G. Library and Learning Resources

1. Overall Requirements
   a. Standards
      
      (1) The art/design unit shall have library, learning, and information resources necessary to fulfill its purposes and appropriate for the size and scope of its operations.

      (2) The institution shall place importance on the development and maintenance of library, learning, and information resources to support its curricula in art and design.

      (3) The institution shall have policies concerned with, but not limited to, the following aspects of library operation:

         (a) Governance and administration;

         (b) Collections and their development;

         (c) Personnel services; and

         (d) Access, facilities, and finances.

   b. Recommendations
      
      (1) The art/design collection should be considered an integral part of the art and design program of the institution.

      (2) The policies referred to in Standards for Accreditation II.G.1.a.(3) should support both the number and scope of curricular objectives and should be developed in a manner that demonstrates coordination between the library staff and the art/design faculty.

The Library and Information Resources Department is committed to providing resources and services to support the curriculum of the educational programs of HACC, Central Pennsylvania’s Community College.

The HACC Library and Information Resources (LIR) Department serves the Art Disciplines with thousands of titles found under art related subjects. New titles are acquired and the collection is maintained as determined by designated campus librarians and the Collegewide Library Faculty Liaison for the Communication, Humanities, and the Arts (CHA) Department. Library policies are outlined in Shared Governance Policy 711, Library Services and Resources Handbook (attached). Additional information about library services is available via the HACC website, as is access to the library resources. See the HACC Library & Information Resources Collection Development Policy (attached) and other library documents.

2. Governance and Administration

   a. Standards. The functional position of the art/design collection within the total library structure shall be clearly identified, and the responsibilities and authority of the individual in charge of this collection shall be defined.
b. Recommendation. There should be a close administrative relationship among all libraries within the institution so that art/design students and faculty may make the best use of library resources.

Serving under the Vice President of Academic Affairs (Provost), the Executive Director of Libraries, Beth Evitts, is responsible for the HACC Library, which includes all five campus locations as well as services for virtual learning. Although the Executive Director is physically located on the Harrisburg Campus, she spends much of her time visiting the other campuses. Each campus location has a designated campus library director who is responsible for the operations and personnel on their campus(es) and they have a dual reporting line to their respective Campus Academic Dean(s) and the Executive Director of Libraries. Although we have many locations, the library functions as one library in regards to policies and procedures. All library staff can be viewed on their respective campus homepages linked directly from the HACC Library web site.

The LIR Department, which includes library administrators, faculty, and specialists, meets once per month during the academic year. The library administrators, including the LIR Department Chair, have an additional meeting and the library faculty meet as a group as well. There are four standing committees in the LIR Department: Instruction, Collection Development, Technology, and Access Services. These groups develop goals and meet regularly throughout the year. The majority of all decisions are made in the LIR Department are done so by consensus.

The Executive Director of Libraries serves as a member on Provost’s Council while the LIR Department Chair serves as a member of the Associate Provost’s Chairs’ Council. Both the Director and Chair serve on Academic Council, which is a voting body run by the Provost.

3. Collections
   a. Standards

   (1) The institution must maintain library holdings and/or electronic access to holdings in art/design of sufficient size and scope to complement the nature and levels of the total instructional program in art/design, to provide incentive for individual learning, and to support research appropriate for its faculty.

   (2) There shall be evidence that a systematic acquisitions, preservation, and replacement program compatible with appropriate needs has been planned, and that some form of faculty consultation and review is a continuing aspect of this program.

   (3) Materials in all formats required for the study of art and design—books, images, digital images, periodicals, microforms, audio and video recordings, and electronic access to other databases—shall be the basis of the acquisitions, preservation, and replacement program

b. Recommendation and Comment

   (1) Whenever possible, cooperative arrangements should be established with information sources outside the institution to augment holdings for student and faculty use.
(2) The books, images, digital images, periodicals, microforms, and audio and video recordings held by the libraries of municipalities, museums, historical societies, and other schools, and access to various electronic databases, can often provide a breadth of coverage far beyond that of the institution.

At HACC, the faculty are in charge of the curriculum. Therefore, in the HACC Library, the library faculty develop their own instruction in accordance with the Association of College & Research Libraries’ Framework for Information Literacy for Higher Education (attached). The library faculty review the library collections regularly to determine their use and appropriateness for the curriculum and student needs. Every full time faculty librarian serves as a Library Faculty Liaison to each academic department at the College. Course and program changes/updates are reviewed by the Library Faculty Liaison and a collection assessment occurs as part of the curriculum approval process of the College. The Library Faculty Liaison serves as the primary college-wide contact for discipline faculty, meeting constituents’ needs for collection development, information literacy collaboration, and referral of requests to other appropriate library staff and faculty. The library faculty liaison:

- Develops an awareness of coursework, subject specialties and academic plans for the assigned department to provide support for:
  - Collaborative strategies to integrate information literacy into academic programs and courses
  - Library collection assessments to ensure curriculum compliance, which includes writing the Library Collections Statement on 335s, program reviews, and accreditation documents
  - Promotion of library resources to department faculty by connecting library resources to teaching pedagogy
- Communicates information to the academic department/disciplines about library services, policies, resources, events, and future plans; informs Library & Information Resources staff of academic department/discipline needs
- Responds to department/discipline requests and makes recommendations for library resources
- Attends academic department/discipline meetings and coordinates appropriate library representation on curricular teams and other department-related initiatives

In addition to intercampus delivery and traditional interlibrary loan services, which is freely available to the College community, the HACC Library is a participating member of the Associate College Libraries of Central Pennsylvania (ACLCP), which is a consortium of 24 regional libraries providing a reciprocal borrowing agreement and HACC students have direct borrowing privileges at all member libraries.

**Print and Electronic Monograph Collection**

Currently, each library selects and maintains its own physical print holdings. Faculty librarians determine when monographs would better serve our students in print or in electronic formats. At the start of July 1, 2020, a new process for selection will be in place which will allow the Library Faculty Liaison for the CHA Department to have a more holistic view of the collection and therefore make more appropriate decisions based on student needs. Library holdings are, and will continue to be, defined as belonging to one HACC Library System.

Current number so titles within the art collection are reflected on the attached document titled “Monographs_Art_Photography_Review.” Print monographs listed with the subject “art” equals 1728 titles and electronic titles equal 3455. Print monographs listed with the subject “photography” equals 565 and electronic titles equal 252. There may be some overlap of titles between subjects.

**Online Databases**
Online Library databases provide access to 188 electronic journals, streaming videos, images, reference books, electronic monographs and more.

The Library subscribes to two art-only specific databases: ARTstor & Oxford Art Online. However, the library subscribes to many multidisciplinary databases which serve to also support the curriculum. I complete list along with descriptions of each source is provided on the attached “eResources_Art_Program_Review_2019” document, but databases worth highlighting here are The Arts (ProQuest), Credo Reference, eBooks on EBSCOhost, Films on Demand, Kanopy, Biography in Context (Gale), and JSTOR Arts & Sciences Archive Collection.

DVD’s and Videos
The library holds 85 DVD’s and 1208 streaming videos related to the subject of art.

Research Guides
The HACC Library has created an Art Subject LibGuide to highlight subscription resources as well as freely available resources to support student research: https://libguides.hacc.edu/artguide
Class guides for art, graphic design and photography courses are created in response to information literacy instruction requests and are tailored for specific faculty and their assignments. All LibGuides are available from the HACC Library web site.

4. Personnel

a. Standard. The library shall be staffed by professionally qualified personnel sufficient to meet the various needs of the art and design unit.

b. Recommendation. Institutions are encouraged to engage specialized personnel whenever feasible to organize and maintain the art and design holdings.

All library administrators and library faculty have Master of Library Science Degrees from American Library Association accredited institutions. Each campus location currently has a designated campus library director who is responsible for the operations and personnel on their campus(es). Each campus is staffed by library specialists and library faculty. All library staff can be viewed on their respective campus homepages linked directly from the HACC Library web site. The HACC Library currently employs 1 executive director, 3 campus library directors, 6 full time faculty librarians, 14 adjunct faculty librarians, and 11 library specialists. One full-time faculty librarian serves the department in a split role as a campus librarian and LIR Department Chair. Every full time faculty librarian serves as a Library Faculty Liaison to each academic department at the College, which includes the CHA Department.

The College is currently undergoing a reorganization and changes will be made within the administrative structure of the HACC Library. The position of Campus Library Director will be eliminated as of June 30, 2020, however there will continue to be a collegewide librarian serving in an administrative position. The HACC Library faculty will also continue to have the leadership and advocacy of a LIR Department Chair, and the full time faculty will continue to serve as Library Faculty Liaisons to each academic department. The faculty will continue to report through Academic Affairs, but will be directly supervised by the Associate Provost. The library specialists and library administration will be reporting through the HACC IT Department as part of a newly developed Learning Commons. Not all of the details are known at this time.
5. Services
   a. Standards
      (1) The institution shall maintain appropriate hours of operation for the library.

      (2) There must be convenient access to the library holdings in art and design through complete
          and effective catalogs, indexes, and other appropriate bibliographical tools.

      (3) There must be access to the holdings of other institutions through union catalogs,
          cooperative network facilities, photoduplication, and interlibrary loan. NASAD Handbook
          2018-19 68 II.G., H.

      (4) Instruction in the use of the art/design collection shall be provided.

   b. Guideline. Institutions should assist students to develop functional capabilities with regard to
      library information systems including, but not limited to, the use of current tools, resources, and
      technologies necessary to support research and promote inquiry in their chosen field of study.

   The HACC Library hours vary a little by campus, and Complete campus hours for the library are available on
   the HACC website. Access to a HACC librarian and space is available

   Monday - Thursday 7:30 A.M. - 9:00 P.M
   Friday          7:30 A.M. - 4:30 P.M
   Saturday       11:00 A.M. - 4:00 P.M.

   All collections are accessible in-person and online through the resources provided on the HACC Library web
   site. Resources include monograph and print journal collections, online databases, and subject research
   guides. Please see the “Collections” section of this report above for a description of the available resources.

   In addition to a traditional interlibrary loan service which is freely available to the College community, the
   HACC Library is a participating member of the Associate College Libraries of Central Pennsylvania (ACLCP),
   which is a consortium of 24 regional libraries providing a reciprocal borrowing agreement and bi-annual
   meetings for purposes of professional development and networking opportunities. HACC students have
   borrowing privileges at all member libraries.

   Art faculty are encouraged and invited to request information literacy sessions for their students at any point in
   the year when they feel it would be most relevant to their students’ research needs. Courses we regularly
   provide information literacy instruction for are ART 105, 115, 125, 131, and 202. We would welcome further
   involvement within the curriculum.

6. Facilities
   a. Standards

      (1) The institution shall provide an environment conducive to study.
(2) The institution shall provide and maintain equipment that allows access to the resources of the library including, but not limited to, audio and video equipment, microfilm units, and computer terminals.

b. Guideline. Normally, facilities are as centralized as possible to provide access to all library holdings devoted to the study of art and design. For example, books, images, and audio and video equipment are located in close proximity for effective use in conjunction with one another.

The LIR Department is composed of five libraries and a robust online presence to serve online students, the McCormick Library in Harrisburg, and libraries at the Gettysburg, Lancaster, Lebanon, and York campuses. Intercampus couriers facilitate timely delivery of materials requested by a patron at a remote campus. The McCormick Library has the largest art collection. It is located in close proximity to the Rose Lehrman Arts Center and Hall Technology Building. Library Central Services, also located on the Harrisburg Campus, provides centralized services – acquisitions, cataloging, web development, systems, and electronic resources & serials management. All campus libraries will be undergoing a transition into a learning commons model of services, which we believe will support greater student success by providing academic support services in one central location for each campus and online. Each learning commons, as libraries currently do, will provide ample space for students to study in groups and alone.

7. Finances

a. Standard. Budgetary support shall be adequate to provide appropriate services, carry out the necessary operations, and satisfy stated requirements of the programs offered.

b. Recommendations

(1) Although fiscal policies may vary among institutions, it is desirable that the allocation for the art/design collection be an explicit element in the institution’s library budget. The management of this allocation should be the responsibility of a designated staff person.

(2) An organized system of involvement by art/design faculty and students should exist to advise the librarian in planning short- and long-range fiscal needs most effectively.

Every academic department at HACC is represented within the resource purchasing structure. As the HACC Library is undergoing shifts in its organizational structure, the librarians are developing a new process for collection development. Moving forward, there will be teams designated for each department to be lead by the Library Faculty Liaison. All librarians will be able to make suggestions for purchases, but the team will be responsible for approving all purchases. This process will be an improvement over the current ordering structure, because the Library Faculty Liaison will gain a more holistic view of the collections within each department. Communication with the faculty members within each department and continuous review of the program curriculum will continue to be a priority for making collection decisions.

Some current expenditures within the art collection are as follows:

ARTstor - FY 2017-2019 total cost = $5730.00
Oxford Art Online - FY 2017-2019 total cost = $16341.00
Print monographs purchased - FY 2017-2019 total cost = $3387.72

In addition to these specific art collection expenditures, we subscribe to many databases which provide resources for the art curriculum. Please see the “Collections” section above and the attached documents for further details.