selection. Another consideration is whether lengthening the intervals in which the title is received is a more efficient use of the collection development budget. This should only be done if an increased interval of purchase does not invalidate the timeliness of the material.

Specialized Collections
In addition to its general collection, the Library has specialized collections of materials. These collections are listed below. All of these collections are subject to the criteria established in this policy for materials selection and weeding.

- *Reference Collection*: is designed to meet the academic and general information needs of the college community. This is done by making available information sources *consistently* useful in answering reference questions and designed to be "consulted for bits of information rather than to read consecutively" (*International Encyclopedia of Information and Library Science* [Routledge, 1997]). For this reason, reference materials do not circulate without permission.

- *Media Services Collection*: consists of a collection of media materials in diverse formats to meet the curricular and informational needs of the college and which support a variety of learning styles. The Media Collection can consist of titles purchased by the library or subscriptions to databases offering streaming (web-based) media titles.
- *Reserve Collection*: includes materials with short-term circulation because of expected heavy use. These materials may belong to the library or be privately owned. Reference materials are not to be included in the Reserve Collection. The Library maintains its Reserve Collection at the Circulation Desk.
- *New Readers Collection*: is designed to meet the needs of library users developing their reading skills in English. These users may include English as a second language students, and newly literate adults. The reading level for these materials is from grades one to eight.
- *Health Sciences Collection*: is housed in Building 26 in the Health Sciences Lab and is designed to meet the information needs of students in the college's nursing and allied health programs.
- *Legal Collection*: this collection, designed for teaching purposes and no longer being updated consists of non-circulating materials supporting instruction in the Paralegal program. More current legal materials may be found in the general collection.
- *Government Publications*: the Highline College Library is a partial virtual depository for federal and Washington state government publications. Materials are selected to meet the informational needs of our students, faculty, and staff, as well as the general public, especially those in Washington State's 9th Congressional District.
- *Stanley P. Owen Native American Collection*: is an extensive collection of materials by, about, and related to Native Americans. The collection is comprised mainly of books and videos that have been integrated into the general library collection.

Collection Maintenance: Weeding
Weeding refers to the continuous process in collection development in which items in the library collection that are outdated, rarely used, unnecessarily duplicated, no longer covered in the college curriculum, worn-out, or damaged are removed from the collection. Justifications for weeding include maintaining a current, accurate, and useful collection; making the best use of space; improving the appearance and browsability of the collection; identifying materials needing repair or replacement; and getting feedback on the collection's strengths and weaknesses. Weeding extends to all materials in the library collections.

- **General Criteria for Weeding:**

  - Materials containing outdated or inaccurate information.
  - Materials that no longer meet a curriculum need. This case may arise when a Highline College program or area of study is de-emphasized or terminated.
  - Materials having little/no circulation that are not considered classics or standard titles in their areas.
  - Use of the material for instructional purposes. Some materials may otherwise qualify for weeding should be kept because they are used by instructors for teaching purposes.
  - Superseded editions of materials not considered classics or needed for historical purposes.
  - Duplicate copies of low-circulating materials.

- Worn out or damaged materials. This includes materials with broken spines, defaced or faded pages or covers, missing, torn, or brittle pages, etc. If the materials receive reasonable use, they are considered for replacement or repair.
- Periodicals over five years old, unless the material has historical value and is specifically chosen for extended holdings by librarians. Materials that require equipment that is unreliable, obsolete, or is no longer available.
- Material which if weeded will not cause a content gap in the collection.

- **Subject Area Criteria for Collection Weeding**

  The following guidelines for broad subject categories are to be used in conjunction with the general criteria for weeding as well as any specific circumstances pertaining to individual subject areas or programs of study offered by Highline College. It should be remembered that the guidelines stated below are generalizations and that there will be exceptions to them. For example, classics and/or conceptual works in the social sciences, health sciences, technology, business, and applied and pure sciences may have longer lasting relevance or historical value and still be of value beyond the ten year mark.

  - *Technology and Library and Information Science***:** materials in these areas that are technology-oriented tend to become outdated within seven to ten years and should be considered for weeding after this time. Other materials that are more conceptual in nature and do not involve specific technology have longer lasting relevance or historical value and may still be of value to the Library collection beyond the ten year mark.
  - *Humanities***:** materials in this area generally do not become outdated, so factors such as circulation statistics, duplicates, and damage take on added significance in weeding.
  - *Social Sciences***:** materials in the social sciences typically become outdated after ten years. An exception to this is in history. History materials usually do not become outdated, but may be superseded by newer editions.
  - *Business and Economics:* materials in these areas typically become outdated after ten to 15 years and should be considered for weeding after this time.
  - *Health Care and Medicine:* materials in this area are usually outdated in as little as five to seven years and should be considered for weeding after this time.
  - *Applied Sciences:* materials in these areas tend to become outdated within ten years and should be considered for weeding after this time. An exception is Computer Science materials, which should be reviewed every five years.
  - *Pure Sciences***:** materials in this area are usually outdated within ten years, but exceptions to this should be noted, such as in mathematics, which does not become outdated as quickly.

Review of the Collection Development Policy Statement
The Collection Development Policy Statement will be updated or changed as needed to keep it current and completely reviewed every five years by the Reference/Collection Development Librarian.

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Key Person: Jack Harton, Faculty Librarian   Last Revised: February 26, 2018