

library collection having subject heading as history File PDF

library collection having subject heading as history is a vital component of any comprehensive library, serving as a gateway for researchers, students, historians, and the general public to access a wide array of historical resources. Effective cataloging and organization under the subject heading "History" ensure that users can efficiently locate relevant materials, whether they are seeking detailed scholarly works, primary sources, or general overview texts. In this article, we explore the significance of a robust history collection, the principles of subject cataloging, key features of a well-maintained history collection, and best practices for libraries aiming to enhance their historical resources.

Understanding the Importance of a Library Collection with Subject Heading "History"

The Role of History Collections in Academic and Public Libraries

History collections serve multiple purposes across different library settings:

- Educational Support: Assist students and educators in understanding historical contexts and events.
- Research Facilitation: Provide primary and secondary sources necessary for scholarly research.
- Cultural Preservation: Preserve cultural heritage and collective memory.
- Public Engagement: Foster community awareness of historical developments and local history.

Why Subject Headings Are Crucial for Effective Library Collections

Subject headings act as standardized descriptors that organize materials thematically. The benefits include:

- Simplified discovery of resources related to specific topics.
- Improved cataloging consistency across various formats and types of materials.
- Enhanced user experience through intuitive navigation.
- Facilitation of interdisciplinary research linking history with other subjects.

Core Components of a History Subject Collection

Types of Resources Included in a History Collection

A comprehensive history collection encompasses various formats and sources:

- Monographs and Books: Scholarly texts, biographies, general overviews.
- Primary Sources: Original documents, letters, diaries, government records, photographs.
- Journals and Periodicals: Academic journals, magazines, and newspapers relevant to historical studies.
- Digital Resources: E-books, online archives, databases, and multimedia content.
- Reference Materials: Encyclopedias, chronologies, bibliographies, and maps.

Key Features of a Well-Organized History Collection

To maximize usability, a history collection should exhibit:

- Clear and consistent cataloging practices.
- Adequate coverage of chronological periods and geographic regions.
- Inclusion of diverse perspectives and voices.
- Regular updates and acquisition of new materials.
- Accessibility through physical and digital means.

Cataloging and Subject Headings for History Resources

Applying the Library of Congress Subject Headings (LCSH)

Most academic and public libraries utilize LCSH for subject cataloging. For history collections, relevant headings might include:

- "History"
- "Historiography"
- "Specific regions" (e.g., "History of Europe," "History of Asia")
- "Historical periods" (e.g., "Medieval History," "Modern History")
- "Historical events" (e.g., "American Revolution," "World War II")
- "Historical figures" (e.g., "Napoleon Bonaparte," "Martin Luther King Jr.")

Proper application of these headings ensures that materials are discoverable through thematic searches.

Creating Effective Subject Cataloging Records

Best practices involve:

- Assigning precise and widely accepted subject headings.
- Using subdivision and qualifiers for specificity.
- Incorporating keywords and tags for digital resources.
- Regularly reviewing and updating catalog entries to reflect new discoveries or terminology changes.

Strategies for Developing a Robust History Collection

Assessing User Needs and Collection Gaps

Conduct regular needs assessments by:

- Analyzing user queries and borrowing patterns.
- Gathering feedback from patrons and staff.
- Reviewing existing collection strengths and weaknesses.
- Identifying underrepresented regions, periods, or themes.

Acquiring Diverse and Inclusive Resources

A balanced history collection should include:

- Perspectives from various cultural, social, and political viewpoints.
- Materials in multiple languages.
- Resources covering both mainstream and marginalized histories.
- Contemporary scholarship alongside classic works.

Maintaining and Updating the Collection

Strategies include:

- Regularly adding new publications and digital resources.
- Weeding outdated or damaged materials.
- Collaborating with historians and subject experts.

- Participating in interlibrary loan networks for rare or specialized items.

Enhancing Accessibility and User Engagement

Digital Access and Online Catalogs

Implementing digital catalogs and online portals makes historical resources accessible remotely. Features include:

- Search filters by date, region, theme.
- Digital reproductions of primary sources.
- Integration with academic databases.

Educational Programs and Exhibitions

Libraries can organize:

- Lectures and workshops on historical topics.
- Exhibitions showcasing rare or thematic collections.
- Guided tours of the collection for schools and community groups.

Leveraging Technology for Better Discovery

Utilize tools like:

- Subject-specific discovery interfaces.
- Semantic search capabilities.
- Mobile-friendly catalog platforms.

Best Practices for Managing a History Collection

Developing Collection Development Policies

Policies should specify:

- Selection criteria aligned with institutional goals.
- Budget allocation for acquisitions.

- Preservation standards.
- Strategies for diverse and inclusive collections.

Staff Training and Professional Development

Ensure staff are versed in:

- Cataloging standards and subject heading application.
- Digital resource management.
- User assistance techniques.

Collaborations and Partnerships

Partner with:

- Local historical societies.
- Universities and research institutions.
- Cultural organizations.

These collaborations can enhance resource sharing and collection richness.

Conclusion

A library collection with the subject heading "History" is a cornerstone for fostering knowledge, understanding, and preservation of the past. By employing effective cataloging practices, diversifying resources, leveraging digital technologies, and engaging with the community, libraries can create dynamic and accessible history collections that serve the needs of all users. Whether supporting academic research, promoting cultural awareness, or inspiring curiosity, a well-curated history collection stands as a testament to the enduring importance of understanding our collective past.

Key Takeaways:

- A well-organized history collection enhances resource discoverability and user engagement.
- Proper application of subject headings like LCSH ensures effective cataloging.
- Diversity and inclusivity are essential for a comprehensive history collection.
- Digital tools and community partnerships expand access and enrich content.
- Continuous assessment and professional development are vital for maintaining collection

relevance.

By following these principles, libraries can ensure their history collections remain valuable, relevant, and accessible for generations to come.

Library Collection on History: An In-Depth Exploration

A well-curated library collection on history serves as a vital resource for students, researchers, educators, and history enthusiasts alike. It functions not only as a repository of knowledge but also as a reflection of the intellectual and cultural priorities of the institution. In this review, we will delve into the multifaceted aspects of a library collection centered around the subject heading history, examining its scope, organization, types of materials, challenges faced, and strategies for enhancement.

Understanding the Scope of a History Collection

Defining the Subject Area

A history collection encompasses a broad spectrum of materials that document, analyze, and interpret past events, eras, civilizations, and individuals. Its scope typically includes:

- Chronological Coverage: From ancient civilizations to contemporary history
- Geographical Coverage: Local, regional, national, and global histories
- Thematic Coverage: Political history, social history, economic history, cultural history, military history, diplomatic history, and more
- Methodological Approaches: Narrative histories, analytical essays, primary sources, interdisciplinary studies

The comprehensive nature of a history collection allows users to explore various perspectives and deepen their understanding of complex historical phenomena.

Types of Materials in a History Collection

A robust history collection integrates multiple formats to cater to diverse research needs:

1. Monographs and Books

- Scholarly books providing in-depth analysis
- Biographies of significant figures

- Thematic studies on specific events or periods
- General histories aimed at broad audiences

2. Primary Sources

- Official documents, treaties, and government records
- Personal diaries, letters, and memoirs
- Newspaper archives and periodicals
- Photographs, maps, and audiovisual materials

3. Periodicals and Journals

- Academic journals such as The Journal of Modern History, European History Quarterly
- Magazines and newspapers providing contemporary accounts

4. Reference Materials

- Encyclopedias and dictionaries of history
- Chronologies and timelines
- Biographical dictionaries
- Gazetteers

5. Digital Resources and E-Collections

- Online databases like JSTOR, ProQuest Historical Newspapers
- Digital archives of rare manuscripts
- Interactive maps and timelines

Organization and Classification of a History Collection

Efficient organization is crucial for accessibility and usability. Common practices include:

1. Classification Systems

- Dewey Decimal Classification (DDC): Most libraries assign history materials to the 900s, with subdivisions for specific regions and periods

- Library of Congress Classification (LCC): Uses letter and number combinations (e.g., D for World History, E for History of the Americas)

2. Subject Headings and Indexing

- Use of standard subject headings such as those from the Library of Congress Subject Headings (LCSH)
- Detailed cataloging with keywords like "Ancient Greece," "World War II," or "Civil Rights Movement"

3. Cataloging and Metadata

- Consistent cataloging standards (e.g., MARC records)
- Inclusion of abstracts, keywords, and subject tags for enhanced searchability

4. Digital Catalogs and OPACs

- Online Public Access Catalogs (OPACs) that allow users to browse or search by subject, author, title
- Integration with federated search tools for comprehensive discovery

Challenges in Developing and Maintaining a History Collection

Despite its importance, managing a history collection involves several hurdles:

1. Scope and Balance

- Ensuring coverage across various regions, periods, and perspectives without over-representing certain areas
- Balancing scholarly works with popular histories to cater to different user needs

2. Acquisition and Budget Constraints

- Limited budgets may restrict access to the latest publications or rare materials
- Prioritization of acquisitions based on user demand and scholarly relevance

3. Preservation of Primary Sources

- Fragility of older materials necessitates proper conservation techniques
- Digitization efforts to preserve and provide wider access

4. Digital Transition and Technological Challenges

- Transitioning from print to digital formats requires investment and technical expertise
- Ensuring digital preservation and access over time

5. Collection Gaps and Biases

- Historical narratives often reflect cultural, political, or institutional biases
- Need for continuous review and inclusion of marginalized or underrepresented perspectives

Strategies for Enhancing a History Collection

To keep a history collection relevant, comprehensive, and user-centered, libraries should adopt various strategies:

1. Regular Collection Development

- Monitoring new publications, digital resources, and emerging research trends
- Engaging with historians and subject experts for recommendations

2. Inclusion of Diverse Perspectives

- Incorporating histories from different cultures, genders, and social groups
- Addressing historical debates and contested narratives

3. Emphasis on Primary Sources

- Building extensive collections of original documents
- Facilitating experiential learning through access to authentic materials

4. Digital Expansion and Accessibility

- Developing digital repositories and open-access resources
- Using multimedia tools like virtual exhibits, interactive maps, and video archives

5. User Education and Outreach

- Conducting workshops on research methods and source critique
- Promoting discovery through guided tours and thematic exhibits

6. Collaboration and Resource Sharing

- Partnering with other institutions for interlibrary loans and shared digitization projects
- Participating in consortia for broader access

Evaluating the Effectiveness of a History Collection

Assessment ensures the collection continues to meet user needs effectively:

- User feedback and surveys
- Usage statistics for different materials and digital resources
- Citation analysis and research impact
- Periodic collection review and deselection of outdated or underused items

Conclusion: The Significance of a Well-Managed History Collection

A library collection focused on history is an essential academic and cultural asset. Its richness and diversity support critical thinking, foster understanding of the past, and contribute to informed citizenship. Effective management requires strategic planning, ongoing development, and a commitment to inclusivity and accessibility. As history continues to evolve with new research and perspectives, so too must the collection adapt, ensuring it remains a vibrant, reliable, and comprehensive resource for all who seek to explore the complexities of our shared past.

QuestionAnswer What are the key topics covered in a library collection focused on history as a subject heading? A library collection on history typically includes topics such as ancient civilizations, historical events, political movements, cultural developments, biographies of historical figures, and regional histories across different time periods. How can I find the most recent publications in the

history section of a library collection? To find recent publications, check the library's catalog for the latest acquisitions, look for newly added titles under the history subject heading, or consult the library's new arrivals list and relevant academic journals linked to historical research. Are there specialized sub-collections within a library's history collection for specific regions or periods? Yes, many libraries organize their history collections into specialized sub-collections such as African history, European history, American history, medieval studies, or modern history to facilitate focused research and easier access to specific topics. What types of materials can I expect to find in a library collection with a history subject heading? The collection typically includes books, scholarly journals, primary source documents, maps, archival materials, theses, and multimedia resources related to various historical topics and periods. How can I effectively use a library collection with a history subject heading for academic research? Start by using the catalog's subject search to locate relevant materials, utilize indexes and bibliographies within key texts, consult specialized bibliographies for your area of interest, and seek assistance from librarians to identify essential resources and archival collections.

Related keywords: history books, historical archives, past events, historical documents, ancient history, modern history, world history, historical research, archival materials, chronological records

LIBRARY ASSISTANT HILLSBOROUGH COUNTY GOVERNMENT

library assistant hillsborough county government: A Complete Guide to the Role, Responsibilities, and Opportunities

Are you interested in a rewarding career within the Hillsborough County Government that combines community service, education, and organizational skills? A library assistant in Hillsborough County offers an excellent opportunity to contribute to public service while developing valuable skills. This comprehensive guide explores the responsibilities, qualifications, benefits, application process, and career growth opportunities associated with being a library assistant under the Hillsborough County Government.

Understanding the Role of a Library Assistant in Hillsborough County

A library assistant plays a vital role in ensuring the smooth operation of Hillsborough County's public libraries. They are the backbone of the library system, providing support to librarians, assisting patrons, managing resources, and helping create an inviting environment for learning and community engagement.

Key Responsibilities of a Library Assistant

The core duties of a library assistant in Hillsborough County typically include:

- Customer Service and Patron Assistance

- Greeting visitors and providing informational support
- Assisting with locating books, media, and other resources
- Answering inquiries both in person and via phone or email

- Circulation and Inventory Management

- Checking items in and out using library software
- Managing holds, renewals, and overdue notices
- Organizing and shelving materials accurately

- Program Support and Community Engagement

- Assisting with the setup and registration for library programs
- Promoting upcoming events and resources
- Supporting literacy and educational initiatives

- Administrative Tasks

- Maintaining records and reports
- Processing new materials and cataloging items
- Ensuring the cleanliness and organization of the library space

- Technical Assistance

- Supporting patrons with computer use and digital resources
- Troubleshooting basic technical issues

Qualifications and Skills Required

To become a successful library assistant in Hillsborough County, certain qualifications and skills are essential:

Educational Requirements

- High school diploma or equivalent (GED)
- Some positions may prefer or require post-secondary education or coursework related to library science or information management

Desired Skills and Attributes

- Excellent communication and interpersonal skills
- Customer service orientation
- Attention to detail and organizational skills
- Ability to work independently and as part of a team
- Familiarity with computers and digital resources
- Flexible and adaptable to changing priorities

Preferred Experience

- Previous experience in retail, customer service, or library settings
- Knowledge of library management systems (e.g., SirsiDynix, Koha)
- Bilingual abilities (especially Spanish and English) are advantageous given Hillsborough County's diverse population

Benefits of Working as a Library Assistant in Hillsborough County

Working for Hillsborough County Government as a library assistant offers numerous benefits, making it a desirable career choice:

- Competitive salary aligned with county pay scales
- Health, dental, and vision insurance options
- Retirement plans, including pension programs
- Paid vacation, sick leave, and holidays
- Opportunities for professional development and continuing education

- Access to a diverse and vibrant community

Application Process and How to Apply

Interested candidates can follow these steps to apply for a library assistant position:

Step 1: Search for Open Positions

- Visit the Hillsborough County Government careers website
- Filter job listings by ?Library Assistant? or related titles
- Review the job descriptions and requirements

Step 2: Prepare Your Application Materials

- Update your resume highlighting relevant experience and skills
- Craft a tailored cover letter expressing your interest and qualifications
- Gather any necessary supporting documents (e.g., certifications)

Step 3: Submit Your Application

- Complete the online application form through the county?s careers portal
- Attach your resume, cover letter, and other documents as required
- Confirm submission and note any application deadlines

Step 4: Interview and Selection

- Successful applicants may be contacted for an interview
- Prepare for questions related to customer service, technical skills, and scenario-based problem-solving
- Demonstrate enthusiasm for community service and library work

Career Advancement Opportunities

Starting as a library assistant can lead to various career pathways within Hillsborough County?s library system and beyond:

- **Library Technician or Specialist:** With additional experience or education, move into more specialized roles handling technical tasks or program coordination.
- **Library Supervisor or Manager:** Oversee library operations, staff management, and strategic planning.
- **Librarian:** Pursue a master's degree in library science to qualify for professional librarian positions.
- **Community Outreach Coordinator:** Lead community engagement initiatives and develop programs tailored to diverse audiences.

Investing in continuous learning, certifications, and higher education can significantly enhance your career prospects within the Hillsborough County Library System.

Community Impact and Personal Fulfillment

Being a library assistant in Hillsborough County is more than just a job; it's a chance to make a meaningful difference in people's lives. You facilitate access to information, foster a love for reading, and support lifelong learning. Many library assistants find personal fulfillment in helping patrons discover new resources, supporting educational programs, and contributing to a vibrant community hub.

Additional Resources and Support

For prospective applicants and current employees, Hillsborough County offers various resources:

- Hillsborough County Human Resources Department: For application guidance and employment policies
- Library System Website: For information on library branches, programs, and services
- Training and Development Programs: To enhance skills and pursue certifications
- Community Engagement Initiatives: Opportunities to participate in outreach and volunteer activities

Conclusion

A library assistant position within Hillsborough County Government is an excellent opportunity for individuals passionate about community service, literacy, and organizational work. With clear responsibilities, attractive benefits, and avenues for career growth, this role provides both personal fulfillment and professional development. Whether you are starting your career or seeking a meaningful change, working as a library assistant in Hillsborough County can be a rewarding experience that allows you to contribute significantly to your community.

Keywords: Library Assistant Hillsborough County Government, Hillsborough County Library Jobs, Public Library Careers, Library Support Roles, County Government Employment, Library Technician, Community Service, Library Job Requirements, Hillsborough County Libraries, Library Assistant Salary

Library assistant Hillsborough County government plays a vital role in supporting the community's access to information, literacy, and lifelong learning. As a key part of Hillsborough County's public service infrastructure, library assistants help ensure that libraries remain welcoming, efficient, and resource-rich environments for residents of all ages. Whether you're considering a career as a library assistant or simply want to understand the scope of this role within Hillsborough County government, this guide offers a comprehensive overview of responsibilities, qualifications, career pathways, and tips for success.

Understanding the Role of a Library Assistant in Hillsborough County Government

A library assistant Hillsborough County government serves as a crucial liaison between the public and the library's resources. These professionals are often the first point of contact for library visitors, providing assistance with locating materials, checking out books, and answering questions about library services. Their role extends beyond customer service to include administrative tasks, programming support, and collection management.

Key Responsibilities of a Library Assistant

The duties of a library assistant can vary depending on the specific library branch and community needs, but generally include:

- **Customer Service & Support:** Greeting patrons, providing information about library services, assisting with locating materials, and resolving issues.
- **Circulation Duties:** Checking items in and out, managing overdue fines, and maintaining accurate records of borrowed materials.
- **Collection Maintenance:** Organizing, shelving, and labeling books, magazines, DVDs, and other media.
- **Program Assistance:** Supporting library programs such as storytimes, educational workshops, and community outreach initiatives.
- **Administrative Tasks:** Data entry, inventory management, processing new materials, and maintaining library databases.
- **Technology Assistance:** Helping patrons with computers, printers, and digital resources, including e-books and online databases.

The Importance of Library Assistants in Hillsborough County

Library assistants help ensure that Hillsborough County's libraries remain accessible and functional. They foster community engagement, promote literacy, and help bridge the digital divide by providing technology access and instruction. Their work supports the county's broader goals of education, community development, and equitable access to information.

Qualifications and Skills Needed for a Library Assistant Position

To qualify for a library assistant Hillsborough County government position, candidates typically need a combination of education, skills, and experience.

Educational Requirements

- High school diploma or equivalent is generally required.
- Some positions may prefer or require post-secondary education in library science, information management, or related fields.

Essential Skills and Competencies

- Customer Service Skills: Patience, friendliness, and effective communication.
- Organizational Skills: Ability to manage multiple tasks efficiently.
- Attention to Detail: Accurate record-keeping and inventory management.
- Technical Skills: Familiarity with library management software, computers, and digital resources.
- Teamwork: Ability to collaborate with colleagues and serve diverse community members.
- Problem-Solving Abilities: Handling patron issues and troubleshooting technical problems.

Experience Preferences

- Previous experience in customer service, retail, or administrative roles is often preferred.
- Experience with technology and digital resources is increasingly important.

Pathways to a Career as a Library Assistant in Hillsborough County

Starting as a library assistant can be an excellent entry point into a public service or library career. Here's a general pathway pathway:

Entry-Level Positions

- Apply for open library assistant roles within Hillsborough County government.
- Gain experience in customer service, circulation, and basic library operations.

Professional Development Opportunities

- Pursue certifications or coursework in library science or information technology.
- Attend workshops on digital literacy, programming, or library management.

Advancement Options

- With experience, library assistants can move into supervisory roles, specialized positions (such as youth services or digital resources), or pursue librarianship through further education.
- Hillsborough County supports ongoing training and development, often offering opportunities for career growth.

Applying for a Library Assistant Role with Hillsborough County Government

The Application Process

- Monitor Job Postings: Regularly check the Hillsborough County government employment portal for library assistant openings.
- Prepare Your Resume and Cover Letter: Highlight relevant experience, skills, and enthusiasm for community service.
- Submit Application: Follow the instructions carefully, ensuring all required documents are included.
- Interview Process: Be prepared to demonstrate your customer service skills, knowledge of library operations, and problem-solving abilities.
- Background Checks and Onboarding: Complete any required background checks and orientation procedures.

Tips for Success

- Emphasize your communication and interpersonal skills.
- Demonstrate familiarity with digital tools and library resources.
- Show a genuine interest in serving the community.
- Highlight any prior experience working with diverse populations.

The Impact of Library Assistants on Hillsborough County Communities

Library assistants significantly contribute to community well-being by:

- Promoting literacy and lifelong learning.
- Providing access to technology and digital resources.
- Supporting educational programs for children and adults.
- Facilitating community engagement through events and outreach.
- Assisting vulnerable populations with information and support services.

Their work helps foster inclusive, informed, and connected communities across Hillsborough County.

Future Trends and Opportunities for Library Assistants in Hillsborough County

As technology evolves and community needs change, the role of a library assistant Hillsborough County government will continue to adapt. Emerging trends include:

- Digital Literacy Support: Assisting patrons with e-books, online research, and digital tools.
- Programming and Community Outreach: Developing new programs tailored to diverse populations.
- Data Management: Managing digital records and analytics to improve services.
- Inclusion Initiatives: Promoting accessibility and serving underrepresented groups.

Hillsborough County's commitment to innovation and community service ensures ongoing opportunities for dedicated library staff.

Conclusion: Building a Rewarding Career Supporting Hillsborough County Libraries

A career as a library assistant Hillsborough County government offers a meaningful way to serve the community while developing valuable skills in customer service, information management, and community engagement. Whether you're starting out or seeking to advance your career, the role provides a dynamic environment where your efforts directly impact residents' access to knowledge and resources.

By understanding the responsibilities, qualifications, and opportunities associated with this position, prospective candidates can better prepare themselves for a fulfilling career supporting Hillsborough County's vibrant library system. If you have a passion for learning, community service, and helping others, becoming a library assistant might be the perfect fit for your professional journey.

Question What are the primary responsibilities of a library assistant in Hillsborough County Government? A library assistant in Hillsborough County Government typically handles customer service, manages book checkouts and returns, assists patrons with finding resources, maintains the library's collections, and supports various clerical tasks to ensure smooth library operations. How can I apply for a library assistant position within Hillsborough County Government? You can apply for a library assistant position through the Hillsborough County Careers website. The application process involves submitting your resume, completing an online application form, and possibly participating in an interview or assessment as part of the hiring process. What qualifications are required to become a library assistant in Hillsborough County? Typically, candidates should have a high school diploma or equivalent, strong customer service skills, and basic computer proficiency. Some positions may prefer previous experience in a library or customer service environment. Are library assistant positions in Hillsborough County Government full-time or part-time? Library assistant roles can be both full-time and part-time, depending on the needs of the specific library branch. It's best to check the job listing for details on the position's employment status. What training or development opportunities are available for library assistants in Hillsborough County? Hillsborough County offers ongoing training and professional development opportunities for library assistants, including workshops on library technology, customer service, and library programs to enhance their skills and career growth. How does Hillsborough County ensure diversity and inclusion in its library assistant hiring practices? Hillsborough County is committed to equitable hiring practices, promoting diversity and inclusion through outreach efforts, unbiased recruitment processes, and ensuring equal opportunity employment for all qualified candidates. Can library assistants in Hillsborough County participate in library programming and community outreach? Yes, library assistants often play an active role in organizing and supporting library programs, community outreach events, and educational activities to engage and serve the diverse populations of Hillsborough County. What is the salary range for a library assistant working with Hillsborough County Government? The salary for a library assistant in Hillsborough County varies based on experience and position level, but generally ranges from \$XX,XXX to \$XX,XXX annually. For specific figures, refer to the official job postings on the Hillsborough County Careers website.

Related keywords: library assistant, Hillsborough County government, library jobs, public library, library staff, Hillsborough County libraries, library support staff, government employment, library services, county government roles

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