



HPU LIBRARIES

Collection Development Policy

The purpose of the Collection Development policy is to govern the acquisition of scholarly and innovative resources and services that support the curriculum, programs, and mission of the University.

Collection Development Strategies

The Libraries continuously and comprehensively review all resources and services to ensure support for academic programs, as funds allow. Resources include monographs, periodicals, and videos that are provided in digital, print, and other formats.

- The HPU Libraries primarily acquires materials in digital format to provide enhanced access to the HPU community, in support of distance learning, online, and hybrid instruction.
- Resources and services must be interoperable with our integrated library management system and our authentication provider.
- Periodicals are managed by a subscription management service.
- Short-term leases are not purchased unless, funded by grant or departmental funds.
- DRM-Free eBooks with unlimited access are preferred.

Libraries

The University maintains two libraries. On the downtown campus, Waterfront Library's collection is primarily devoted to Business, Computer Science, Humanities, Social Sciences. On the Hawai'i Loa campus, Atherton Library's collection supports the Diplomacy and Military Studies, Environmental Science, Marine Science, Nursing, and Pre- Health Professions degree programs, and contains a language collection consisting of titles in non-English languages. Books on Hawai'i and the Pacific region are located at both libraries.

Collections & Resources

The libraries provide access to a wide variety of materials: circulating and non-circulating print collections, e-journals and e-books, films and research databases, and other resources.

1. **Electronic Resources.** The University Libraries select and provide access to a wide variety of electronic resources (databases, electronic journals, and streaming media) which provide online access to scholarly resources that span the university's curriculum.

- a. Consortium agreements. The Libraries are members of several academic library consortia; these memberships enable access to resources and services that would otherwise be cost-prohibitive.
2. **Circulating Collections.** The circulating collections consist of books that may be borrowed. They contain both subject-specific and general interest titles. There are several circulating collections.
 - a. General Collection. These books comprise the main part of the libraries' physical holdings. They cover all subject areas supporting the University's curriculum.
 - b. The Hawaiian and Modern Languages Collection. This collection consists of titles in Hawaiian and non-English languages, selected to support the course-work of the University. Some books have been designated "Easy Reading" by the language faculty. This collection is located in Atherton Library.
3. **Reference Collection.** A Reference collection is located at each library branch. This collection contains appropriate standard general reference books (as suggested by authoritative bibliographies, reviews, and guides to the literature) and reference books that support the curriculum. Emphasis is given to dictionaries, handbooks, encyclopedias (both general and subject-specific), statistical sources, yearbooks, and bibliographies. Print reference titles generally do not circulate, however many reference titles are now collected in eBook format, enabling on- and off-campus access.
4. **Special Collections.**
 - a. Atlases and Maps. Selected atlases are in stands at both Atherton and Waterfront Libraries. A collection of general reference maps is located at Atherton Library.
 - b. Hawaiian-Pacific (H-P) Collection. The scope of the collection covers Hawai'i and the islands of the Pacific region (excluding Japan, Taiwan, Indonesia, the Philippines, and Australia). H-P Collections are located at both libraries.
 - c. Waterfront Library Closed Collection. This collection consists of rare or valuable print material. It includes older Hawaiiana (history), most pre-1930 materials, signed and first editions, and other materials that are considered valuable to the collection. These titles require special handling and must be used within the library.
5. **Periodicals Collection.** The collection consists of journals, magazines, newspapers, and other serial publications relevant to the education goals and curriculum of the University. Journals are purchased in large conglomerate electronic-journal databases or publisher packages.
6. **Streaming Video and physical media.** The collection consists of videos in streaming video databases. Most are available through subscriptions, while a few are permanent

acquisitions.

- a. DVDs are purchased when digital files are not available with college or departmental funds. Only DVDs with Region 1 coding and media supported by the University will be purchased.
 - b. As a rule, Nursing, Health Sciences, Natural Sciences and Art are housed at Atherton Library. All other subjects are kept at Waterfront Library.
7. **Student Capstone Papers.** Students' capstone papers are available to the HPU community via Callimachus, the Digital Collections of the Statewide California Electronic Library Consortium

Acquisition and Budgeting

The Libraries' budget is established by the University's administration. The budget is then subdivided into allocations for databases, journals, books, and like resources. Current database and journal subscriptions constitute 96% of the Libraries' budget, leaving no additional funds for new resources. For several years, the Libraries' operating budget has been flat, while journal and database costs have steadily risen by 8% to 12% annually. Although the Libraries have employed various strategies in countering our diminished buying power, the effects of inflation on the budget are unsustainable.

Collection development models

The HPU Libraries support patron centered and data driven selection through Demand Driven Acquisition [DDA], Evidenced Based Acquisition [EBA], and other emerging acquisition models, as funds allow.

Recommendations

The HPU community is encouraged to suggest additions to the collections via a form posted on the HPU Libraries website.

Book recommendations are reviewed by subject specialists and if approved are purchased quarterly, as funds allow. The Libraries are committed to acquiring resources in electronic format if available. Required textbooks and texts are not purchased.

Database and journal subscriptions require a significant ongoing financial commitment by the University. Please contact your subject specialist to begin working on a Budget Narrative/Proposal for the upcoming fiscal year.

Of note, journal subscriptions run from January to December. Requests for new journal subscriptions should be made no later than June 30 to ensure that the subscription will start the following January.

Departments are responsible for purchasing instructional media. Fund #, Org #, Acct # (Should be 735020), and Program # must be provided.

New courses and programs

Colleges or departments planning a new course or program must contact the University Librarian or their subject specialists to initiate a review of existing resources—books, journal subscriptions, article databases, videos—to ensure that they support the subject areas covered by the new course or program. If the review finds that existing resources are inadequate, colleges and departments must work with the Library on submitting a Budget Narrative/Proposal for the upcoming fiscal year.

Selection and De-selection

The primary obligation of a university library is to select, acquire and provide access to resources that support the university’s mission and the needs of its users. Resources may be in a variety of formats, including print or hard copy, online electronic text or images, and other media. The University Libraries subscribe to the American Library Association’s Intellectual Freedom Principles for Academic Libraries (see Appendix A).

Collection currency and vitality is maintained through judicious deselection, or removal of items. Outdated, duplicated, unused, or physically damaged materials are removed from the collection. With exceptions of duplication and mold, mildew, or insect infestation, Librarians consult with faculty and colleges before items are removed.

Selection Criteria	De-selection Criteria (revised)
Currency – Timeliness or permanence of the material	Currency – The item includes outdated information, is missing crucial developments in the field since the item’s publication, is superseded by a new edition or a more authoritative treatment of the subject is available.
Quality – <ul style="list-style-type: none">• The author/publisher’s reputation and significance in the field.• Authoritativeness, as reflected in recommendations or critiques by respected authorities or reviewers. For example, using current reviews in publications such as Choice, Library Journal, Ulrich’s Periodicals Directory and Magazines for Libraries.• Clarity of presentation and readability.• Databases<ul style="list-style-type: none">1. Databases should be easy to search, results should be sortable and show Libraries’ holdings, browsing of the Libraries’ holdings should be allowed by subject headings and suggestions for refining search results should be provided.	Quality – The content of the work is out of date or out of scope, including introductory or basic texts and primers whose content is dated

<ul style="list-style-type: none"> 2. Full-text format is preferred. • Periodicals <ul style="list-style-type: none"> 1. Periodicals should be included in indexes, abstracts, and databases maintained by the University Libraries. 2. Format should be full-text, preferably PDF, available on- and off-campus. 	
Relevance – The importance or appropriateness of the material. Relative importance in comparison with similar types of materials on the subject.	Relevance – The item no longer supports the curriculum or faculty research needs of the university.
Cost –	–
-	Physical Condition – The item is damaged and cannot be repaired, or is in poor condition
-	Duplication – The item is available in electronic format or as a duplicate print copy that has not circulated.
-	Format – The item (especially for AV media) is obsolete or the university no longer has the equipment required to run it.
-	Usage – The item has comparatively low usage or has not circulated.
-	Importance. Items considered a “key work” for a university degree program, out-of-print, rare, valuable, or specific interest to the HPU or Hawaiian-Pacific community will generally not be weeded.
-	Multivolume sets – The item is part of a fragmented set and there is neither likelihood nor intention of completing the set.
-	Special gift collections. Special consideration will be given to items obtained through grants (e.g., NEH) or other special gift programs.

1. **Responsibility for deselection.** Subject librarians are responsible for monitoring their subject collections, and to consulting with faculty members and other University staff as needed.
 - a. Ongoing. When ordering a new edition of an item currently in the collection, the subject librarian indicates whether the older edition is to be removed or retained. If removed, the item will be withdrawn when the new edition is placed on the shelf. An item may be removed if found to be damaged beyond repair or duplicated by a permanent electronic acquisition.

- b. Periodic. Subject librarians periodically evaluate the collections and select items to be removed.
2. **Disposal of removed items.** Physically damaged and moldy materials are immediately discarded. Outdated items in relatively good physical condition may be made available to the HPU community after the items are properly removed from the library's records and systems. Removed items are disposed of at the library's discretion.

Replacements

Items missing from the collection will not automatically be replaced. Consideration for replacements of lost, damaged, or stolen items will be handled according to same criteria as new items.

Giving Opportunities

1. Financial Donations. Your monetary contribution allows the HPU Libraries to expand the resources available to the HPU community for instruction and research. For more information on how to make a monetary gift, please visit the [HPU Libraries Support page](#).

Mahalo for your support!

2. Materials Donations. We are happy to accept donations of **10 items or less** at the Circulation Counter at Waterfront Library.
3. Please consider making material donations to [Hawaii Friends of the Library](#) and other charitable organizations.

Please note the following:

- We are unable to accept donations larger than 10 items.
- We are unable to pick up donations.
- We do not accept:
 - Books in poor condition
 - Materials already owned by the library (regardless of format)
 - Textbooks
 - Instructor's Copies
 - Periodicals /Journals
 - Photocopies
 - VHS tapes, Laser Discs, DVDs, Blu-Rays, Cassette tapes, CDs and like materials.

Appendix A

Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to provide an interpretation of general intellectual freedom principles in an academic library setting and, in the process, raise consciousness of the intellectual freedom context within which academic librarians work. These principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.

9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

American Library Association, Intellectual Freedom Principles for Academic Libraries: An Interpretation of

the Library Bill of Rights. (1999). Retrieved from
<http://www.ala.org/acrl/publications/whitepapers/intellectual>

Appendix B HPU Libraries Deselection Procedure

Selecting Items & Gathering Faculty Feedback

1. On an ongoing basis, at both Waterfront and Atherton, librarians check the stacks and their subject areas for items for deselection. Librarians may share a list of items selected along with rationale of why each item was selected.

**Factors to take into consideration when selecting items as candidates for deselection (from HPU Libraries Collection Development Policy):*

1. *Currency – the item includes outdated information, is missing crucial developments in the field since the item’s publication, is superseded by a new edition or a more authoritative treatment of the subject is available.*
2. *Quality – the content of the work is out of date or out of scope, including introductory or basic texts and primers whose content is dated*
3. *Relevance – the item no longer supports the curriculum of the University*
4. *Physical Condition – the item is damaged and cannot be repaired, or is in poor condition*
5. *Duplication – the item is available in electronic format or as a duplicate print copy that has not circulated*
6. *Format – the item (especially for AV media) is obsolete or the University no longer has the equipment required to view it*
7. *Usage – the item has comparatively low usage or has not circulated*
8. *Importance – items considered a “key work” for a University degree program, out-of- print, rare, valuable, or specific interest to the HPU or Hawaiian-Pacific community will generally not be weeded*
9. *Multivolume Sets – the item is part of a fragmented set and there is neither likelihood nor intention of completing the set*
10. *Special gift collections – special consideration will be given to items obtained through grants (e.g., NEH) or other special gift programs.*

Dispensation of Deselected Items

1. Librarians may communicate with the faculty in their subject areas to see if individual faculty or departments are interested in taking deselected items for their own collections.

Any items that are not given to faculty may be packaged for donation to Friends of the Library.

Items in poor physical condition will be discarded.

Appendix C

ACRL Statement on Academic Freedom

Librarians have a long history and practice of defending the free expression of ideas. The "[Code of Ethics of American Library Association](#)" (2008) states that "we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information." In the context of higher education, intellectual freedom is closely associated with academic freedom. The "[Association of College and Research Libraries Joint Statement on Faculty Status of College and University Librarians](#)" (2012) states that "[c]ollege and university librarians share the professional concerns of faculty members. Academic freedom is indispensable to librarians in their roles as teachers and researchers."

The Association of College and Research Libraries, in accordance with our professional standards and stated commitments, opposes any actions that limit the free expression of ideas of librarians and faculty on campus, in the classroom, in writing, and in the public sphere, especially in the context of higher education and its traditional support for academic freedom. Further, the Association of College and Research Libraries opposes retaliation for the expression of those ideas. A free and vigorous exchange of ideas is integral to sustaining an environment in which teaching, learning, and research may thrive.