

# **ADU Collection Development Policy**

The policies for collection development are defined by the Director of the Library to guide the selection and acquisitions of materials in consultation with the Library Review Committee.

The goal of ADU Library's collection development effort is to build collections that support the needs of under graduate, and graduates programs, the faculty, and the entire university community. This collection development system reinforces the university and Library missions. The Library also recognizes its responsibility to respond to the research needs of the faculty. It will continue to do this through its commitment to providing access services including electronic databases, in addition to extensive onsite collections. As no Library can supply materials to satisfy all of the needs of its users, the ADU Library encourages cooperative collection development agreements with other libraries in the Emirates.

This policy provides a framework for the underlying principles and guidelines in the selection, acquisition, evaluation, and maintenance of library resources. It also helps to communicate the Library policies concerning goals and methods to faculty, students, staff and users. As academic programs, information needs, and technology change, the Library remains committed to meeting new information demands.

## **I. Balancing the Collections**

Until the last decade of the twentieth century, academic library collections primarily comprised print materials. The advent of electronic resources and the rising demand for access to them has shifted the focus of library collections. However, the basic goal remains: to provide the ADU community with the resources it needs to pursue academic excellence. The Library collection development program has always strived to provide information in the most appropriate formats. When scholarly materials are available in multiple formats, the Libraries will normally acquire the material in only one format to efficiently steward the University's resources. There are instances, however, when having resources available in more than one format allows us to make the material accessible to library users when and where they need it.

## **II. Access Vs Ownership**

Understanding that no one library can acquire materials to satisfy all of the needs of its users, the ADU Library is committed to providing access to materials we do not own through resource sharing and cooperative collection development agreements with other libraries. Integrating access to resources that are not part of the Library's collection is a necessity and provides the university community with access to a wider range of materials than the Library could ever hope to provide within our materials budget.

The ADU Library goal is to continue to integrate an approach to materials that includes a balance of traditional, locally owned materials along with access to materials that are not owned. Cost-efficient and best practice models will be incorporated into the decision-making process regarding access to information in all formats.

## **III. Collection Development Guideline**

The Library adheres to the guidelines below:

- Develop high quality, relevant and balanced collections to support and strengthen teaching and research.
- Implement collection management policies to build and maintain print, electronic, and media resources to support information needs of the University.
- Provide leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies.
- Communicate with faculty to build on existing collection strengths where those align with current research and curricular needs and to develop awareness of new and evolving areas of scholarship.
- Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally, and worldwide.

#### **IV. General Criteria**

The following criteria apply to all materials. Particular criterion may assume greater or lesser importance depending on the type of materials under consideration or the subject matter covered.

- Curriculum and research need.
- Scope and content – comprehensiveness and depth of coverage.
- Scholarly value.
- Currency and timeliness. Selection of older editions would only occur with valid reasons.
- Relevance to existing collections.
- Physical quality and/or special features.
- Availability of materials through Interlibrary Loan or document delivery.
- Inclusion in major indexing and abstracting tools or professional organization indexes.
- User-friendly search interface.
- Suitable for use on available hardware and platforms.
- Consistently reliable response time and overall technical performance.
- Cost – the purchase price as well as any on-going expense of maintaining access. Excessive cost may limit access.
- Mode of access available from the vendor (e.g., Internet, LAN, single workstation).
- Size of the potential audience.

#### **V. Resources Collected**

The ADU Library collects all manner of formats and materials which support the University's teaching and research. These materials may be physical (e.g., books, paper journals, maps, pamphlets, and music or video recordings) or digital (e.g., online access to citation and full-text databases, e-books, and spoken-word, music or moving images).

#### **VI. Resources Not Collected**

The ADU Library does not collect materials in certain categories. These include but are not limited to: classroom texts, large-print books, or individual software packages.

Material in outdated formats (e.g., VHS tapes, floppy disks) is generally not collected. In limited

cases, notably in conjunction with faculty requests, materials are accepted or purchased which require external support not provided by the library.

## **VII. Collection Maintenance and Evaluation**

### **A. Preservation**

The collections of the ADU Library, in addition to their intellectual and aesthetic value, represent a substantial economic investment. The responsibility to build research collections carries with it the obligation to ensure that these collections are permanently accessible. The Library is committed to the retention, preservation, and long-term access of the collections they hold in perpetuity, regardless of format.

Active participation and leadership in preserving the Library's collections is the responsibility of Library staff. Decisions on preservation of damaged materials and replacement of lost, stolen or damaged materials are based on use and condition of the materials, availability of the information in the same or other formats, and within the overall context of the Library's Collection Development Policy, balancing the constraints of cost, historical and aesthetic and scholarly value, and user accessibility.

Preservation of library materials is accomplished through storage of materials in proper conditions, through careful handling and housing, through use of security systems designed to eliminate mutilation and theft, through commercial binding and rebinding, through commercial microfilming, through refreshment and migration of electronic files, and through repair or replacement of damaged materials.

Materials of unique aesthetic or historical value should be preserved in their original form. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. Continuing access to electronic titles cannot be guaranteed once the format in which they are published becomes technically obsolete. However, the Libraries support and participate in digital preservation research programs in order to address this issue in the longer term.

### **B. De-selection (Weeding)**

Weeding is an integral part of the collection development process. Weeding helps keep the collection up-to-date by removing older editions, so there is room for newer materials that ensure the collection remains responsive to user needs and to optimize the use of space. The following factors are generally considered in the weeding of library materials:

#### 1. Retention

- Past usage data
- Value for historical research
- Last copy with archival value

#### 2. Discard

- Multiple copies of older editions
- Superseded volumes of reference works
- Physical condition

### **C. Duplicates**

Decisions to purchase multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, status of a title or author, or high circulation of a title. The library will purchase a maximum of two copies of specific book.

### **D. Replacement**

#### 1. Monographs

Library liaisons are responsible for making decisions regarding replacement of lost, damaged, missing, or worn-out Library monographs as funds permit. It is the responsibility of the appropriate subject selector to decide, within the guidelines of this policy, whether to replace a specific monograph or purchase a comparable one, and in what format.

Replacement is always preferred over rebinding for inexpensive in-print titles. Current editions are preferred over previous ones, unless the earlier edition has special distinguishing characteristics.

#### 2. Serials

Staff will identify lost, damaged, missing, or worn-out serials and notify Acquisitions. Decisions to replace serials will be handled according to criteria set forth in this policy. The following serial items will not be replaced:

- Newspapers or newsletters unless a special need exists;
- Titles that are not retained permanently;
- Titles that are not indexed;

### **E. Withdrawal of Materials**

An item is discarded if it is worn, mutilated, or defective, and/or a decision has been made not to retain it.

### **F. Lost or Missing Materials**

An item is declared officially lost and entered into circulation records as such after it has been reported lost by a borrower or presumed lost by the library. If a lost item is returned or a missing item is located after its records have been withdrawn, a decision concerning its addition to the collection will be made by the selector within the guidelines of this policy.

### **G. Gifts**

The Library welcomes donations of all types of recorded information which support the university's curricular and research programs. Gift materials, both individual items and collections, can be valuable additions to the Library's collections.

Because of space limitations in our library, we encourage donors to consult with library liaisons when planning to donate books and other printed or recorded material. Depending on the number of volumes being offered to the library, the Library may request an on-site evaluation of the collection by the appropriate subject specialist before a determination to accept can be made.

All offers of gifts receive careful consideration and are evaluated in terms of the collection

development goals of the Library. Materials appropriate for the collection include: hardbound or good quality paperback scholarly monographs; music compact discs and scores; videos and DVD's. Materials that do not meet the Library's collection development goals will be disposed of through sale, exchange, donation, or discard.

Upon receipt, donated materials become the property of the Library. The decision to add gift materials to the collection will be made by subject specialists. In general gifts to which the donor has attached conditions, such as those concerning retention, housing, classification and use, will not be accepted for inclusion in the Library collection. Exceptions may be made for materials, primarily manuscripts and personal papers, which would be appropriately housed in the Library Special Collection.

With the exception of unsolicited materials, gifts to the Library will be acknowledged in writing.