

Appendix 3: Satellite Collections

A. **Definition:** Highline Community College Library Satellite collections are collections of materials that are purchased with college funds, listed in the Library's online catalog, but housed in a location other than Building 25. These collections are usually selected by non-library staff and may be purchased outside the library's acquisitions process. To meet the definition of a satellite collection, the satellite resources must be reasonably accessible to the campus community. The purpose behind developing and designating these collections of materials as satellite libraries is to make accessible the materials at points where they may receive greater use by students. An example of a satellite collection is the Health Sciences Lab.

It should also be noted that there are collections on campus specifically designated for a lab or individual department that are not designated Satellite Collections. The determining factor in this decision is availability to the broader campus community.

B. **Criteria for consideration as a Highline Community College satellite collection:**

- **Availability:** the materials are made available to the overall college community.
- **Accessibility:** the collection is accessible to users to a reasonable extent (in terms of times of availability).
- **Organization:** the materials must be organized so that specific items may be located by users.
- **Relevance:** the materials in the collection must be of interest and/or use to the college community.
- **Confidentiality:** the staff maintaining the satellite collection must be willing to follow Highline Community College Library procedures upholding circulation standards, including legal requirements of confidentiality of users for circulated materials
- **Procedures:** the staff maintaining the satellite collection must be willing to follow Highline Community College Library procedures designed to maintain the accuracy of the Library online catalog. This includes releasing existing materials for cataloging, having new materials cataloged when received, taking a regular inventory of the collection, and reporting on withdrawn or lost materials.
- **Circulation terminals:** satellite libraries with circulation terminals must follow Library circulation procedures

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Key Department: **Library Reference Services**

Key Person: **Jack Harton, Faculty Librarian**

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