



## Policy: Library Collection Development

Policy Title	Library Collection Development
Policy ID	2024.21-v1-LIR_Po
Effective Date	June 2024
Responsible Office	Provost's Office
Responsible Executive(s)	Librarian

### **Rationale:**

The purpose of the collection development policy is to provide guidelines for the selection and maintenance of an appropriate and relevant library collection, ensuring that resources meet the university's learning, teaching, and research requirements.

### **Scope:**

To provide guidelines for the selection and maintenance of an appropriate and relevant library collection

### **Responsibility**

The University Librarian holds the primary responsibility for developing and maintaining the library's collection. Materials are selected in collaboration with university faculty, staff, and students. The University Librarian ensures that appropriate processes are in place for the efficient and effective development of (and provision of access to) the collection.

All university faculty and community members are urged and encouraged to participate in the process of resource selection; providing recommendations on a regular basis; and ensuring that course syllabi list current and appropriate "Recommended Readings" for students. Library staff ensure that current publishing and review information is available for selection purposes by all participants.

### **Materials Selection**

Materials are selected primarily to serve the learning, teaching and research needs of the university students and faculty. Research materials are selected in specific areas where student and faculty research needs are more demanding. Recreational and general interest material is selected at appropriate levels to ensure that the university community's general reading and lifelong learning needs are addressed. Textbooks are not purchased as part of the library's general collection, unless explicit requests are made by the Chair of the academic department for the reserve collection to support specific courses.

### **Selection criteria**

The following specific criteria are used in considering general material for the library collection:

- Relevance of the item to the curriculum and the teaching and learning function of the university
- Relationship of the item to the existing collection
- Requirements for program accreditation

- Appropriateness of the level of the material
- Authoritativeness and significance of the item, as evidenced by the reputation of the author and publisher, along with peer reviews of the material
- Currency of the publication
- Appropriateness of the format
- Cost

When evaluating electronic resources for acquisition, the following selection criteria are considered:

- Availability of other electronic resources in the subject area
- Availability of full text and/or images
- Significance and currency of the material
- Authoritativeness and significance of the material, as evidenced by the reputation of the provider and reviews of the resource
- Ease of use and reliability of access
- Cost – initial purchase, and projected annual subscription costs
- Regularity of updates (and access to new editions in the case of e-books)

When evaluating journals for acquisition, the following selection criteria are considered:

- Availability of other journal titles in the subject area
- Relevance of the journal title to student and faculty research needs
- Availability of full-text and/or image in existing library databases
- Availability of indexing
- Availability of access to full-text and/or image as part of the subscription
- Authoritativeness and significance of the material, as evidenced by the reputation of the provider and reviews of the resource
- Cost – annual subscription and projected annual increases

### **Languages**

Library collection materials are predominantly English, but other languages will be considered, as appropriate.

### **Formats**

A variety of formats are included in the library's collection. These can include, but are not limited to print, audio streaming, video streaming, and other digital online resources. New technologies will be evaluated and considered as they become available to determine whether they will contribute to the library's collections and services.

### **Reserve Collections**

The library maintains a reserve collection of materials identified by faculty as useful or required for their students' academic work. These materials may consist of textbooks, textbook supplementary materials, journal articles, reports, papers, or other digitized materials. Library staff will make reserve items available to students registered in specific courses.

### **Gifts and Donations**

The library accepts gifts and donations and assesses the appropriateness of items for addition to its collection. The library uses the same criteria for the acquisition of gifts as it does in the assessment of newly purchased materials. If deemed appropriate, items are cataloged and added to the collection; if not suitable for the collection, items are discarded in accordance with regular discarding procedures.

### **Weeding and Storage**

The library collection is periodically reviewed by the Library Committee to ensure that it is current, relevant and provides appropriate coverage. Materials deemed obsolete by the

Committee are withdrawn. The following criteria are used to evaluate whether materials should be removed from the collection:

- Date of publication and availability of more recent editions
- Condition of the item (worn, damaged, and not repairable)
- Availability of multiple copies
- Inappropriate or inaccurate content

Items which are being permanently removed from the collection are listed and designated for discarding, in accordance with standard practice for de-accessioning and disposal of university property.