

KAUA‘I COMMUNITY COLLEGE

Library Materials Selection

1. Purpose

This policy guides the systematic development and management of Kaua‘i Community College Library information resources. The intent of this policy is to define a collection development and information access program.

2. Policy

The selection of materials for the library is based on the following guiding principles:

- A. The collections are aligned with the KCC mission statement;
- B. Provide current, diverse, and balanced materials that support the curriculum;
- C. Serve all students and faculty by providing equivalent access regardless of location, when possible, to materials in the most appropriate and cost-effective manner;
- D. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- E. Provide a background of information which will enable students and other users to make intelligent judgments in their daily lives;
- F. Provide materials and information presenting diverse points of view on current and historical issues;
- G. Provide materials representative of the religious, ethnic, and cultural groups of Hawai‘i; and
- H. Collect and serve as a repository for materials that acknowledge and document the culture and history of Kaua‘i and Ni‘ihau in order to serve the intellectual and cultural needs of the Kaua‘i and Ni‘ihau community.

3. Procedures

- A. Faculty, staff, and students are encouraged to request materials; however, final selection of materials rests with the faculty librarians.

- B. In order to review new publications in their field of expertise, faculty members are encouraged to request a curated list of new publications that will be provided by the faculty librarians.
- C. Faculty librarians will review faculty member selections, as well as other materials and then consider the following before making a final selection:

Relevance to the curriculum and appropriateness to users; timeliness, accuracy, and lasting value; reputation of the author, issuing body, and/or publisher; suitability of format; appropriate presentation, such as, style, clarity, and reading level; aesthetic considerations, such as, literary, artistic, or social value; appeal to the imagination, senses, or intellect; physical and technical quality, such as, paper, typography, design, size, binding, durability; features of the publication, such as, a detailed accurate index, bibliography, footnotes, appropriate illustrations; depth of current holdings in the same or similar subject; demand, including frequency of interlibrary loan requests placed for material on the same or similar subject; cost of material relative to the budget and other available material; and availability of material in other University of Hawai'i libraries or on the open Web.

4. Gifts

In addition to purchases, materials are added to the Library collection from charitable gifts of books and other materials. Gifts are encouraged, with the understanding that the library may dispose of them or add them to the collection at its discretion, and in the same manner as purchased material. As a general rule, gift books will be added based on the same criteria as purchased ones. The library assumes no responsibility for appraisal of gift items, nor can the library accept gifts under restricted conditions.

5. Copyright

When making selections for the addition of material to the library collection, the Library complies with the amended Copyright Act (Title 17 of the U. S. Code) and supports the Fair Use section of the Copyright Law (17 U.S.C. 107), which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.