

Title: Acquisition & Collection Development Policy – Learning Resource Centre	Number: 4.27.0510.1
Approved by the Board of Governors Date: May 2010	Implementation Date: May 2010
History: Scheduled Review Date: 2013	Origin:

Rationale

The College believes that the Learning Resource Centre’s collections should include quality information in support of the educational goals and standards of the College. The policy outlines the criteria used in the continuous acquisition and development of a well-organized collection of books, periodicals, audiovisual and electronic materials that meet the learning, informational and research needs of the College community.

Policy

The selection and purchase of materials for the Learning Resource Centre is seen by the College as a collaborative process. The Centre’s professional staff and College faculty work jointly to identify acquisitions to the collections on a timely basis. Faculty are required to make recommendations to the Director of the Centre, via their respective Head of Department, as it pertains to the acquisition of required texts appropriate to their disciplines and specialities. Librarians will recommend new titles received from catalogues and selections based on curricular requirements for each programme area.

Although it is an on-going initiative between faculty and librarians to work collaboratively, collection development is ultimately the responsibility of the Director of the Learning Resource Centre. The Director works within the confines of the library’s budget to maintain a balanced collection, while recognising the needs of the various constituencies of the College.

Acquisition considerations

The following are the primary considerations used in the selection of materials:

- Faculty recommendation on subject-related text
- Current , timely and updated information
- Relevance to curriculum
- Research needs of the academic community

- General needs of the College community
- Quality, accuracy and authoritativeness in subject areas
- Availability of funds and budget allocations for purchase of materials

The following are the secondary consideration in acquisitions:

- Demand for multiple copies
- Physical features of publications, hardcover or paperbacks
- Print or electronic resources
- Physical location of the collection

Acquisition of Electronic Resources

The Learning Resource Centre continuously assesses and reviews the relevance and quality of its electronic subscriptions. The library currently utilises the following three electronic databases: EBSCOHost, Alexandria Researcher, Credo Reference, CDISIS for Windows. Over time, the Library may add to or drop subscription to these databases, based on the curricular and research needs of its constituency.

Electronic resources are selected based on information/research needs and relevancy. The following are the major factors that determine selection:

- Available, credible full-text articles, abstracts, bibliographies
- Subscription from reputable (authoritative) sources
- License agreement conditions
- Compatible and research needs and curriculum
- General research needs of the intended audience
- Content layout that is user friendly, easy to navigate
- Technical support and vendor support available when needed
- Train the trainer initiatives
- Access and network compatibility

Acquisition of College-Generated Documents

Historical and working College documents, i.e. catalogues, annual reports, handbooks, performing arts programmes, presentation papers, and other material generated by the College in the pursuit of its mission shall be regularly collected for reference and archives. It is the responsibility of Department Heads to submit material to the Learning Resource Centre on a timely basis, and senior library staff annually issues a call for such material from faculty and staff. Additionally, **it is a requirement** of employee sabbatical or study leave that a copy of documents created during such leave be placed in the Learning Resource Centre.

Weeding

General weeding policy specifies that before being discarded, each item is reviewed by the appropriate staff members based on professional judgement and knowledge of the collection and curriculum. Librarians may at times consult with faculty members for their recommendations. The following criteria are considered when weeding the collection:

- Superseded editions not containing unique information, data, or providing a historical reference not available in the most current edition
- Titles unused within a reasonable time period based on subject and scope of the work except for items considered classics or standard editions
- Duplicate titles unless a proven demand exists for multiple copies
- Materials which do not support the current College curriculum
- Items in poor condition that are beyond reasonable preservation efforts

Weeding of the Internet and database resources is ongoing. Subscriptions will be dropped if any of the following occur:

- A link is no longer available or maintained
- Currency or reliability of the resource's information has lost value
- Another source offers more comprehensive coverage

Specific weeding criteria and schedule are enumerated in Weeding Procedure.

Intellectual Freedom and Censorship

The College believes that the principles of intellectual freedom and absence of censorship are essential to the development of the collection of the Learning Resource Centre. Collections thus endeavour to support the stated precepts of the College to involve students in the richness and diversity of ideas and to develop student's ability to think critically and integrate knowledge. The Centre's librarians strive to cooperate with all constituencies in providing materials representing all points of view concerned, and no materials shall be removed because of doctrinal disapproval.

Gifts and Donations

Further to developing the collection, the Centre accepts gifts and donations that are highly relevant to the institution's needs. The Learning Resource Centre requires that donations of books, documents, audio visual and other material be consistent with the College's curriculum for purposes of teaching, learning and research, and fall within the scope of collection development criteria. Conditions of acceptance are outlined in the *Learning Resource Centre Donations and Gifts Policy*.

Procedure

Collection Acquisition

Decisions to acquire new publications are made on the basis of faculty recommendation and staff judgement, expertise and knowledge of material already in the collection. Senior librarians will be tasked with placing and following-up on orders. The procedure for acquisition is as below:

1. Eight weeks before the beginning of each Semester, senior library staff contacts full-time and adjunct faculty for their request for the coming semester.
2. Faculty recommendations are made by the faculty, with authorisation of the Department Head, listing suggested reference and circulating material in order of importance with a brief description tying the material to specific curricular needs and programme goals.
3. A list of materials that are considered necessary to meet each semester's curricular needs is compiled by senior staff and reviewed. This list includes the acquisition of two copies of textbooks if they are not currently part of the collection.
4. Senior librarians are tasked with placing and following-up on orders. Books, audio visual materials and other resources will be ordered from catalogues, bookstores, publishers and reputable sites.
5. When orders are received, all are affixed with accession numbers for the purpose of the collection's inventory process.
6. After consideration of faculty-generated suggestions, senior librarians, in consultation with the Director of the Learning Resource Centre shall review the budget and address the needs for updating and balancing the collection. Additional orders will be placed as above, and material accessioned upon receipt.
7. Senior librarians issue a call for College-generated material from faculty and staff on an annual basis. All such material is accessioned and placed in the reference and/or archives collections.
8. In order to accommodate new titles, the collection will be weeded in accordance with the outlined weeding policy.

Weeding

Weeding is an essential element in collection development. Weeding of the Learning Resource Centre's collection is done by subject area on the following schedule:

Materials weeded every 3 years:

Medicine
Technology
Psychology
Geography
Computer Science

Materials weeded every 5 years:

General Works	Philosophy
Religion	History
Economics	Social Science
Sociology	Political Science
Law	Education
Music	Art
Foreign Languages and Literature	Science
Mathematics	Astronomy, Physics, Chemistry
Biological Sciences	Agriculture

The Reference Collection – most of the criteria for removal remain the same as for circulating collections, with the possible exceptions of use and currency. Some sources are considered reference “classics” and may be valuable for many years. Others (especially scientific, medical and technological works) may be quickly outdated. Many reference works are issued in revised editions, and previous editions can usually be removed. An exception is any new edition that supplements rather than replaces an older edition.

Audiovisual Materials – Non-print media should be weeded on a regular schedule like print materials, although it can be harder to judge content and quality without viewing the material. Other issues considered when evaluating non-print materials include format and condition. If the format is not still available and the materials are irreplaceable, they will be transferred to current formats. All material will be examined for missing pieces, poor sound or visual quality, scratches or chips on surfaces. Video cassettes shall be examined for wear after 100-150 circulations and will be replaced 200-250 showings.

British Virgin Islands Materials and West Indies Materials – These materials will be weeded lightly, and as much retained as possible. Old editions may be replaced by new editions or updated information, but the reference source should remain. Local history, materials by local authors or with local settings, memoirs, directories and oral histories shall not be weeded.