

Hagerstown Community College Library

Development Policy

Policy No. 8076 – DRAFT REVISION February 2024

Mission & Philosophy

To support Hagerstown Community College's academic programs and curricula and to promote students' opportunities for academic success, it is the policy of Hagerstown Community College to provide, through the William M. Brish Library, access within budgetary limitations to information in a wide variety of subject areas.

Selection & Deselection

This policy requires that information in print, non-print, and electronic formats be made available to students, faculty, and staff; be appropriate in terms of coverage and depth; be timely, factual, and relevant; and when applicable, offer clear and contrasting viewpoints on controversial issues.

Maintaining access to current information requires the selection and acquisition of new and current information sources and materials, as well as the identification and discarding of materials or information sources that are outdated or otherwise out of line with current acquisition guidelines; therefore, the William M. Brish Library is required by this policy to conduct a regular weeding or culling process.

Responsibility

Administration and implementation of the Library Development Policy are the responsibilities of the library staff. Participation by the HCC campus community is encouraged, and faculty participation in the development processes is expected. Suggestions from the College's community for specific materials will be carefully considered; however, all materials selected should conform to existing collection development guidelines as determined by those responsible for its implementation.

Intellectual Freedom

In addition to Hagerstown Community College's Freedom of Expression Policy (policy #8068), The William M. Brish Library supports the American Library Association's Library Bill of Rights, Intellectual Freedom Statement, and Freedom to Read Statement. When selecting materials, the library attempts to represent differing points of view on controversial issues. Provided that materials fit into the general collection guidelines of the library, they will be considered without prejudice or censorship when determining the collection's balance.

Challenges

Members of the College community should submit any challenges to library materials in writing to the Coordinator of Library & Learning Support Services. An ad hoc committee of librarians and faculty members will be assembled to review the complaint and materials in question and make a

recommendation to retain or withdraw the item(s). The person submitting the challenge will receive a written response from the Coordinator of Library & Learning Support Services within 60 business days.

Archives

The William M. Brish Library Archives is dedicated to ensuring quality information is available to its students, faculty, staff, and the general public. The purpose of the library archives is to collect, preserve, and make available resources regarding the history and operation of Hagerstown Community College. The archives will collect materials created by the college, its students, faculty and staff, as well as records and histories that document the college and its formation, development, and growth as Maryland's first community college.

The library archive's primary patrons are the College's students and faculty; however, the archive is open to all researchers interested in the history of Hagerstown Community College.

Archival Materials Collected

The Brish Library Archives is the primary repository for materials from Hagerstown Community College with historical or permanent value. This includes collecting resources created by the College's academic and administrative departments as well as from college faculty, student organizations, and alumni groups. The archive collects a variety of materials related to the College, including but not limited to: college promotional materials, meeting minutes, reports, faculty dissertations, student organization records, conference materials, departmental records, and histories documenting the growth of Hagerstown Community College and its predecessor Hagerstown Junior College.

Archival Materials Not Collected

- Due to limited scope and space, the library archive does not accept materials that do not directly relate to the history or operation of Hagerstown Community College or its people.
- Materials that contain personal or sensitive information or that are designated for disposal through the College's Records Retention Schedule.
- Materials with permanent access restrictions or a restriction that goes beyond what the college archivist would deem a reasonable limit.
- Oversize items that the archives do not have room to store or preserve properly. The College archives have very limited space and must utilize this space to the best of our abilities. If an oversized item of high value to the College is donated or transferred, the college archivist will do what he or she can to either find the proper space to house the item or find another acceptable repository.
- Copies of materials held by another external repository.
- Materials that are either poor-quality photocopies of originals or require more conservation than the college is able to provide. If a donor wishes to keep the original but donate a copy of an item or record, digital copies of archival scanned quality are acceptable (600 DPI or higher).

If any items are declined from the archives, the college archivist will assist in finding an appropriate repository for the materials to be transferred to.

Deselection/Withdrawal

The archivist may periodically reevaluate materials to ensure they meet the criteria set in the collection policy. This process of reevaluation may occur at any time and some items may be deaccessioned from the archives due to degrading condition beyond preservation or use, or the item(s) no longer fit within the mission of the archives. When an item is deaccessioned, the item will be:

- Returned to the donor or donor's family (if known or applicable);
- Donated to a different repository; or
- Destroyed following standard archival destruction guidelines & procedures.

Donations

The William M. Brish Library and Brish Library Archives may accept donations of materials in line with collection development guidelines, provided that there are no restrictions attached to their disposition. Gifts are treated as new acquisitions and thus will be evaluated using the same criteria as new purchases. Storage space and staff time required to evaluate the donation will also be considered in accepting donations. The library reserves the right to refuse any donation. The Library and Archives will not place a monetary value on donated items.

ⁱ Hagerstown Community College gratefully acknowledges the adaptation of portions from Montgomery College, Chesapeake College, and Carroll Community College's Collection Development Policies.