Collection Development Policy
Highline College Library
(revised March 18, 2025)

Purpose
This policy states the guiding principles and procedures under which collection development activities, including the selection, maintenance, and weeding of print, electronic, and media library materials for the Highline College Library, will occur. This document is to be reviewed every three years.

Objective
The library collection supports the mission of the Highline College Library. The goal of collection development is to meet the information needs of our students, faculty, and staff by providing access to a variety of relevant print, media, and electronic resources. The collection includes representative and meaningful information resources suitable for a culturally diverse college community. It provides materials that attract and address a variety of learning styles and levels of sophistication.

Intellectual Freedom
Adherence to intellectual freedom is a fundamental tenet of the Highline College Library in carrying out its educational mission in a democratic society. The Highline College Library firmly endorses the American Library Association's Library Bill of Rights and the International Federation of Library Associations and Institutions' (IFLA) Statement on Libraries and Intellectual Freedom. As IFLA states and the Highline College Library affirms, "Commitment to intellectual freedom is a core responsibility for the library and information professional."

Challenges to Library Materials
As stated above, intellectual freedom is a fundamental tenet of the Highline College Library. The ALA Library *Bill of Rights* states that "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." It also states that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment." Any challenges to materials held by the Highline College Library must conform to the policy and procedure in *Appendix A: Challenges to Library Materials* (located at the end of the *Collection Development Policy*).

Collection Development Priorities
The primary users of the Highline College Library are its students, faculty, and staff. Sole priority in collection development is given to providing access, both on- and off-campus, to information resources meeting the information needs of these users. Secondary users, including the general public and students from other schools, are welcome to use the Library and its collection. However, the library does not purchase materials specifically for them.
As a government publications depository library, the Highline Library serves the constituents of the Washington State 9th Congressional District by providing access to its government documents collection. This access is electronic as the Library has moved to a virtual format for these materials.

Collection Development Budget
The collection development budget pays for monographs, periodicals, standing orders, media, and electronic databases. It is used to purchase materials housed in or accessed through the library or any designated campus satellite library conforming to library policies and procedures. This budget is not used to purchase materials for college department or faculty/staff office collections. Supplemental funding is provided by the college to support professional/technical programs (Perkins funds) and Bachelor of Applied Sciences (B.A.S.)

programs.

Also, on occasion the library may receive grant or special funding supporting specific programs or initiatives.

Responsibility for Collection Development

The Library Director has overall responsibility for library services, including collection development. The Collection Development librarian has lead responsibility for collection development matters, and actively participates in collection development activities. The Electronic Resources lead librarian coordinates the acquisitions and evaluation of electronic resources including working with vendors to set up trials, negotiate price, evaluating databases, soliciting feedback from faculty and other librarians as well as setting up remote access together with the systems librarian.

Each reference librarian has collection development responsibilities including reviewing and selecting print and media materials, participating in database review and selection, and weeding library collections. Suggestions for titles to be added to the collection can be made by any member of the college community. Such recommendations should be actively solicited by librarians from individuals with areas of expertise. Suggestions by the library's primary users take precedence.

Selection of Library Materials

General Collection level: generally, library collection development activities will correspond to developing and maintaining a Basic Information Level collection as stated by the Library of Congress. This level is intended to support the basic informational needs of students working on a transfer degree, a professional/technical degree or certificate, and basic education and English language skills. Specifically, this level is comprised of:

Collections of general periodicals and a broader and more in-depth array of introductory monographs, reference tools, and media titles that includes:

- Basic explanatory works.
- Histories of the development of the topic.
- General works about the field and its important personages.
- Selected specialized monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access to appropriate electronic resources.

Bachelor of Applied Sciences Collection level: library collection development activities supporting Bachelor of Applied Sciences programs will correspond to the Instructional Support Level as stated by the Library of Congress. This level is intended to support undergraduate and most graduate instruction and is adequate to maintain knowledge of a subject required for limited generalized purposes, of less than research intensity.

Specifically, this level is comprised of:

- Wide range of basic monographs.
- Histories of the development of the topic.
- Selected specialized monographs and reference works.
- Extensive collections of works of more important writers.
- Selections from the works of secondary writers.
- Defined access to appropriate electronic resources.

Format Considerations of Library Materials

Content, not format, is the primary consideration in selection decisions. Format should be considered as a criterion when multiple formats of the same information are available, and when a particular format may have a significant advantage in terms of providing access to the information being made available, such as for off-campus students. Format is also a criterion for specific collections in which one format is being emphasized. Specifically, for periodicals and media, the default format is to be online to allow for both on- and off-campus

accessibility. Format may also be a consideration in terms of technological issues, such as compatibility with existing library equipment and systems. New formats will be considered for the collection when sufficient evidence indicates that a significant portion of the community has the necessary technology to make use of it.

Diversity of the Collection

Standard 4 of the ACRL Diversity Standards: Cultural Competency for Academic Libraries states that "Librarians and library staff shall develop collections and provide programs and services that are inclusive of the needs of all persons in the community the library serves." The Library affirms diversity as a core value of the college and is committed to building a collection reflecting the information needs and interests of the diverse populations of the college. This includes supporting faculty curricular needs in diversifying their courses and supporting diversity and globalism courses. To this end, in addition to the general material selection criteria listed below, selection of materials should be informed by relevant components of the ALA Library Bill of Rights, including:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of their origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

General Criteria for Materials Selection

- Anticipated demand for the material.
- Accuracy and validity of the information.
- Relevance of the information.
- Timeliness or permanence of the material.
- Strengths and weaknesses of the existing library collection in the subject area.
- Cost of the material on a one-time or continuing basis (this includes serials, standing orders and licensing/subscription costs for materials in electronic formats).
- Author, publisher, or producer reputation.
- Accessibility and comprehensibility of the information by the user.
- Evaluations of the material from standard or knowledgeable reviewing sources.
- Whether the source is full-text, abstracted, or bibliographic.

Selection Criteria for Database Selection

In addition to meeting the general criteria for materials selection, electronic formats should meet these specific criteria:

- Accessibility by on- and off-campus users.
- Accessible to all Highline students/faculty/staff.
- Public service support requirements, such as the need for staff and user training.
- Compatibility with existing library systems.
- Technical support by the database producer including user guides, manuals, and training.
- Searching considerations, including user interface and overall user friendliness in accessing the database.
- ADA compliance and accessibility.
- Integration with discovery tool such as ExLibris Primo.

Specific Types of Materials

Gifts: any gifts donated to the library become the property of the Highline College Foundation and will not be returned to the donors. Gift books will be considered using the same criteria as new materials and it is entirely

up to the discretion and professional judgment of the library staff in determining if they will be added to the collection. Any gifts that are not added to the collection will be disposed of according to Washington State law.

- Multiple Copies: as a rule, the library will not obtain multiple copies of the same edition of any title. Exceptions to the rule, based on librarians' judgment and on a case-by-case basis, are if the title is expected to have extended heavy use by the library's primary users or for inexpensive titles for special user populations (e.g. the ESOL Collection).
- Lost/Missing/Damaged Materials: will not be replaced as a matter of course but subjected to the criteria established for material selection.
- Textbooks / Course Packets / Required Class Readings: the library does not purchase textbooks, course packets, or other required readings materials to support current course offerings. The cost of purchasing such materials for all courses would be prohibitive. Additionally, selectively purchasing titles for some courses raises issues of fairness and equity for students in those courses for which the library did not purchase such materials.
- Non-textbook type books being required for class readings and requested by faculty will only be added to the collection if meeting the stated General Criteria for Materials Selection in this policy. A print format book will be added to the Course Reserves collection while it is required reading. E-books purchased for required class readings will be available on a single user or a low multiple simultaneous user number) and accessed through the library online catalog.
- Bibliographies: the library does not collect these, except as selection aids for collection development.

Specialized Collections

In addition to its general collection, the Library has specialized collections of materials. These collections are listed below. All these collections are subject to the criteria established in this policy for materials selection and weeding.

- Reference Collection: is designed to meet the academic and general information needs of the college community. This is done by making available information sources consistently useful in answering reference questions and designed to be "consulted for bits of information rather than to read consecutively" (International Encyclopedia of Information and Library Science [Routledge, 1997]). For this reason, reference materials do not circulate without permission.
- Reserve Collection: includes materials with short-term circulation because of expected heavy use. These materials may belong to the library or be privately owned. Reference materials are not to be included in the Reserve Collection. The Library maintains its Reserve Collection at the Circulation Desk.
- Children's Collection: is designed to meet the instructional needs of the Education Department in preparing teachers and para-educators in early childhood education.
- English for Speakers of Other Languages (ESOL) Collection: is designed to meet the needs of library users developing their reading skills in English. These users may include English as a second language students, and newly literate adults. The reading level for these materials is from grades one to eight.
- English for Speakers of Other Languages (ESOL) Ebook Collection: The ebooks in this collection are selected especially for students learning English at Highline college. These titles are available off campus for Highline students and employees
- Adult Basic Education Collection (ABE) Collection: is designed for students developing their reading skills at the young adult level. These materials are incorporated physically in the ESOL collection advanced level.
- Government Publications: the Highline College Library is a virtual depository for federal and Washington state government publications. Materials are selected to meet the informational needs of our students, faculty, and staff, as well as the general public, especially those in Washington State's 9th Congressional District.

- Graphic Novels Collection: is designed to support students' recreational reading and literacy practice.
- Learning and Teaching Center: this collection, housed at the Learning and Teaching Center site, consists primarily of print books concerning teaching and learning at the college level.

Collection Maintenance: Weeding

Weeding refers to the continuous process in collection development in which items in the library collection that are outdated, rarely used, unnecessarily duplicated, no longer covered in the college curriculum, worn-out, or damaged are removed from the collection. Justifications for weeding include maintaining a current, accurate, and useful collection; making the best use of space; improving the appearance and browsability of the collection; identifying materials needing repair or replacement; and getting feedback on the collection's strengths and weaknesses. Weeding extends to all materials in the library collections.

General Criteria for Weeding:

- Materials containing outdated or inaccurate information.
- Materials that no longer meet a curriculum need, which may occur when a Highline College program or area of study is de-emphasized or terminated.
- Materials with minimal circulation are not classics or standard titles in their areas.
- Use of the material for instructional purposes. Some materials may otherwise qualify for weeding should be kept because they are used by instructors for teaching purposes.
- Superseded editions of materials not considered classics or needed for historical purposes.
- Duplicate copies of low-circulating materials.
- Worn out or damaged materials. If the materials receive reasonable use, they are considered for replacement or repair.
- Print Periodicals over two years old, unless the material has historical value and is specifically chosen for extended holdings by librarians.

Subject Area Criteria for Collection Weeding

The following guidelines for broad subject categories are to be used in conjunction with the general criteria for weeding as well as any specific circumstances pertaining to individual subject areas or programs of study offered by Highline College. It should be remembered that the guidelines stated below are generalizations and that there will be exceptions to them. For example, classics and/or conceptual works in the social sciences, health sciences, technology, business, and applied and pure sciences may have longer lasting relevance or historical value and still be of value beyond the ten-year mark.

- *Technology and Library and Information Science*: materials in these areas that are technology-oriented tend to become outdated within seven to ten years and should be considered for weeding after this time. Other materials that are more conceptual in nature and do not involve specific technology have longer lasting relevance or historical value and may still be of value to the Library collection beyond the ten-year mark.
- *Humanities*: materials in this area generally do not become outdated, so factors such as circulation statistics, duplicates, and damage take on added significance in weeding.
- *Social Sciences*: materials in the social sciences typically become outdated after ten years. An exception to this is in history. History materials usually do not become outdated but may be superseded by newer editions.
- *Business and Economics*: materials in these areas typically become outdated after ten to 15 years and should be considered for weeding after this time.
- *Health Care and Medicine*: materials in this area are usually outdated in as little as five years and should be considered for weeding after this time.

- *Applied Sciences*: materials in these areas tend to become outdated within ten years and should be considered for weeding after this time. An exception is Computer Science materials, which should be reviewed every five years.
- *Pure Sciences*: materials in this area are usually outdated within ten years, but exceptions to this should be noted, such as in mathematics, which does not become outdated as quickly.

Review of the Collection Development Policy Statement

The Collection Development Policy Statement will be updated or changed as needed to keep it current and completely reviewed every five years by the Reference/Collection Development Librarian.

Last Revised: March 18, 2025
Date of Adoption: March 12, 2018
Key Department: Library Reference Services
Key Person: Jack Harton, Faculty Librarian

Appendix A: Challenges to Library Materials

Resources in the Library may be challenged by students, faculty and staff of Highline College and those persons who are residents of the state of Washington. A challenge to a Library resource must be based on the failure of that resource to fall within the Library's Collection Development Policy, including the commitment to intellectual freedom. When challenging an item, the complainant may request that the Library take one of two actions; (1) remove the item/resource because it is inappropriate, or (2) add an item/resource to balance the collection by providing alternative views. The Library may agree to take either action or no action at all. Challenged resources will remain available to Library users during the duration of the challenge.

Procedure to Challenge Materials:

- All challenges related to Library materials, if they are from students, faculty and staff of Highline College or residents of the state of Washington, should be submitted using the *Challenges to Highline College Library Resources Form*. Anyone meeting the above criteria making a challenge in person, by phone, email, letter, or other forms of communication should be referred to this appendix and the form. If the formal request for reconsideration has not been received by the Associate Dean of Library & Learning Resources or their designee within two weeks, it shall be considered closed.

- Upon receiving the completed form, the Associate Dean of Library & Learning Resources or their designee shall contact the complainant to discuss the challenge and attempt to resolve it informally by explaining the philosophy and goals of the library and the nature of the materials selection process. This can also include the reasons for selection of the specific work, established by the appropriate library staff member.

- If the complaint is not resolved informally, the Associate Dean of Library & Learning Resources or their designee will supply the complainant with written information on the library's instructional goals and objectives, on the materials selection policy, and on the procedure for handling objections. This will include a printed form which must be completed and returned before further consideration will be given to the complaint.

- Questioned materials shall remain on the shelves or display pending a final decision.

- The Associate Dean of Library & Learning Resources, having received a completed objection form, will bring the issue before the Library Management Team for their input.

- The Associate Dean of Library & Learning Resources will notify the complainant of the decision in writing.

- If the complainant is still not satisfied, they may ask the library director to present an appeal to the Dean for Academic Pathways and Student Learning Resources, who shall make a final determination of the issue.

This policy and procedure has, with permission, been drawn from the Hope College "Challenges to Library Materials" policy and procedure and the Spokane Falls Community College library's Reconsideration of Library Materials Policy.

Form for Challenging Highline College Library Resources Form (link).
The faculty librarians at Highline College have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Associate Dean of Library & Learning Resources.