

Policy and Procedures Manual

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COLLECTION DEVELOPMENT POLICY**POLICY STATEMENT**

Through its Library, North Island College provides information services and resources which support the curriculum and teaching and learning at North Island College.

PURPOSE STATEMENT

The Library, through the Collection Development Policy establishes best practices and procedures to guide the selection and retention of library resources.

PRINCIPLES

1. The Library is responsible for North Island College's collection of information resources.
2. The College strives to ensure that adequate library resources are in place to support program offerings.
3. The Library keeps its collection current and relevant in content and format and weeds material on an on-going basis.
4. The Library facilitates the effective use of funds to plan the development and sustainability of the library collection.
5. The Library uses an on-going consultation process with faculty and administrators to develop the library collection.
6. The Library may accept donations which meet the collection development selection criteria, in accordance with its procedures.
7. Final decisions about collection development, including budget, selection and weeding, reside with the Library.
8. The Library subscribes to the principles expressed in the Canadian Library Association's Statement on Intellectual Freedom (Appendix B) and the British Columbia Library Association's Statement on Intellectual Freedom (Appendix C).

Definitions:

Weeding – The practice of removing outdated, seldom used, duplicate copies, superseded editions, and damaged materials from the library.

Media – The broad term to include, but not limited to, videos, streaming videos, DVDs and audio CDs.

Procedures:

The Library maintains procedures to guide the development of its collection. These are attached as Appendix A.

Appendix A – Library Collection Development Procedures

Departments will consult with the Library about new or revised courses/programs or offerings of existing courses/programs at new locations to confirm that adequate library resources and/or funding for the provision of adequate library resources are in place.

1. Collections Budget – Books, e-books, DVDs, streaming videos

The Public Services Librarian assigns funds annually by subject areas, based upon but not limited to factors such as current courses and programs, student enrolments, collection gaps, library circulation data and average cost of library materials within the discipline.

2. Collections Budget – Periodicals and Databases

The Coordinator of Library Services is responsible for the allocation of operating funds to purchase/license and maintain a collection of current, relevant periodicals and databases, which support the college curriculum.

3. Materials Selection

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

a. Books – Print and Electronic

The library uses a variety of resources and processes to aid in selection, including review sources, subject lists, professional journals and publishers' catalogues. In addition, factors such as circulation data, collection holdings and interlibrary loan information are considered.

The following criteria are used to evaluate materials for purchase/licensing:

- Relevance to the current curriculum
- Authority/reputation of the author and publisher
- Level (pre-college, vocational, technical and lower to undergraduate)
- Cost (relative to average costs in subject area, plus cost for acquiring, processing and providing access)
- Format (durability, stability, ease of use)
- Duplication
- Language (primarily English; other languages considered as needed to support the curriculum)

E-books are licensed from reputable vendors/stable hosts in instances where timely updates, cost effectiveness and maximizing access, are valued and warranted. E-books support online learning and avoid costly duplication.

Textbooks, lab manuals and workbooks normally are not purchased for the library collection. Exceptions are made for those titles which are considered “classics” or are the only or best sources of information on a particular subject.

b. Periodicals – Print and Electronic

Journals, magazines and newspapers are selected to support the NIC curriculum, to cover recent developments in a discipline and to cover current events reading.

Selection criteria include the following:

- Relevance to current curriculum
- Format (stability, ease of use, visuals/graphics applicable to format)
- Duplication
- Financial commitment
- Availability of indexing and abstracting services
- Overlap with full text databases
- Cost effectiveness of interlibrary loan
- Storage and archiving

The Library will regularly review and evaluate its print and electronic subscriptions for curriculum relevancy, usage, content and costs, as well as overlap in licensed databases

c. Media

Media are subject to the same selection criteria as print materials with additional consideration being given to acquiring public performance rights and availability from Canadian/US distributors.

Streamed media are purchased or licensed from reputable vendors or stable hosts when multiple copies are essential, when streaming options enhance online learning and licensing costs are affordable.

d. Databases

Licensing considerations include initial and projected maintenance costs, license terms and conditions, relevance to the current curriculum, availability of full text and degree of overlap with existing resources.

4. Weeding

Regular de-selection is performed to maintain a relevant and useable collection.

The following criteria for de-selection are considered:

- Dated or inaccurate material
- Circulation history
- Duplication of content
- Ongoing subscription costs
- Cancellation of a course or program
- Outdated formats
- Licensing expiry
- Space considerations
- Availability online or through interlibrary loan
- Physical condition of material

5. Donations

- a. The Library accepts donations, which meet the collection development selection criteria, provided they are unmarked and in good condition, relevant to the current curriculum and free of licensing, copyright and other restrictions. Additional consideration is made based on library space.
- b. The Library assumes the right to determine suitability, retention, location, cataloguing treatment, circulation policies, use and disposition of donations.
- c. Donations may be appraised and tax receipts are issued upon request by the donor. Donations valued at more than \$1000.00 normally must be appraised by external appraisers. Guidelines established by the Council of Post-Secondary Library Directors are used in determining valuations.
- d. Donations of money for collection development are accepted with the understanding that final decisions about subject content and title selection rest with the Library.

Appendix B - 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, 1974. Amended November 17, 1983; and November 18, 1985.
http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm

Appendix C - 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 prejudice 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>