



COLLECTION DEVELOPMENT POLICY

#1-15

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POLICY

The College will establish and maintain a collection of print, non-print and electronic materials, which supports the College curriculum.

PURPOSE

The Collection Development Policy establishes the principles and practices of collection development, including the allocation of funds to departments and programs, selection of appropriate resources, weeding of resources, and assessment and disposition of donations.

GUIDELINES

1. Collections Budget Allocations

- 1.1 The Collections Librarian will assign a budget amount to departments and programs based upon, but not limited to, such factors as student enrolments, library circulation data and average cost of library materials within the discipline.
- 1.2 Instructional programs will arrange for the transfer of funds to the Library for new programs and courses, for which library resources have been identified.
- 1.3 To assist in the development of the collection, the Library will work collaboratively with faculty to select the best resources in their fields of expertise and instruction.
- 1.4 The Library will have final responsibility for expenditures from the Library Collections budget.

2. Materials Selection

In its selection of materials, the Library subscribes to the principles expressed in the Canadian Library Association's Statement on Intellectual Freedom (Appendix A) and the British Columbia Library Association's Statement on Intellectual Freedom (Appendix B).

2.1 Books

In addition to faculty input, the Library consults publishers' catalogues, print and online review sources and standard core lists as selection tools.

Selection criteria include the following:

- Relevance to the curriculum;
- Titles identified as required library resources on Approved Course Descriptions;
- Reputation of the author, issuing body, and/or publisher;
- Published reviews;
- Price/relative cost;
- Current collection holdings; and
- Circulation and inter-library loan data.

Textbooks, lab manuals and workbooks are not normally purchased for the Library collection. Exceptions are made for those titles which have a reputation as "classics" or are the only or best sources of information on a particular topic. Multiple copies, alternate formats, foreign language titles and high cost items are considered where demand warrants.

2.2 Periodicals

The Library is responsible for establishing and maintaining a collection of general interest and subject-specific periodicals.

Selection criteria include the following:

- Long-term financial commitment;
- Availability of indexing and abstracting services covering the periodical acquired;
- Online alternatives;
- Archiving; and
- Storage.

Links to free online periodicals are considered if the content is reliable, of high quality and access is allowed without restrictions.

2.3 Audio-Visual, Software and E-Resources

Audio-visual materials are subject to the same criteria as print materials with additional consideration being given to public performance rights, format compatibility and availability on the North American market.

Software is acquired as supplementary materials and is retained provided the Library has the necessary hardware and software to run the program and licensing conditions are met.

E-resources, including databases are considered if the initial and projected maintenance costs are within the Library's budget and such factors as licensing, relevance to the curriculum, ease of searching, availability of fulltext and degree of overlap with existing resources are weighed.

3. Weeding

Weeding of obsolete, seldom used, duplicate copies, damaged or irrelevant resources is carried out on an ongoing basis, normally in consultation with faculty.

4. Donations

- 4.1 Donations of books, periodicals and other materials are welcomed and considered for inclusion in the collection. Upon receipt of donations, the Library assumes the right to determine their retention, location, cataloguing treatment, circulation policies, use and disposition.
- 4.2 Donations are appraised and tax receipts are issued upon request by the donor. Donations valued at more than \$1000 must normally be appraised by external appraisers. Guidelines established by the Council of Post-Secondary Library Directors are used in determining valuations.
- 4.3 Donations of money for collection development are accepted with the understanding that final decisions about subject content and title selection rest with the College.

Canadian Library Association's Statement on Intellectual Freedom¹

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

¹ Approved June 27, 1994. <http://www.cla.ca/about/intfreed.htm>

British Columbia Library Association's Statement on Intellectual Freedom²

1. It is in the interest for libraries and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.
2. It would conflict with the public interest for libraries to establish their own political, moral or aesthetic views as the sole standard for determining what books and other materials should be published or circulated.
3. It is contrary to the public interest for libraries or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.
4. There is no place in British Columbia for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of the writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept any book with the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of library administrators and librarians, as guardians of the peoples' freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of libraries and librarians to give full meaning to intellectual freedom by providing books and other materials that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, librarians can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.
8. Non-book materials should be judged by the same criteria as books.

² <http://www.bcla.bc.ca/bcla/policy/ifreedom.html>