The Bunker Hill Community College Library & Learning Commons
Collection Development Policy (Revised August 2017)

Library Mission Statement

The mission of Bunker Hill Community College Library & Learning Commons is to support teaching excellence and diverse learning in the community college setting, and to provide facilities to support a variety of learners and learning styles; to provide library resources and services which support the BHCC community; to encourage academic achievement, student success, and lifelong learning; and to enhance the education environment.

Library and Information Science

Many librarians worldwide accept *The Five Laws of Library and Information Science* which is a theory proposed by S. R. Ranganathan in 1931, detailing the principles of operating a library system. These laws are:

• 	Books are for use.

• 	Every reader his [or her] book.

• 	Every book its reader.

• 	Save the time of the reader.

• 	The library is a growing organism

While each is dynamic, the fifth law in library and information science (that is) "the library is a growing organism" describes collection development.

Definition of Collection Development

The primary purpose of collection development is to meet the informational needs of learners. Collection development refers to the process of building and maintaining the library's entire materials collection, encompassing print, non-print, electronic and remote formats.

Print and audio-visual resources purchased with library funds are for the library circulating and non-circulating collection only. The collection development process includes the formulation of guidelines and procedures, coordination of acquisition activities, budget formulation and allocation, needs assessments, collection evaluations, selection, resource sharing and deselection.

Purpose of the Collection Development Document

The purpose of the present document is to establish an acquisitions and collection management procedure that follows the library mission statement and to establish the roles of the various stakeholders in the collection development process.

Objectives of the Collection Development Process

To provide bibliographic control over print and non-print materials using accepted standards and practices; To organize print and non-print materials into collections cataloged according to the Library of Congress Classification System; To acquire and organize materials that support a diverse community, encourage academic achievement, student success, lifelong learning, and enhance teaching excellence; To evaluate, select, acquire and organize print materials, audiovisual materials, serials, electronic resources, and information technologies as appropriate for classroom and research support; To select and deselect materials considering, as appropriate, course assignments, faculty recommendations, standard lists, publishers' catalogs, student requests and review journals; To strive for a collection that offers a variety of viewpoints on all topics and offers materials on levels of difficulty appropriate for Valencia's student population both in terms of cultural background and ethnicity as well as supporting various learning styles; To offer materials in conjunction with national, state and local issues and events; To promote literacy and the enjoyment of reading; To maintain adequate and appropriate materials for program accreditation requirements; and finally, To support the American Library Association's Library Bill of Rights and interpretations thereof, its Intellectual Freedom Statement, its Freedom to Read Statement, and its Statement on Challenged Materials.

Responsibility

The Bunker Hill Community College Librarians operate within the principles of shared governance. To safeguard the principles of intellectual freedom from which the Library derives its strength and credibility, the authority to build and maintain the Library's collection is a shared collection development responsibility.

The Bunker Hill Community College Library Committee is an Advisory Committee, according to College Governance Documents.

LIBRARY COMMITTEE Purpose:

1. To assist the Library Director in the effective accomplishment of his/her duties.

2. To submit recommendations with respect to acquisitions and other issues affecting the Library.

Composition:

a) Director of Library & Learning Commons

b) Four persons elected by the College Forum

c) Two students elected by the Student Government Association

d) One person appointed by the President

e) One support staff member

Authority:

Recommend to Director of Library & Learning Commons

The governance procedure and/or Document may be modified by the College Forum by acting upon proposals submitted through the Governance Committee. Proposals to change the governance procedure or Document must be submitted to the Governance Committee.

The Governance Committee's recommendations for changes to the governance procedure and/or Document will be submitted, in writing, to all voting members of the College Forum at least two weeks prior to the Forum.

A two-thirds majority of those present and voting at the College Forum is required to effect a change.

The Bunker Hill Community College Director of the Library & Learning Commons is a "1. Administrators Full-time professional employees who are not eligible to be members of the Faculty/Professional Staff Bargaining Unit."

The Bunker Hill Community College Librarians are

3. Professional Staff

Those occupying full-time professional positions whose primary duties are other than teaching and who are eligible to be members of the Faculty/Professional Staff Bargaining Unit."

Other Staff in the Library are

4. Support Staff

a. Classified and other non-professional full-time employees who are eligible to be members of a College bargaining unit.

b. Classified and other non-professional full-time employees who are not eligible to be members of a College bargaining unit.

5. Part-time Employees Administrators, faculty, professional staff, and support staff employed on part-time basis.

6. Employees on special arrangements: Temporary full-time employees such as those on "soft money", grants, internships, exchanges, or other special arrangements and who are not eligible to be members of a college bargaining unit."

The Director of the Library & Learning Commons is ultimately responsible for the development and implementation of the Collection Development Policy. Working with the Library Committee; Faculty; Librarians; Students; and Staff. Based on recommendations of these stakeholders, the Director of the Library & Learning Commons seeks to secure the resources needed to support the collection.

The Director of the Library & Learning Commons responds to any challenges on the inclusion or exclusion of specific items in the Library's collections.   The Director of the Library & Learning Commons is also ultimately responsible for the distribution of collection development responsibilities among the **College's Library Liaisons.**

Librarian Liaisons

To assist the Library Director in the effective accomplishment of his/her collection development duties, the Library has re-established the Liaison Program (effective Fall of 2013). Liaisons are responsible for reading, asking questions, discussions and improving collection development by working with BHCC's Faculty.   The responsibilities include: ongoing review and revision of the Collection, developing and recommending a collection acquisitions for each budget year (ex. FY 13, FY14, FY15); and Library Liaisons are responsible for the selection and recommendation of library resources within their subject areas, ensuring the effective expenditure of the allocation in their areas.   They are also responsible for assessment of the strengths and weaknesses of those areas. With regard to the Collection Development Policy itself, they are responsible for the creation and maintenance of the Subject Collection Development Statements for their respective subjects. Librarian Liaisons are responsible for maintaining open channels of communication with their academic departments or programs in their subject areas. And with regard to print books or electronic books (e-books), databases and other library's collection resources, they are responsible for bringing issues of concern to the attention of the Director of the Library & Learning Commons.

Fund Allocation

Fund allocations take into consideration the following factors: FTE, best practices, guides, standards, collection size, costs of materials and maintenance and replacement costs. The selection of materials is a continual process affected by the content and needs of a changing curriculum. These guidelines for selection apply equally to all types and formats of materials considered for acquisition. Library funds are used for current and limited retrospective purchases to build a balanced collection that supports the academic mission of the College community. Given the College's resources, it is not always possible to provide all the materials that may be necessary or desirable. Therefore, in selecting materials, BHCC's Librarians established and continuously encourages librarian and faculty collaboration in the Library Liaison program for collection development.

What We Collect

General Guidelines for Selecting Materials

Degree Programs

- Arts Degrees included: Business, Communication, Computer Information Science, Education, English, Fine Arts, Foreign Language, History and Government, mathematics, Music, Physics, Psychology, Sociology, Theatre, World Studies
- Science Degrees included: Biological Science, Business Administration, Computer Information Technology, Computer Media Technology, Criminal Justice, Culinary Arts, Early Childhood Development, Engineering, Fire Protection and Safety, Hotel/Restaurant, Medical Imaging, Nursing, Office and Information Management, Paralegal Studies, Respiratory Therapy, Visual and Media Arts, Tax.
- Certificate Programs included: Allied Health, Business Administration, Computer Information Technology, Computer Media Technology, Fire Protection and Safety, Criminal Justice Law Enforcement, Culinary Arts, Early Childhood Development, Sustainability management, Human Services, Medical Imaging, Practical Nursing.

Selection Criteria

Detailed guidelines for selection are provided in the types and formats sections and the profiles based on the subject template presented in an accompanying document. The following factors should be considered in selecting and adding materials to the collection of the Library:

- Subject matter and scope:
  - Relevant to the curriculum
  - Significant; has lasting value
  - Relationship to current holdings and strength of materials in that subject area
  - Historical value
  - Research value to students and faculty
  - Demand and frequency of interlibrary loan requests in the same or similar subjects
  - Local interest (subject, author or publisher)

- Treatment of subject or material:
  - Can be introductory, speculative, scholarly, technical, or popular
  - May be current or retrospective
  - May be of timely and/or popular interest
  - Should be suitable and useful in subject, level, and style for intended audience
  - May be important as a document of the times

- Validity/Accuracy:
  - Information presented is accurate, current, and authoritative
  - Author, artist, or publisher has good qualifications or reputation
  - Subject specific and standard library reviewing sources aid in making selection decisions
  - Other criteria to consider include availability of indexing, date of publication, primary versus secondary source, fact or opinion, observation or research

- Point of view:
  - Fair and balanced in its point of view, but titles of a partisan or sectarian nature, even some that may have a biased point of view, may be selected
  - Contributes to community values and citizenship
  - Alternative points of view

- o Social significance

- Elements of quality:
  - o Well written
  - o Suitable format for message
  - o Originality and creativity in presentation and content
  - o Cited frequently in standard bibliographies

Collection Development for Persons with Disabilities

Under the Americans with Disabilities Act and related acts, persons with disabilities have equal access to information and sources to the extent possible within the mission guidelines of the BHCC Library. All library information services, including access to electronic information, should be accessible to users regardless of disabilities. Assistive technology equipment and/or software are available in the Library for users needing to adapt printed materials and electronic resources in order to use them.

Media playback equipment in the BHCC Library has closed captioning capabilities, and the library purchases videos with closed captions or subtitles when they are available. In general, the criteria used to select materials for the library collection may include, but are not limited to, any of the following: Curricular needs Program accreditation requirements Scholarly reviews Appropriateness for the target user group Existing coverage within the collection Price Available space and physical characteristics of the material Other considerations specific to the material type

Selection Sources-- Types of Materials Collected

Monographs

Monographs are collected using the General Guidelines for Selecting Materials above, the detailed Monograph and Format guidelines below, and applicable Subject Profiles.

Textbooks

Textbooks used for courses at the BHC College are not normally collected.

Theses & Dissertations

Copies of Master's and Doctoral theses completed by BHCC faculty and staff maybe collected for both preservation and research purposes (see Archives/Special Collections).

Serials and Databases

Journals, newspapers, and other serials are collected using the General Guidelines for Selecting Materials above, the Serials and Format guidelines below, and applicable Subject Profiles. Because these materials incur continuing financial obligations, they necessitate more deliberate consideration than most materials. Preference will be for serials which are online.

Sources used to support decisions for inclusion in the collections include, but are not limited to: Choice Booklist Library Journal Publishers Weekly Internet book review sites

Multiple Formats of Materials Collected

- Print

BHCC Library acquires materials in print when that is the most appropriate, available format.

- Electronic

BHCC Library purchases or licenses resources in electronic form using the guidelines in the Electronic Resources section, below.

- Audiovisual Recordings

BHCC Library purchases or licenses audio and audiovisual recordings using the guidelines in the Media section and, when applicable, in the Electronic Resources section, below.

- Microforms

BHCC Library does not acquire microform resources.

Requests

Priority is given to requests for materials to support specific assignments as identified by faculty members, course syllabi and students' inquiries. Other items requested by faculty, staff and students are also considered for purchase. Materials frequently requested through Interlibrary Loan may be considered for purchase. All requests are still subject to the aforementioned selection criteria.

Language

Materials are purchased primarily in the English language, except foreign language titles that are required to support foreign language courses.

Specific Acquisitions Guidelines

Textbooks

The BHCC Library does not acquire textbooks. Faculty/departmental donations usually provide the reserve textbook collection.

Magazines, Journals, and Newspapers

The Library has access to a large number of articles from magazines, journals, and newspapers. The majority of these articles and publications are available via the library's electronic databases and patrons are invited to access them online.

The Library maintains a small collection of print serials that are not available electronically. All print magazines and journals, including current issues and back issues up to 1 year, are available for use in the Library only. Photocopying is permitted.

What Databases Do We Have?

– General Listing

- The Chronicle of Higher Education
- CQ Researcher
- Credo Reference
- Ebrary
- EBSCO Databases
- eLibrary
- Educational Resources Information Center (ERIC)
- Films on Demand
- Gale Databases
- Infobase Databases
- JSTOR
- LexisNexis Academic
- Overdrive
- Points of View Reference Center
- ProQuest Databases
- Sage Publishing Online
- Salem Press eBooks
- Science Full Text Select
- Sharpe Online Reference

Databases: Additional Resources and Databases Trials

From time-to-time, and through the librarian/faculty liaison program the Library has been offered, and the director of the library and library liaisons after discussion with faculty consider which databases trials to acquire in the next budget cycle. For example:

- Energy & Power Source
- Environment Complete
- Sustainability Reference Center
- Engineering Source

Electronic Resources

EBSCO Database package through MCCLPHEI

Electronic Resources

Introduction

The policy for collecting and providing access to electronic resources addresses specific issues that relate to the electronic format. It is divided into three sections:

- Electronic Journals

- Electronic Books

- Other Electronic Resources

The principles contained in the general and subject specific sections of The Bunker Hill Community College Library Collection Development Policy apply equally to electronic resources. As with other materials, librarian liaisons assess present curriculum and teaching needs, select materials that meet the Library's standards in regard to quality, comprehensiveness, and authoritativeness, and weigh the purchase of a particular resource against other possible acquisitions from materials budgets. Issues of accessibility for users with differing abilities will also be taken into consideration.

Notable, The Bunker Hill Community College is a member of MCCLPHEI and NOBLE consortiums.

BHCC Library negotiates vendor/publisher licensing agreements for electronic resources, if needed. BHCC Library will take all reasonable steps to comply with licenses and to inform its users of relevant licensing restrictions. Authorized users for on-campus access shall be defined as all current faculty, students and staff of The Bunker Hill Community College, as well as patrons (NOBLE, MCCLPHEI members) who are walk-in end users physically present in the BHCC Library.

Remote access will be extended to all authorized end users defined above except BHCC Librarians reserve the right to evaluate and make decisions about the appropriateness of walk-in users.

BHCC Library and The IT Department work to ensure that remote access is restricted to only appropriate authorized end users by implementing an authentication process such as a proxy server or virtual private network.

The rapidly evolving nature of electronic formats will necessitate regular review of this policy.

Electronic Journals

Scope

This policy addresses the selection, acquisition and delivery of electronic journals accessible via the Web ("e-journals"). Access may be the result of:

- Single-title electronic-only subscriptions
- Multi-title electronic packages ordered from publishers
- Electronic versions bundled with print subscriptions (i.e., where electronic full-text is available only to print subscribers)
- Aggregate products from information providers such as EBSCO, Gale, or ProQuest (The Library has no control over the content of these collections.)
- Free access (These are not always cataloged, and in some cases may be linked only from library web pages.)

Access

BHCC Library maximizes access to e-journals by several means:

- Bibliographic and holdings records and associated hypertext links are added to the Library's catalog for all e-journals in the first three categories above
- Cataloged e-journals, as well as those in the remaining two categories, are also listed by title using the Library's electronic resource access management system
- Support and training to optimize use

Selection Responsibility

Selection decisions rest with: The Director of the Library & Learning Commons; with assistance and recommendations by Librarian Liaisons, Faculty Liaisons; the Library Committee Members, and Students.

Selection Criteria

Librarians will consider the following criteria when recommending a new electronic-only title or transferring a subscription from print to electronic format or from one electronic or selecting version to another:

- Coverage and the timely availability of material
- Enhanced contents and additional functionality of electronic as compared with print
- Convenience for users, e.g., unrestricted access in terms of location and time
- Reliability of access
- Full-text availability in PDF or other commonly used electronic format
- Cost-effectiveness, e.g., subscription savings, lower handling and overhead costs, number of simultaneous users included in license terms
- Guaranteed access to a complete file of titles for the years of the subscription
- Publisher commitment to maintaining web access to a permanent archive of back-issues
- Availability of usage statistics to support evidence-based decisions on future title additions or deletions
- Availability of IP authentication
- Use of licensed content to fill interlibrary loan requests

Duplication

BHCC Library will only consider providing both print and electronic access to a journal under certain circumstances. See the discussion of Format in the Serials section above.

If a print subscription is exchanged for an electronic version and it is found that the content coverage, and/or text and illustration format of a particular article, or articles, in the electronic version, differs from the printed version of the journal, then BHCC Library will bear the total cost of obtaining a full and accurate copy of the printed version of the article or articles.

In cases where the electronic version of a cancelled print title ceases to be accessible, BHCC Library will consider resuming the print subscription and purchasing back issues if warranted.

Electronic Books, Etc.

Scope

This policy addresses the selection, acquisition and delivery of electronic books or other non-serial electronic resources, such as government documents, research reports, websites, image files, etc.

These include:

- Individual or collections of electronic-only books, etc., ordered direct from the publisher or through a vendor
- Electronic versions available with print purchases
- Electronic books, etc., available freely on the web (These are not always cataloged, and in some cases may be linked only from library web pages.)

Access

BHCC Library maximizes access to electronic books, etc., by several means:

- Bibliographic records and associated hypertext links added to the Library's catalog
- Loading and maintaining necessary software within the Library
- Support and training to optimize use

Selection Responsibility

Selection decisions rest with: The Director of the Library & Learning Commons; with assistance and recommendations by Librarian Liaisons, Faculty Liaisons; the Library Committee Members, and Students.

Selection Criteria

When selecting an electronic title, whether new or the equivalent of an existing print title in the collection: The Director of the Library; Librarian Liaisons; Chairs and Faculty (Departmental Liaisons) will consider the following criteria

- Demand (priority being given to anticipated high-demand and reference-type material)
- Suitability to curricular support
- Currency and comprehensiveness

- Cost, e.g., handling and overhead costs, number of simultaneous users included in license terms
- Enhanced contents and additional functionality
- Ease of use and convenience for users, e.g., unrestricted access in terms of location and time
- Reliable, stable and permanent access
- Appropriateness of format, e.g., file size, supported software clients
- Availability of usage statistics to support evidence-based decisions on future title additions or deletions
- Availability of content on the Library's preferred platforms

Duplication

BHCC Library may provide both print and electronic access to particular monograph titles if this is justified by demand or preservation requirements. Electronic resources are selected to support the curriculum. The purpose of electronic resources is to provide alternative and supplementary access to information. For library collection development, "electronic resources" are defined as resources that require computer access. Examples include, but are not limited to: electronic journals, electronic books, streaming videos, reference databases, Adobe Acrobat PDF documents (government documents, working papers, conference proceedings and theses), and web sites.

e-Books, e-Reserves
The Bunker Hill Community College Librarians are growing electronic books collection to supplement the print book collection. We seek a balance between print and e-books, and will follow the same selection criteria as previously stated.

The following criteria will be considered when purchasing or renewing college wide electronic resources: Supports the curriculum; Subject area/coverage; Availability of funds; Search features and functionality; Price; Existing coverage within the electronic resources collection; Statistics (by vendor, classroom usage, other).

Students are encouraged to recommend e-book acquisitions. And faculty members wishing to recommend electronic resources should communicate any information they have to the director of the library and instructor's library liaison for consideration in the next purchasing cycle.

Detailed Guidelines for Selecting Materials

Definitions:
Monographs

For the purposes of this document, a monograph is defined as any non-serial item (i.e., an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts). Included in this definition are books, reference works, musical scores, films, etc. Monographs may be considered for selection in any suitable format collected by the Library.

In general, print will still be favored for:

- titles with significant cost increases for online access
- titles for which the quality of online graphics is not high enough to support its primary uses
- titles with limited assurance of perpetual access
  - titles with license conditions that would restrict the usefulness of the title - e.g., provisions restricting use in electronic reserves
- core journals where ease of use and dissemination (e.g., browsing) are better than e-format

Print + Electronic will be selected if:

- the cost of print includes online access is available
- electronic only to print subscribers (Titles with rolling back files will only have online access implemented when there is substantial content)
- electronic content coverage is not identical to that of the print version, or the text or illustration format of the print and electronic versions is not of the same quality
- print versions are needed to enable accurate references to an official or authoritative version (including those recognized in court hearings)
- electronic publication significantly lags behind the print edition
- the publisher has no commitment to archiving the electronic version

Access

BHCC Library is a member of the NOBLE (North of Boston Lirbary Exchange) consortium and a member of MCLLPHEI (Massachusetts Commonwealth Consortium of Libraries in Public Higher Education).

Bibliographic and holdings records, including associated hypertext links for monographs in electronic formats are added to the Library's catalog.

The Library catalog is available through the College's website, the Library's homepage, and connects end users (students, faculty) everywhere (i.e., physical classroom, blended/hybrid, distance/online) and regardless of mode of delivery of courses.

Selection Responsibility

Selection decisions rest with: The Director of the Library & Learning Commons; with assistance and recommendations by Librarian Liaisons, Faculty Liaisons; the Library Committee Members, and Students.

– Collaboration—the Library Liaison Program is Ongoing

- The Director of the Library & Learning Commons and BHCC Librarians
- Faculty (full-time and part-time including adjunct and new faculty members' participation)

Content selection decisions rest with Liaisons (Librarian Liaisons and Faculty Library Liaisons). Yet all faculty members (new, adjunct, full-time, part-time) are responsible for recommending Library's resources in their subject area.

Duplication

BHCC Library normally purchases only one copy of a title but may provide both print and e-book access to particular monograph titles if this is justified by demand or preservation requirements.

Serials

Scope

A serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Included in this definition are scholarly and professional journals, trade publications, newspapers, general interest periodicals, indexes and abstracts, loose leaf services, etc. The collection encompasses paper, electronic and microform formats. Additional considerations for electronic subscriptions are available in the Electronic Resources Policy.

Serials represent an ongoing commitment on the part of BHCC Library. They are costly to purchase, process, store, and maintain. The cost of serials has dramatically increased in recent decades and continues to rise, so the Library must be judicious in adding serials. Careful consideration is important when making a request for a new subscription, or when reviewing current holdings.

Selection Priorities and Criteria

- titles critical for the ongoing support of current curriculum, including general education, ESL, Science, Engineering, Math, Technology (STEM), Allied Health, Business and Government, Criminal Justice, Careers and Professions, Nursing
- titles in support of a new area of focus that an academic department or program and the College Administration intend to continue supporting receive high priority. For example Paralegal Studies, Tax … and other new programs
  - titles likely to be used by more than one department receive strong consideration
  - titles recommended by accrediting agencies receive strong consideration
  - titles that exclusively support individual faculty teaching/course are given low priority (The Library serves the specific needs of faculty in this situation through interlibrary loan, commercial

document delivery, and providing either direct borrowing or access privileges for onsite use of other collections in the area.)

- titles frequently requested through Interlibrary Loan or document delivery over a number of years (These requests are indicators of the degree of demand for titles not owned.)
- titles of a recreational, cultural, or broad informational nature maybe included, but low priority, and based on budget and interest, and needs where possible.
  - title cost (not given undue weight unless it exceeds the average cost of a journal in its field
- titles indexed or abstracted in one or more of the databases, indexing, or abstracting services available through the Library (These are given more favorable consideration since these titles will be more accessible and more apt to be used by BHCC community.)
  - titles of high intrinsic quality (as demonstrated by the following indicators) receive more favorable consideration:
    - reputation of editors, contributors, publishers reviews
    - journal ranking studies
    - quality of production, e.g., paper, typeface, graphics, special features, online interface
    - currency and regular publication of issues

Formats of Materials Collected

Print

BHCC Library acquires materials in print when that is the most appropriate, available format.

Electronic

BHCC Library purchases or licenses resources in electronic form using the guidelines in the Electronic Resources section, below.

Audiovisual Recordings

BHCC Library purchases or licenses audio and audiovisual recordings using the guidelines in the Media section and, when applicable, in the Electronic Resources section, below.

Microforms

BHCC Library does not acquire microform resources.

Format (print or non-print, e-resources)

In principle, electronic subscriptions to journals and newspapers will be preferred over print when access, usability, licensing and cost considerations are resolved satisfactorily. Reasons for this preference include broad and immediate access, support of users in remote locations or during the hours when the Library is closed, simultaneous availability of a single article to multiple users, ease of integration into electronic reserves, simpler copyright compliance for electronic reserves, the availability

of usage statistics, cost savings for shelving and a general end user preference for online access as indicated in Student Survey, Faculty Survey and other data collections.

In general, print will still be favored for:

- titles with significant cost increases for online access
- titles for which the quality of online graphics is not high enough to support its primary uses
- titles with limited assurance of perpetual access
- titles with license conditions that would restrict the usefulness of the title - e.g., provisions restricting use in electronic reserves
  - core journals where ease of use and dissemination (e.g., browsing) are better than e-format
  - popular magazines
  - Print + Electronic will be selected if:
  - the cost of print includes online
- electronic access is available only to print subscribers (Titles with rolling back files will only have online access implemented when there is substantial content)
- electronic content coverage is not identical to that of the print version, or the text or illustration format of the print and electronic versions is not of the same quality
  - print versions are needed to enable accurate references to an official or authoritative version (including those recognized in court hearings)
  - electronic publication significantly lags behind the print edition
  - the publisher has no commitment to archiving the electronic version

Microform is not collected. The format does not lend itself to space savings, and no equipment (no microfiche or microfilm readers).

Online Library Access and Password

The Library provides access to many online resources, including a website, electronic databases, and an online catalog.

The catalog also serves as a gateway to the patron's library account, where the patron can log in using a library password to see his current checkouts, renew items, and request materials from NOBLE libraries through interlibrary loan. The library password is also used to access the electronic databases from off-campus. Patrons must have a library barcode to get and/or use the library password.

Passwords may be obtained in person at the Lending Services Desk or online through the password reset feature, if you have an email address on file. To get a password in person, come to the library and bring your OneCard, ID card, or temporary barcode. To log into your library account or request a password reset online, go to library's website.

Materials to Support New Programs

In order to respond to collection development needs of existing and newly developed courses and programs of instruction, librarians attend college wide meetings, including the monthly College Forums, and this is where they learn about new programs. The liaison program is also in place to learn about changes to the existing courses and within departments.

Professional Materials

Librarian liaisons and faculty/course instructors work collaboratively to identify and acquire professional materials to assist faculty in preparation for teaching, to support programs undergoing program review, to support faculty development and continuing education, and to assist faculty, administrators, and staff in performance of their duties.

Out-of-Print Materials

Requests for books, which are determined to be out-of-print, may be ordered from out-of-print sources. A librarian will assist in determining the appropriateness for the collection and a price range for the material, and may offer alternatives when necessary.

Government Documents

Government publications are ordered as needed and are integrated into the collections.

Serials

The purpose of the serials collection is to provide up-to-date information and to supplement the book collection. Considering the costs of storage, preservation and maintenance, serials purchases are made based on the following criteria: Availability in online databases Appropriateness to the curriculum existing subscriptions within the field Demonstrated need Scholarly reputation Price Program accreditation requirements Faculty development Student interest

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Copyright: The exclusive right of an author to reproduce and create derivative works from, distribute, perform, display, sell, lend or rent original works of authorship that are fixed in a tangible medium which are not in the Public Domain and thus, protected under United States Copyright Law Title 17 of the U.S. Code, including literary, musical and dramatic works as well as computer software teaching materials, multimedia works, proposals and research reports, books, articles, study guides, syllabi, workbooks, manuals, bibliographies, instructional packages, tests, video or audio records, films, slides, transparencies, charts, graphic materials, photographic or similar visual materials, film strips, multi- media materials, three dimensional materials, exhibits, software, and databases.

MASSACHUSETTS COMMUNITY COLLEGES COPYRIGHT & INTELLECTUAL PROPERTY

POLICY

PURPOSE AND SCOPE

This policy provides guidance regarding the use and creation of intellectual property at Bunker Hill Community College (BHCC). While the definition of intellectual property is broad and can include works of authorship, computer software, inventions, discoveries, creations, know-how, trade secrets, technology, scientific or technological developments, and research data, regardless of whether subject to legal protection, this policy will focus on that intellectual property at the College which is most likely to be used such as copying copyrighted materials for classroom instruction or course materials, performances and displays in the classroom and distance learning environments, as well as created. This policy will address when it is necessary to obtain authorization to use intellectual property, as well as who owns the rights to intellectual property created at the College.

It is the responsibility of all faculty, staff, students and anyone using the facilities or resources of Bunker Hill Community College to read, understand and follow this policy. Any person with questions regarding the application or meaning of this policy should seek clarification from the Chief Academic Officer. Failure to observe this policy may subject individuals to disciplinary action pursuant to applicable handbooks or collective bargaining agreements, up to and including expulsion from the College or termination of employment. Further, failure to observe this policy may result in violation of civil and/or criminal laws.

Reserve Materials

Most reserve materials are items chosen by faculty for student use during the semester. Physical reserve items are placed on reserve at the Lending Services Desk. To borrow reserve items present your BHCC OneCard or student ID and provide the name of the instructor, course, and title of the item you wish to borrow. You can see a list of what is on reserve at http://reserves.noblenet.org/bunkerhill/browse/.

Most reserve materials are for two-hour in-Library use only. Photocopying is permitted. Reserve DVDs may be viewed in the library using headphones.

Other reserve materials available include headphone sets, dictionaries, and copies of the current college catalog, which are also provided for use in the Library only.

What May Be Placed on Reserve

- Your lecture notes, syllabi, problem solutions, old exams, etc.
- Student papers under a pseudonym or anonymously only, with consent from the student
- Any circulating BHCC library item (books, videos, etc.)
- Personal copies of commercially-produced books, DVDs, VCDs, CDs, audio recordings, CD- or DVD-ROMs, or other audiovisual material

- Single photocopies of articles, poems, a chapter of a book, or other short readings that fall under the fair use doctrine
    - Print copies of articles to which the library subscribes electronically
    - U.S. and Massachusetts state government publications
    - Any material for which copyright permission has been granted or obtained

What May Not Be Placed on Reserve

- Non-circulating items from the BHCC library, including but not limited to items from the reference, career, legal materials, and/or archives collections
    - Complete issues of periodicals, journals, magazines, or newspapers
    - Photocopies of a complete book, periodical, journal, magazine, or newspaper
    - Photocopies of more than five chapters from a single book
    - Photocopies of a substantial portion of a copyrighted work
- Workbooks, books of exercises, or other "consumable" publications. Solutions manuals, instructor editions, and exam files will still be accepted as long as they are designed for the user to read only, not to write in or on.
    - Coursepacks produced by the BHCC bookstore
- Items owned by anyone other than a) the individual teaching the course, b) the individual providing the material for reserve, c) a department or other organization within BHCC, or d) a library
- Burned, copied, dubbed, or otherwise illegal copies of copyrighted video and/or audio media
    - Videocassettes (VHSs)

If faculty/course instructor has an item not addressed in this list, please ask and BHCC's Librarians.

Course Reserves

FOR STUDENTS Faculty and staff members can put items on Course Reserves for students to use during the academic semester. These items may include books, journal articles, movies, and other material supporting BHCC classes. Reserve materials are available at the Lending Services Desk on a limited basis.

•Reserve items may be borrowed by current students only. Bring your BHCC OneCard or ID card (with your library barcode on the back) to the Lending Services Desk to ask for the item.

•Reserve items are organized by instructor's last name and course, so make sure you have this information or search for it before coming to the Lending Services Desk.

•Give yourself enough time to use the materials. Most Reserve items can be borrowed for two hours and are for use in the library only. If no one is waiting for the item, you may renew it.

•You can also make photocopies. Copies are ten cents per side. The copy machines accept nickels, dimes, quarters, and one- and five-dollar bills. The machines do not give change unless you make at least one copy. The library does not give change.

•You can view DVDs on the library computers or on your own laptop.

•Reserves are searchable by instructor, course, department, or item in Syrup, our course reserve management system.

FOR INSTRUCTORS

To put items on Reserve:

•Please contact us to establish your course reserves for the semester or year.

•Complete an electronic form (below), or a paper copy from the Lending Services Desk, and bring the form and your items to the Lending Services Desk.

•You can put items on Reserve for the 2013-2014 academic year, or for the current semester only.

•Allow the library staff five to seven days (excluding weekends) to process your items.

•Most Reserves are set to a two-hour in-library-use-only loan period, but you can set a different time period if you want

•To prevent loss, we will ask for your permission to paste 3M Tattle Tape in some or all reserve books (not DVDs or other media). For questions or more information about security tape, contact Elizabeth Fields at erfields@bhcc.mass.edu.

•Reserve items submitted without the accompanying form will be placed on reserve for the remainder of the academic year (fall through summer) for a 2-hour loan period. 3M Tattle Tape may be placed in these books.

At the end of the semester:

•You may remove your items, renew them for another semester, or donate them to the library.

•Renewals are not automatic, so we will send you an email reminder if necessary.

•Reserve items may be retrieved only by the person who submitted them or the instructor of the course in which the items were used.

Please note: The BHCC Library does not recommend that the Reserves system be used as an alternative to purchasing a required textbook.

Forms, print and online, are provided through the library's website (as PDF):

•Reserves Intake Form (PDF)

•Reserves Intake Form - E-Form (PDF)

•Reserves Guidelines (PDF)

To add, renew, or remove your Reserves, or to ask questions, contact Librarians/Coordinator of Reserve Services.

Borrowing, Circulation, and Interlibrary Loan (ILL)

Anyone wishing to borrow library materials should bring his ID card, OneCard, or library card to the Lending Services Desk. Patrons cannot check out materials or access online databases if their cards are not registered with the Library. The borrower's account should be in good standing, showing no outstanding fees or fines (see library's website).

Museum Passes

In conjunction with the Student Government Association, the Library offers discount passes or tickets to the following area museums: the Isabella Stewart Gardner Museum, the John F. Kennedy Library and Museum, the USS Constitution Museum, Historic New England, the Museum of Fine Arts, and the New England Aquarium (during some months of the year). These passes and tickets can be obtained at the Lending Services Desk. They are issued on a first-come, first-serve basis, and patrons may not obtain more than two passes or tickets per day. Passes must be returned to the Library the next day that the Library is open; tickets are taken by the visited museum and do need to be returned to the Library.

Archives Mission & Goals

The Archives are the repository of official college records for Bunker Hill Community College, charged with identifying, collecting, preserving, and making available for research and reference College records of enduring historical value.

The primary purpose for collecting such records is to document the history and development of Bunker Hill Community College since its foundation in 1973, and, in particular, to provide documentation of its teaching, learning, and research functions; the activities of its diverse student body and alumni; its role in the state of Massachusetts and the community at large; and its place in American higher education and workforce development.

The goals of the BHCC Archives are:

•To ensure the long-term preservation and storage of historical records pertaining to Bunker Hill Community College.

•To efficiently manage its collections.

•To continually improve access to and encourage the use of collections by the College, the community, and interested researchers.

Archives and Special Collections

The Bunker Hill Community College Archives has historical, visual, digital, and audio collections. Come learn about Harold Shively, the college's founding President, and be sure to view the Special Exhibition display, located underneath his portrait, detailing his tenure. Come peruse our collection of Third Rail, BHCC's original student-run newspaper. Want to learn how the Computer Science department has changed since the 1980s? We have a complete collection of course offering booklets from the beginning! We also have available a large collection of faculty publications, photographs, and donated items from a wide variety of departments on campus. (Not to mention, information about the prison that once stood on this site!) You can use the Archives to:

•Conduct research for your assignments, papers, and projects

•Learn more about the history of the College and surrounding community

•Learn more about the individuals – faculty, staff, students, and alumni – associated at the college, and hear their stories

•Get involved with the college community – volunteering is always a great boost, whether for a transfer application or a resume. Currently, the Archives is looking for student volunteers to work on an Oral History project, with opportunities to interview staff and faculty for the upcoming 30th anniversary.

Publications Collections

•BHCC Faculty & Staff Publications

•Dissertations

Records Groups

•RG14 Sabbatical Reports

•RG15 NEASC Index (2000)

These are but two of the many record groups that we collect and maintain in Archives.   Please contact BHCC's librarians to set an appointment to access the archives if you are interested in seeing what more we have.

Photographs

•The Archives houses many photographs from all points of the College's history.

Archives Projects -

During the past years, BHCC Library and Librarians have been fortunate to have a relationship with other colleges and universities. For example, Simmons Archives students have worked in the BHCC Archives housed in the library as interns. Usually library and information science graduate students have unique interest like those archive interns have an interest in Archival Methods, Digitization, and Services. Simmons archives interns may get valuable experience through BHCC's Archives and Special

Collections projects, which includes a 60 hour internship in an archives. Feedback and suggestions are provided by BHCC Librarians on processing unprocessed items, updating the archives index and accompanying finding aids and making suggestions for future physical and digitization projects.

Databases: Additional Resources and Databases Trials

DONATION OF MATERIALS

CONDITIONS OF ACCEPTANCE

The BHCC Library requires that donations should fall within the scope of the BHCC Library collection development policy and be in good physical condition.

Given the Library's limited space, donations are accepted on the basis that the processed materials become the property of the Library and are integrated into the existing collection.

Materials not generally accepted as donations include: outdated books, newspapers, popular magazines and incomplete sets of serials. The library did recently acquire a complete set of National Geographics through a donation.

Selection Responsibility

Selection decisions rest with: The Director of the Library & Learning Commons, and with BHCC's Librarians.

Selection Criteria
Suggested donations which organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to the Bunker Hill Community College.

ACKNOWLEDGMENT OF DONATIONS

Donations are acknowledged by a letter from the BHCC Library. A bookplate will also be placed in each item if requested.

All persons wishing to donate material to the BHCC Library must complete and sign the form with attached list of materials, description of which includes Author, title, date of publication, publisher, ISBN , and more).

The Library does not provide adequate facilities for the retention of stuff which faculty (especially retiring faculty) and other members of BHCC's community would like to warehouse in the Library.

Deselection

To assure an effective current collection that best serves the educational mission of the college, the Library systematically removes obsolete, damaged and little-used materials from the collection.

"Little used" is quantifiable based on the following research methods: circulation usage statistics, interviews with faculty and students and staff. Blogs, wikis, Facebook, and face-to-face communication are invited from you.

Deselection is the responsibility of the professional librarians (full time and part time).

The following criteria are considered when discarding materials:

•Obsolescence.

•Physical condition.

•Significance.

•Usage.

•Faculty recommendation.

•Duplication.

•Program profiles.

•Accreditation requirements.

•Availability of newer materials.

•Collection analysis and evaluation.

Guidelines for Deselecting Electronic Resources

Evaluation and deselection of electronic resources is an ongoing process using the following criteria:

•Currency.

•Reliability of the resource's information.

•Another source offers more comprehensive coverage.

•Cost.

I am always glad to hear from students, faculty and staff.   We want to help you see a problem in the Library--limited space, growing organism; and need for accreditation/re-accreditation).   Suggest to us how you see the problem, discuss what you know about it and what, why you see the solution.

Beyond service providers--we want to transfer our knowledge about the role of academic libraries, resources and services that support teaching and learning. We want to give collection development, specifically the deselection process time so that we can all do self-study. We welcome you and lists and resources you gather to help solve the problem. We are all focusing on the goal: to promote student success and the needed resources to solve the problem. Then we will re-assess the collection and collective understanding of the problem.   When we solve the problem, we can move forward, and the process of building and maintaining a healthy organism "library "begins anew.

OTHER LIBRARY POLICIES

Official Campus Policies:

--Social Media and Social Networking Policy

The Library will abide by the Bunker Hill Community College policy regarding the use of institution-sponsored social media accounts, networking, and publicity. The official policy is unpublished as of October 17, 2013. When it has been approved, a link will be available here.

--Library Privacy Policy, Library Records and the USA Patriot Act

The BHCC Library is committed to ensuring the confidentiality of all personally identifiable information about Library users.

--Massachusetts Public Records Law

--Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001

--Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (THE CLERY ACT)

--Family Educational Rights and Privacy Act (FERPA)