Kapiʻolani Community College Library
Collection Development & Management Policy

1. Mission and Purpose

The Library & Learning Resources Unit mission statement [1] supports the vision of Kapiʻolani Community College [2] to "prepare students to meet rigorous baccalaureate requirements and personal enrichment goals" by providing an innovative environment for learning and research.

The Library serves a community of students, faculty, and staff from diverse backgrounds and prior educational experiences [3], including Native Hawaiian, local, national, and international students, recent high school graduates, non-traditional, and returning students.

The purpose of this Collection Development and Management Policy is to outline the collecting responsibilities and priorities of the Kapiʻolani Community College Library. Our primary goal is to develop and maintain cost-effective print, electronic, and multimedia collections that support the learning, teaching, creative, and research needs of students and faculty. This policy will be reviewed every 5 years or as needed.

2. Library Collections

Books and other materials in the Library are divided into different collections [4] located in various areas throughout the building. All items can be used in the Library, and most books can be borrowed. We also subscribe to electronic books and databases that are available online from computers in the Library, and from computers off-campus for Kapiʻolani Community College users.

Our collections support the curricula of a two-year community college offering programs of study [5] in Liberal Education; Science, Technology, Engineering and Mathematics (STEM); Business Education; Culinary Education; Health Education; Hospitality and Tourism Education; and Legal Education. Collecting emphases include Kapiʻolani Community College’s Areas of Excellence and materials having to do with Hawaiʻi.

The Library does not aim for comprehensiveness in any subject or format. We follow the appropriate Association for College and Research Libraries Guidelines for University Library Services to Undergraduate Students [6], collecting at the Research Libraries Group Conspectus Collection Level 3: Study or Instructional Support Level [7]. For research needs beyond this collection level, materials may be obtained from other UH campus libraries through IntraSystem Loan [8].
3. Selection Criteria

The Library adds materials to our collections according to criteria that include, but are not limited to the following:

**General selection criteria:**
- Relevance and support for the College’s curriculum
- Relevance and significance to existing Library collections
- Appropriate level, scope, and content
- Accuracy, comprehensiveness, and depth
- Currency and timeliness
- Cost
- Demand

**Additional criteria for electronic resources:**
- Level of content and full-text coverage
- Usability and features of interface
- Licensing and authentication for remote access
- Technical support, administrative functions, and usage statistics

Materials in the Library’s Collections may be removed if they no longer meet these criteria.

Recommendations [9] for new materials from Kapi‘olani Community College faculty and students are strongly encouraged. With some exceptions, the Library does not purchase multiple copies.

The Library subscribes to the American Library Association's Library Bill of Rights [10] and Freedom to Read [11] statements. If users have complaints or questions regarding an item in the collection, they may submit a Request for Reconsideration of Library Materials [12].

4. Formats

The criteria above are the primary considerations when making selection decisions. If content is available in multiple formats, the Library also considers whether a particular format provides significantly better access to the information. Format compatibility with the Library’s existing technology as well as the technology commonly available to our users is an important factor.

**Textbooks and Study Guides:** The Library does not purchase textbooks or study guides to support classroom use. Instructors may place textbooks on Reserve [13] in the Library for use by their students. Workbooks and selected career preparation exams appropriate to Kapi‘olani Community College programs may be purchased on a limited basis.

**Print Periodicals and Newspapers:** With some exceptions, print periodicals are kept for 5 years (the current year plus 4 previous years). Periodicals are not bound. Print periodical subscriptions are reviewed as needed.
5. Gifts

The Library welcomes gifts that support the instructional programs of the College and meet our selection criteria above, following UH Administrative Procedure A8.620 (PDF) [14]. Major gifts must be approved by the Head Librarian. A copy of the Library's Gift Material Acceptance Form and a statement listing the number of items are available upon request.

Gifts are accepted with the understanding that materials are not automatically added to the Library's collections, and that final disposition of all donated materials is at the Library’s discretion. Appraisal of gifts for tax purposes is the responsibility of the donor. The Library does not accept temporary deposits of gift items.
6. References

[1] Library & Learning Resources Unit Mission Statement
http://library.kcc.hawaii.edu/libraryinfo/history.php


http://www.hawaii.edu/campuses/kapiolani.html

[4] Library Collections
http://library.kcc.hawaii.edu/resources/collections.php

[5] Programs of Study
http://www.kapiolani.hawaii.edu/academics/programs-of-study/

[6] Guidelines for University Library Services to Undergraduate Students
http://www.ala.org/ala/mgrps/divs/acrl/standards/ulsundergraduate.cfm


[8] IntraSystem Loan
http://library.kcc.hawaii.edu/services/isl.php

[9] Recommendation for Library Materials

[10] Library Bill of Rights
http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm

http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

[12] Request for Reconsideration of Library Materials
http://library.kapiolani.hawaii.edu/x_docs/KCC_Library_Reconsideration.pdf

http://library.kcc.hawaii.edu/services/reserves.php

[14] UH Administrative Procedure A8.620 (PDF)
http://www.hawaii.edu/svpa/apm/acc/a8620.pdf

Last reviewed and updated: 2016-02-11
http://library.kcc.hawaii.edu/libraryinfo/colldev.php