Library Materials

The Library’s scholarly materials include books, periodicals, online resources, and audiovisual media as part of five collections with general and special access guidelines. As of July 2011, the Library holds 71,057 print monographs, 147 print serial subscriptions, 1,571 audiovisual items, and 5,607 microforms. 81,542 e-books and 21,386 journal titles are available online through the Library’s subscribed databases. The Library’s overall holdings currently exceed the National Peer Median as reported by the Association of College and Research Libraries.

Printed Materials
There are five significant and distinct collections in the library. The General Collection comprises the main part of the Library’s circulating materials and covers all subject areas supporting the College curriculum. Like all printed materials in the Library, it is arranged according to the Library of Congress (LC) system of classification. The Reference Collection is non-circulating and includes encyclopedias, dictionaries, handbooks, directories, almanacs, atlases, statistical sources, multi-volume sets, indexes, and other materials. The ESL Collection is a series of graded readers — short books written at or adapted to a particular reading level — which circulate to students formally enrolled in the English Language Institute or learning English on their own. The Hawaiian/Pacific Collection contains books and magazines relating to Hawaii and the larger Pacific region. The Juvenile Collection has children's and young-adult titles intended for use by students training to be teachers.

To ensure student access to required, supplemental, or recommended books, articles, or videos, instructors may choose to place items on reserve within the library. These items can be located using the Hawai‘i Voyager online catalog and may be borrowed by students for whatever loan period is specified.

All five Librarians are responsible for selecting library print and non-print materials to support the College’s academic programs. These materials are evaluated using standard review resources, professional journals, publisher’s catalogs, and numerous online sources. The Librarians also use course syllabi, reference and IntraSystem Loan queries, and recurring term paper topics as additional tools for growing the collection. Dialogue with faculty about the nature of the collection occurs on an informal basis and their recommendations and participation are highly encouraged, in particular for newly approved programs. Faculty is notified when requested material is available for use. Recent acquisitions are placed on the New Books Shelf.

Electronic Resources
The Online Collection of databases and unique resources are accessed via library subscriptions and include EBSCOHost, LexisNexis Academic, CQ Researcher, Science Direct, ProQuest Newspapers, College Source, and Chronicle of Higher Education. Each of these resources may be accessed by enrolled DE students or any member of the Leeward community with a valid UH log-in and password. Non-subscription resources are vetted by library staff for relevance and reliability and may be accessed by any online browser. They include:

• Links to local national and international news sources
• Information on information literacy and plagiarism
• Research process, citation formats
• Tutorials on database use
• Subject-specific research guides

As a member of the UH System Libraries, Leeward Community College facilitates access to the entire University of Hawai‘i System’s library holdings:

• All UH students, faculty, and staff may search the Hawai‘i Voyager online catalog for materials held in any library in the UH System, comprising over 4.3 million physical items and more than 37000 virtual items. With a current UH identification card, patrons may show up in person at any system library to borrow circulating materials or return those items.

• Using IntraSystem Loan, patrons may request available items held at a different campus library to be paged to their designated home library or held at the original library to await pickup.