

Library Collection Development Procedure

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: September 97
Responsibility: Library and Learning Manager	Date Last Reviewed: October 2016
Approval: Executive Director Student Success	Version: 16.1

Scope

These procedures apply to UCOL Library and all staff and students involved in the selection or recommendation of materials for the Library's Collections.

Responsibility

The Senior Librarian Knowledge Hub has professional responsibility for ensuring the collections endeavour to meet the needs of all library users.

Procedure

Selection and purchase of Materials

1. The Senior Librarian Knowledge Hub has control of the designated budget for purchase of all materials for the Library Collections including: Books, Serials, e-books, Electronic resources and other appropriate media.
2. The selection of materials for the library collection is a cooperative effort between academic staff, Senior Librarian and library staff and students. Librarians will actively seek and encourage recommendations from academic staff for purchase of materials which support their programmes. Library staff will regularly seek input on resource requirements and services from academic staff.
3. New programme proposals will include a library impact statement. A percentage of the Library's budget will be allocated for the purpose of funding new programmes. This amount to be negotiated annually.
4. Any one, including students, may recommend material for purchase by the Library. Primary responsibility for selection remains however, with the Senior Librarian and academic staff at UCOL. Requests by staff and students can be made by filling in the "Recommendation for purchase" form available on UCOL Library website. The Senior Librarian or their delegate will research known databases for bibliographic details if these are not already supplied.
5. If required and where practicable material will be acquired on approval for staff preview.

Criteria for Selection

Depending on the type of material being considered and its relevance to the method of delivery as well as the particular subject area, criteria may include:

- a) Relevance to the actual or potential needs of UCOL's programmes
- b) Scope and content

- c) Depth of the existing collection in the subject
- d) Quality
- e) Currency
- f) Timeliness
- g) Price
- h) Language and country of origin
- i) Format

Criteria for electronic resources also include:

- a) Level of access (stand-alone or networked, Internet, etc)
- b) Availability of familiar search software
- c) Number of simultaneous users
- d) Document delivery services

Academic Staff Texts

1. Faculties may instruct the Library to purchase and distribute resources required by members of staff and paid for from Faculty funds: all such material becomes the property of UCOL and will be entered on the Library's electronic catalogue for tracking and access purposes.
2. These items may be issued to staff on long-term loan or held in the Library's special staff text collection.

Student Texts

1. At least one copy of required course texts notified to the Library by programmes will be held for use in each Campus Library where the course is taught on that campus.
2. The Library will not purchase sets of textbooks for class use. However, class sets purchased by faculties may be processed and kept in the Library for issue to students or academic staff.

Research Material

1. Wherever possible appropriate research materials will be held in the Library.
2. Information not appropriate or unavailable for purchase will be sought with the aid of local and international databases through inter-library loan and document delivery services.
3. Copies of research publications of UCOL will be held in the Library.
4. One copy of each thesis presented by a UCOL student will be held in the Library.

Duplication of Materials

1. The Library attempts to minimise duplication of monograph and serial titles held within the library system. Some duplication is necessary and where appropriate items will be duplicated.
2. Duplication within the library will be provided as necessary for items in heavy demand however the option of temporary Desk Reserve will be encouraged if heavy usage is expected for a fixed period.

Bibliographic Resources

1. The Library will subscribe to a range of bibliographic resources that will provide information about materials not held in stock.

Formats

Ensuring that the appropriate format to meet the learning, teaching and delivery requirements of a particular programme is key, incorporating both electronic resources and traditional formats.

- a) When purchasing items in print format. The choice of either hardback or paperback copies is based on the use the item is likely to receive how quickly it is expected to date and the price differential between the two formats.
- e) All items available in print format will be considered for purchase as an e-book. Decision to purchase either print or e-book will be based on: cost and number of simultaneous users available in the e-book format.
- b) Serial subscriptions are a considerable and on-going expense. For this reason the decision to purchase a new serial subscription is the responsibility of the Senior Librarian in consultation with the Executive Director Student Success and Academic Staff. The availability of the serial online either via databases currently subscribed to or in electronic format will be taken into account before a print subscription is purchased.
- c) The collections of non-book materials will be selective, and will be directed towards supporting the teaching programmes of UCOL.
- d) The specific requirements for these materials will pay due regard to compatibility with existing equipment and the quality of the reproduction.

Collection Assessment

Collection assessment involves the systematic evaluation of resources. The information available in a particular subject area is examined for age, scope, language, format, use, level, and other criteria. This facilitates the development of an overall picture of the existing collection by identifying its strengths and weaknesses in relation to the needs of the programme or course. Expert advice is sought from academic staff to achieve the best information or resources.

Donations

The Library will accept gifts of material provided that they fall within the collection development policy guidelines. Materials are accepted on the clear understanding that the Library has control over what is kept and what is discarded and where items will be located. Library materials purchased with donated funds are subject to the same conditions. Where appropriate the Library will insert a bookplate acknowledging the donation. Unwanted donations may be offered to students, sold or discarded.

Withdrawal and Replacement of Materials

1. Material will be withdrawn from the collection if it is damaged beyond repair or obsolete. The Library will inform appropriate academic staff prior to discarding obsolete material from their particular discipline.
2. New copies or later editions of withdrawn titles which are in demand may be purchased depending on the cost and availability of a replacement.
3. Titles reported missing will be replaced promptly if needed for teaching or research, if they are still obtainable.
4. Other material will be replaced where appropriate.

Related Documentation

- [Library Collection Development Policy](#)
- [Library Circulation Policy](#)