

Library Collection Development Guidelines
Hawkeye Community College Library
February 1995; Revised June 2009; Revised February 2022

I. Mission Statement

The mission of the Hawkeye Community College Library is to cultivate a welcoming and inclusive environment that provides access to services and resources which foster lifelong learning, encourage intellectual curiosity, and support the College's curricular programs.

II. Introduction

The following policy statement provides the fundamental philosophy and principles which govern the development and maintenance of the Hawkeye Community College library collection.

In general, the library's selection policy seeks to consider the overall mission of the college, the academic disciplines at the institution, and the information needs and interests of students, faculty, and staff when curating the library's print and online resources. The library's collection seeks to:

- Support the institution's curricular needs
- Recognize the library's role in providing for the specialized research needs of student and faculty conducting independent and advanced research
- Provide a balanced collection with diverse and differing points of view or intellectual thought
- Provide materials and resources that support lifelong learning and topics of general interest to our students, staff, faculty and community members

The Hawkeye Community College Library (Hawkeye Library) supports the free exchange of ideas with collections that provide access to material on all subjects that support the college's curriculum. The library provides access in accordance with the American Library Association's [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#). The Hawkeye Library strives to balance access to, and ownership of, information resources that offer the widest possible range of viewpoints.

III. Objectives

- A. The purpose of the Library is to support teaching and learning at Hawkeye Community College by collecting, organizing and assisting in the use of print and online resources, such as books, periodicals, streaming media and databases, to meet the needs of students, faculty and staff.
- B. It is the aim of the librarians to make the Library adequate in scope and size to fulfill the needs of students, faculty and staff. Librarians apply professional judgment in developing the Libraries' collection including seeking and encouraging recommendations from faculty, students, and staff.
- C. It is the responsibility of the Library to make sure the information needs of the College are met equitably within the framework of the budget. If the material cannot be purchased in an effective manner, the Library is involved in a variety of resource-sharing agreements, including but not limited to interlibrary loan, that expands the range of materials available to the College community.
- D. The Library collection seeks to support the College curricula in a systematic and comprehensive manner. Collection building in specific subjects shall be responsive to faculty and student interests and/or needs.
- E. The librarians will ensure that the collection supports diverse learning needs and interests of students, faculty and staff. Additionally, the library collection shall be managed and developed to reflect the College's diversity and to support courses focused on diversity, equity, and inclusion.
- F. The library collection is intended to be current and useful and thus a continual program of withdrawing items is practiced as part of the overall process of collection management.
- G. The Library endorses the following policies from the American Library Association:
 - 1. [Library Bill of Rights](#)
 - 2. [Freedom to Read](#)
 - 3. [Freedom to View](#)

IV. Budget Allocation

A strict formula for budget allocation is not used. Areas of greatest need for enhancement and/or areas with the greatest level of information change are given priority.

V. Criteria for Selection

- A. Selection of materials by the Library does not imply endorsement of the content or the views expressed in those materials. No material will be excluded from the collection because of frankness of language or controversial approach or because the political, moral or religious, sexual, social, economic, or scientific views expressed or because of the race, gender, sexual orientation, national origin, political or social viewpoint, or religion of the author.
- B. Resources are selected in print and digital formats. The selection of library material will be made based on two of the following criteria:
 - 1. Relevance to the curriculum, educational programs, research interests of students and faculty and priorities of the College
 - 2. Appropriateness to the user (format, audience, access, language)
 - 3. Scope and content (comprehensiveness, depth of coverage, and factual accuracy)
 - 4. Favorable reviews in professional and reputable sources
 - 5. Significance and reputation of the author/publisher
 - 6. Currency and timeliness
 - 7. Diversity, equity, and inclusion principles
 - 8. Cost
 - 9. Relationship to items currently in the collection
 - 10. Promotion of literacy and lifelong learning
- C. Other selection guidelines
 - 1. Children's Books
 - a) The Library purchases select high quality children's books to support the curriculum for the Early Childhood Education program and the children's literature courses.
 - b) This collection is also designed to provide leisure reading material to children of our students, staff, faculty and community members.

- c) Emphasis is placed on acquiring award winners (e.g., Caldecott, Newbery, and other notable awards) and those titles which represent diversity, equity, and inclusion themes

2. Reference Books

- a) In general, the Library relies on electronic reference resources. The Library may purchase subject specific encyclopedias, dictionaries, statistics, almanacs, chronologies, etc. in an electronic web-based format. This allows for wider remote access, improved search capabilities, usage data, and improved content capture
- b) In the event a print reference book is preferred, the purchase is based upon the criteria listed above

3. Periodicals

- a) The purpose of the periodicals collection is to provide access to current information in support of the College curriculum.
- b) The Library places a greater emphasis on electronic access to periodicals via academic databases. Selection criteria for print periodicals are:
 - (1) Relevance to the curriculum
 - (2) Indexed (without full text) in available academic databases
 - (3) Print format preferred over or in addition to electronic access
 - (4) Recommended by faculty
 - (5) Cost
 - (6) Requirement and/or recommendation for career and technical program accreditation
 - (7) Scope
 - (8) Audience level
 - (9) Coverage of a unique subject area

4. Digital Media

- a) Digital media is purchased to support the curricular needs of the College. The selection of digital media is placed on titles that will be directly used by faculty for instruction or in support of instruction. As much as possible, the Library will license access to streaming media through collections offered by various platforms.

- b) If streaming content is not available, the Library will consider purchasing another form of digital media based on the criteria for selection above
5. Newspapers
- a) The newspapers collection consists of a very limited selection of local and regional newspapers. A short back files of newspapers will be held.
 - b) The Library will rely on electronic access via databases for national newspapers
6. Textbooks
- a) Specific textbooks used for Hawkeye courses are not typically purchased by the Library for the collection.
 - b) Individuals and/or instructors may purchase textbooks for select courses and place them on reserve in the Library for students to access
7. All final purchase decisions are made by the Library Director with regard to format, budget restrictions and collection development as a whole

VI. Gifts

- A. Acceptance of gifts are subject to the criteria for selection listed above
- B. No gifts will be accepted with restrictions
- C. The Library will not accept gifts that take a large amount of space or take up a large amount of staff time to process
- D. All gifts become property of the Library and are subject to the current policies and procedures
- E. The Library reserves the right to dispose of gifts through local sales, donation to non-profit organizations, or by simply discarding the items. The donor may choose to have the gift(s) returned, if they are not added to the collection
- F. The library assumes no responsibility for appraisal of gift items, nor can the library accept items under restricted conditions.
- G. Gifts of money to support the library and its collection are accepted through the Hawkeye Community College Foundation

VII. Collection Maintenance

- A. The Library conducts continuous and systematic review of collections using various bibliographic tools, ideally involving faculty in the process. Materials are discarded based on the following criteria:
 - 1. Physical condition of item
 - 2. Relevance to the curriculum, educational programs, and priorities of the College
 - 3. Appropriateness to the user (format, audience, access, language)
 - 4. Significance and reputation of the author/audience/producer/publisher
 - 5. Currency of information and frequency of circulation
 - a) All titles are subject to review and withdrawal if they are more than ten years old
 - b) and said titles have not been checked out in 5 years
 - 6. Availability of materials from other libraries
 - 7. Relationship to items in collection
 - 8. Importance to a field of study/discipline
- B. Library materials withdrawn from the collection are disposed in a manner pursuant to College and state laws. Individual requests for discarded materials will not be granted
- C. All final decisions to withdraw are made by the Library Director with regard to format, budget restrictions and collection development as a whole

VIII. Request for Reconsideration of Library Materials

- A. The [Procedure for Considering Request for Reconsideration](#) will be followed if an individual has a concern about library materials.
- B. If an individual wishes to make a formal complaint, the [Request for Reconsideration of a Resource Form](#) must be completed and submitted to the Director of Library Services.