

Collection Development Policy

The purpose of the Collection Development policy is to provide varied, authoritative and up-to-date resources that directly support the curriculum, programs, and mission of the University. The HPU Libraries support the undergraduate and graduate curriculum, with support of faculty research being accommodated as budgets allow. By using sound fiscal practices, the University Libraries will provide quality resources in the most efficient manner possible.

The University maintains two libraries. On the downtown campus, Meader Library's collection is primarily devoted to Business, Computer Science, Humanities, Social Sciences, and also contains a language collection consisting of titles in non-English languages, and an English Language Learner Collection for use by English-as-a-second language students. 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. Books on Hawai'i and the Pacific region are located at both libraries.

General Collection Development Goals

The Libraries continuously and comprehensively review all resources annually to ensure support for academic programs. Resources include monographs and periodicals provided in print, online, and other formats. Faculty and college input as well as usage of the resources are important considerations for the collection development goals.

The HPU Libraries are committed to acquiring materials in electronic format if available to provide enhanced access to the HPU community, in support of distance learning, online and hybrid instruction. Perpetual access will be purchased on a case-by-case basis.

The Collections

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. **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.** Contains appropriate books for each curricular field concerning:
 - *The field as a whole.* Selective acquisition of scholarly seminal works included in standard collection development sources, and other significant divisions.
 - Those fields in which courses are offered. Acquisition of scholarly works that enhance the currency and quality of the collection, provide supplemental information on the basic principles and concepts taught in the classroom, and assist students in completing assignments.
 - Appropriate scholarly books concerning important specific fields of interest that may not be included in the curriculum.
 - The University Libraries will not purchase generic textbooks except when the availability of substantive literature is limited. A generic textbook is defined as a book created and written specifically for classroom use, serves as the principle vehicle of instruction, is issued in successive editions, and contains review sections.
 - Duplicate/multiple copies of books will be purchased in the case of heavy demand.
 - b. **Global Citizenship Collection.** Located in Meader Library, this collection supports the Global

Leadership and Sustainable Development Program. The interdisciplinary topics include leadership, sustainable economics, and social and environmental developments in a globalized world. The titles are selected by faculty and subject librarians. This collection is located in Meader Library.

- c. Languages Collection. This collection consists of titles in 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 Meader Library.
- d. The McNaughton/ Popular Reading Collection. This is a leased recreational reading collection that features recent bestsellers in a variety of fiction and popular non-fiction genres. Librarians and library staff suggest materials based on reviews, bestseller lists, media coverage, usage statistics, and recommendations from the HPU community. On a monthly basis, new titles are selected and older titles are returned to the vendor. This collection is located in both Atherton and Meader Libraries.
- e. The NEH Collection. This collection is supported by a grant from the *National Endowment for the Humanities* to provide high-quality Humanities literature. The NEH collection covers humanities subject categories: History, Literature, Languages and Linguistics, the Social Sciences, including Anthropology, International Studies and Political Science, Arts and Humanities, and Diplomacy and Military Studies. Faculty liaison librarians collaborate with faculty to select titles in their subject area. The NEH resources are interspersed in the main circulation collection at both Atherton and Meader Libraries.

2. 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.

3. Special Collections.

- a. Atlases and Maps. Selected atlases are located in stands at both Atherton and Meader Libraries. A collection containing general reference maps is located in Atherton Library.
- b. English Language Learner Collection. This collection contains easy-to-read fiction and non-fiction for the use of English-as-a-second language students, in order to provide practice in English language comprehension. This circulating collection is located in Meader Library. The books are graded by five vocabulary levels, ranging from Level 1 Basic to Level 5 Advanced+.
- c. 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.
- d. Meader 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.

4. Periodicals Collection. The collection consists of journals, magazines, newspapers, and other serial publications relevant to the education goals and curriculum of the University. Most journals are purchased in large conglomerate e-journal database or publisher packages, while a few are collected in print format. Selected popular magazines in print are available for browsing. The collection includes back issues for some titles in microfiche and microfilm (microform).

5. **Media Resources Collection.** Media material is defined as DVDs, CDs, CD-ROMs and like materials, as well as streaming media. Only DVDs with Region 1 coding will be purchased. As a rule, Nursing, Health Sciences, Natural Sciences and Art are housed at Atherton Library. All other subjects are kept at Meader Library. The acquisition of streaming media will receive priority, as it supports both traditional and online learning environments.
6. **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 publications that span the university's curriculum.
 - a. Consortium agreements. The Libraries are members of several academic library consortia; these memberships enable subscriptions that might otherwise be cost-prohibitive.
7. **Graduate Student Professional Papers.** Graduate Students' professional papers are available to the HPU community via the Libraries' tab in HPU Pipeline. Access is available on-campus only.

Assessment Plan

Annual Reviews

The Database and Periodicals review is scheduled for the Spring Semester to gather faculty feedback prior to subscription renewals in the winter months. The Books and eBooks review is scheduled for the Fall Semester. Input is requested from the University's four colleges (COB, CLA, CNCS, CHS), Military Campus Programs, and the Office of Academic Affairs.

User Statistics and Surveys

In conjunction with the user services survey, the Libraries will also inquire about resource needs of the students. Librarians will analyze responses to review areas of requests and criticisms.

Similarly, interlibrary loan and books-on-demand requests will be evaluated to assess areas of need. Circulation statistics will be collected and reviewed to assist with annual reviews.

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 and the budget is unsustainable.

Collection development responsibilities

Collaboration between faculty and librarians is fundamental to creating and maintaining a well-rounded collection that supports faculty and student scholarship. Faculty are encouraged to work directly with their subject specialist librarian, or faculty library liaison, to choose resources that support the academic success of the university.

Librarian subject specialists evaluate and recommend materials for the collections in their assigned subject areas. Other librarians manage collections of specific types or formats: digital collections by the Head of Acquisitions and Collection Development; and databases and other electronic resources by the Electronic Resources Librarian. The HPU community working constructively and collaboratively, are responsible for overseeing the management of all library collections.

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. The Libraries are committed to acquiring resources in electronic format if available. Required textbooks are not purchased.

Database and journal subscriptions require a significant ongoing financial commitment by the University. Before committing to a new subscription, the requesting faculty member, Program Chair and Dean, in consultation with the subject specialist, must identify existing subject/college-specific subscriptions of equal or greater cost for cancellation. Program Chairs and Deans may also commit to using college/department funds for new subscriptions that would be managed by the Libraries.

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

New courses and programs

Proposals for new courses and programs must include funding for supporting library resources.

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. 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 deselection. Outdated, unused, or physically damaged materials are removed from the collection. Librarians consult with faculty and colleges before items are removed.

Selection Criteria	De-selection Criteria (revised)
<p>Currency – Timeliness or permanence of the material</p>	<p>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.</p>
<p>Quality –</p> <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 <i>Choice</i>, <i>Library Journal</i>, <i>Ulrich’s Periodicals Directory</i> and <i>Magazines for Libraries</i>. • Clarity of presentation and readability. • Databases <ol 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. 2. Full-text format is preferred. • Periodicals 	<p>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</p>

<ol 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 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 consult 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.
- 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 discarded. Outdated items in relatively good physical condition are available to HPU staff, students, and faculty after the items are properly removed from the library’s records and systems. At the library’s discretion, removed items may be donated to the Friends of the Library of Hawai’i or library advocacy groups.

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.

Gift and Donations

The Libraries welcome and accept gifts that are relevant to the curriculum or research needs of the HPU community. Monetary and physical material gifts and donations enhance the Libraries' growth and development.

- 1. Evaluation.** Gifts must be in good physical condition, improve the collection, and be consistent with the Libraries' collection priorities. The Libraries will not consider the following types of materials for its collections:
 - a. Textbooks
 - b. Copies of original materials.
 - c. Duplication of existing titles.
 - d. Damaged or marked materials.
 - e. Materials with mold and/or pest infestations.
 - f. Journals and periodicals that do not align with the Libraries' collections.
 - g. VHS tapes, cassette tapes or like materials that are obsolete or nearing obsolescence.
 - h. Non-Region 1 DVDs.
 - i. Materials not selected will be donated or discarded at the discretion of the Libraries.

- 2. Monetary Donations.** The Libraries accept monetary donations, but reserves the right to determine how those funds will be used. For more information on how to make a monetary gift, please visit the University's *Support HPU* page.

- 3. Conditions.** The Libraries will not accept donations that require the expenditure of funds.¹ Once the materials are accepted, the University Libraries become the sole owner of the materials and reserves the right to determine their retention, location, or other considerations related to their use and maintenance.

- 4. Process**
 - a. For general information please contact Atherton Library (808-236-3505, atherton@hpu.edu) or Meader Library (808-544-0210, circulation@hpu.edu).
 - b. For individual/small donations, the materials may be delivered to one of the public service desks. For large or conditional donations, the donor should contact the Acquisitions and Collection Development Unit by calling (808)544-0261 or (808)544-1166. Donors may be asked to provide a title list that includes the publication dates and condition of the materials. A librarian subject specialist will contact the donor directly and discuss the gift with the donor before accepting or rejecting it. A librarian may arrange to visit and review the collection before accepting it.
 - The donor is responsible for boxing and delivering the gift materials to the Libraries.
 - Gift plates are restricted to grant, foundations, and special donors.

- 5. Tax and appraisal information.** The Libraries do not appraise donations or assign values. Any appraisal is the responsibility of the donor. The donor is encouraged to consult legal, accounting, or other professional advisors about the current IRS regulations governing donations.

- 6. Acknowledgment.** A Gift Receipt Form is available at the service desks or online to donors who wish to be acknowledged for their donations. The donor may fill in his/her name, address, and the description and quantity of gift materials on the form. Following the donation, an acknowledgement letter is emailed or mailed to the donor that includes this information. The University Relations Office is notified of all gifts accepted and is given a copy of the acknowledgment letter, along with details of any agreements made with the donor(s).

¹ Acceptance of a gift periodical subscription does not imply an obligation to permanently retain the title.

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. Annually, at both Meader and Atherton, librarians check the stacks and their subject areas for items for deselection. Librarians will keep 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 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.*
2. A weeding slip will be filled out and included with each item.
 3. Each month up to three hundred items will be placed on a list made available as a Google spreadsheet using the libraries’ Google account. The list will contain information on each item as well as the reason(s) why the item was selected as a candidate for possible removal. This list will be shared online with faculty via the University’s Learning Resources Committee for input and feedback. Faculty feedback will be inputted by faculty to the Google Docs spreadsheet. Faculty responses must be received by noon the last day of each month.

Retaining or Removing Items

4. At the end of each month, Access Services will export that month’s faculty response information. A copy of the exported list will be archived on the shared drive and sent to Reference Services to share with librarians at the end of each month.
5. Once exported, Access Services staff will:
 - Pull the items confirmed for deselection from the shelves and change the status of the items to “In Processing” in *Discovery*
 - Remove the weeding slips from items to be retained (write in month and year on date due slip to indicate item was selected as a candidate for deselection)
6. Access Services staff will then send deselected items to Acquisitions and Collection Development (for Meader materials) or their work area at Atherton Library (for Atherton materials). Acquisitions and Collection Development staff will remove the items from the system and prepare them for removal.

Donating or Discarding Deselected Items

7. Librarians will 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.
 - Items that have been cleared for removal from any subject area will be shared with faculty.
 - The end of each month is the deadline for faculty responses. Responses will be sent to the faculty member's respective subject librarian.
 - Subject librarians will forward faculty requests to Access Services. Access Services staff will prepare items for pick-up at a service desk.

Items not requested by faculty/departments will be placed on the Libraries' free book cart at Atherton and Meader (Floor 3). These items will be available to anyone on a first come, first served basis.

At the end of each month, any items left on the free book carts will be packaged for donation to Friends of the Library.

Items in poor physical condition will be discarded.

J. Nicolas
8/14/17

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