HACC Library
Collection Development Policy

1. Philosophy of collection

The purpose of the Harrisburg Area Community College (HACC) Library (the library) collection is to support the College's curriculum, as well as the missions and goals of the library and College. The collection should enrich the lives of HACC students by providing accurate, useful, timely, understandable, and quality information that meets the information needs of users. The collection is a tool of the library to teach the concepts of the Information Literacy Framework approved by the Association of College and Research Libraries division (ACRL) of the American Libraries Association (ALA). Through this philosophy, the collection will support the success of the HACC (college) community by promoting information literacy and serving as a trusted and quality resource for information.

HACC's faculty librarians have full and final responsibility for the development and maintenance of the library collection.

2. Collection goals

Program support

The collection will be updated to support existing, updated, or new programs, courses, or instructors at the College.

Sufficiency

The collection will meet the needs of HACC students and employees. This will be measured by the ability of the collection to provide suitable resources for users with information needs. Information needs include: reference inquiries, research support, career development, test preparation, and other requests made by library users.
**Accessibility**

The collection should meet the information needs of any student at the college. While not every resource in the collection will be accessible to every student at the college, every student at the college should be able to find materials in the collection that they can access and use.

**Usefulness**

Materials in the collection should meet a need of the college community. Materials should only be maintained in the collection if there is evidence of use and need by the college community.

**Currency**

Information in the resources provided by the library will be current. Currency is defined here as information that is up to date and in line with current academic standards and practices as well as cultural beliefs and understanding.

**Interest**

The collection should promote interest in library resources among the college community. Materials in the collection should promote the use of library resources by providing information in engaging ways regardless of medium or content.

3. Material criteria

*These criteria are intended as a guide rather than a list of requirements. Not every resource will satisfy or be able to satisfy every guideline below. Librarians and other selectors are always encouraged to use their best judgment. In addition, new material types may require other considerations. Collection of new material types should be supported with input from other librarians, the Collection Development Committee, library directors, and technical services staff.*

**Curriculum needs**

Materials will be included in the collection to meet academic demand for subjects, information, perspectives, and value. Selectors should strive to maintain a useful collection for all active classes and research projects. Librarians may solicit input from other stakeholders to determine academic need including classroom faculty, deans, and administration.
Level

The collection should meet the needs and abilities of library users. Selectors should consider the level of courses taught at the college, the reading and comprehension abilities of library users, and the scope of the content in potential materials.

Reviews and reputation

Selectors should consult professional and trade reviews of potential resources where available. Where reviews are unavailable, selectors may choose to rely on the reputations of publishers, authors, editors, contributors or institutions that are affiliated with the material.

Patron demand

Selectors may choose to add to the collection any material requested by a library patron provided it supports the mission of the library and/or college. These requests may take the form of patron-driven acquisition (PDA) purchasing agreements with vendors with whom the library has an existing relationship.

Recency

Materials added to the collection should meet a standard of recency set by either the academic program or research area where appropriate. In addition, materials should be removed from the collection and replaced if necessary when they no longer meet this criteria.

Diverse perspectives

Selectors are encouraged to collect materials that support a diverse collection, providing access to information from diverse creators where available and/or appropriate.

Culturally relevant

In addition to the above considerations for diversity in the collection, selectors are encouraged to acquire materials that are significant to cultural moments in the community. These moments include cultural celebrations and observances, reactions to current events, and support for college and library programming, among others.
Cost
Selectors should use available funds in the most effective manner possible. On some occasions, this will mean that more expensive items are the correct choice, if they are the best solution to an academic need. In other situations, if need can be met with a cheaper alternative, freeing up funds for other purchases may be the preferred course.

4. Discoverability
Once acquired by the library, materials must be discoverable by library users. This discoverability will take the shape of inclusion in the library catalog, database lists, LibGuides, library website, or any other appropriate portal to the content/record.

Catalog records
Initial catalog records for new material will be the best available OCLC record. A record may be updated when a better OCLC version is found or a librarian requests a change.

Along with basic, necessary metadata, an ideal catalog record will contain sufficient Library of Congress subject headings to fully describe the resource. In addition, librarians may supply additional keywords that would reflect the item's relevance to library users.

5. Format decisions
As with Material Criteria above, the following guidelines are not intended as a checklist of required considerations a selector may employ when deciding on the format of new library collection materials. Rather, selectors are encouraged to use their best judgement, and may draw inspiration from the guidelines provided here.

Format may refer (but is not limited) to: print binding, electronic text or audio, streaming or physical media, or subscription/leased or perpetual access.

Target audience
Selectors should consider if new materials have a target audience; that is, a subset of library users that will best benefit from the use of the material. If a target audience can be identified, selectors should determine if a specific format may best reach that intended audience. For example, materials that are collected to support a course which is only taught in virtual settings may be best suited to electronic formats, if available.
**Available options**

Some material may have format limitations based on publishers or other entities. If a potential resource is limited in its format options, selectors should determine if the available formats are acceptable to the library environment and collection. As mentioned above, collection of new material types should be supported with input from other librarians, the Collection Development Committee, library directors, and technical services staff.

**Most impact**

Selectors should opt for material formats that will have the most positive impact on the library collection and its users. Impact may take the following forms (among others): increased use of the library and its collection; increased user satisfaction with the library and its collection; increased accessibility of the library collection; increased significance of the library and its collection to the College and its community.

**Appropriate form of delivery**

Selectors may consider the effect of format on the use of the material. Some resources may have images, video, accompanying resources, or other features that lend themselves better to one mode of delivery over another.

**Use scenarios**

Selectors may need to consider when and where the material will be used. Other department faculty may prefer to have physical media for class presentations, if they perceive it to be more reliable than streaming media. On the other hand, physical media may not be preferred when it requires the use of specialized equipment, which may not be easily accessed.

**Approved platforms**

Where possible, selectors should opt for recognized and familiar platforms for various formats. By using familiar platforms, the library can create a consistent user experience, avoiding confusion and the need for additional training for staff and library users.
Material size

Some consideration should be given to the size of physical materials. This includes the length of physical books, as well as the dimensions of all physical materials. Other options should be considered if physical attributes might discourage use of material.

6. Material challenges

Should a library user challenge library material (e.g., find fault with inclusion of the material in the library collection) the user will be directed to the campus library director. Directors will make a note of the user's complaint, and follow up with the appropriate selectors or stakeholders in order to evaluate if the material fits with the library collection based on the criteria for selection provided in this policy.

Should a challenge originate from a member of the HACC community, the library will inform them when a decision is reached regarding the challenged material.

7. Collection review

Selectors should conduct a regular review of existing library resources. During this review selectors will evaluate the resource in order to determine if it should remain in the collection, be updated to a more recent edition/volume/etc., or be removed from the collection. The recommendation for review is that each item in the collection will be evaluated at least every two years. The goal of this review is to consistently align the collection with College and library policies, goals, and priorities.

8. Gifts

The library may accept gifts of materials for inclusion in the collection if those materials meet the criteria laid out in this policy. The library reserves the right to donate, exchange, or otherwise dispose of gift materials. In addition, the library may refuse to accept or review a gift at any time at the discretion of library directors, faculty or staff. The libraries do not inventory or appraise gifts for tax or other purposes and assume no responsibility for the use donors make of the letter acknowledging the gift.