Collection Development Policy

Library Mission Statement
To provide a collection of resources and services that support and enrich learning, teaching, and research initiatives throughout the College community.

Purpose of Collection Development Policy
Algonquin College Libraries’ Collection Development Policy serves to outline the priorities that guide the selection and deselection of materials for Algonquin Libraries. The Libraries cannot acquire all resources in all subject areas due to limitations of budget resources, space resources, and human resources.

Copyright
The Algonquin College Library respects the Canadian Copyright Act in acquiring materials and in our lending practices.

Intellectual Freedom
The Algonquin College Library supports the Canadian Library Association’s Statement on Intellectual Freedom.
(http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm)
Policy

Scope and Purpose of the Collection

Given the Library’s mission statement, the Algonquin College Library collection reflects areas of study and research within the College taking into account different methods of instructional delivery and different learning styles.

Collection development takes place with careful consideration of the College’s program mix, Library’s clientele, goals of the College, curriculum, other locally available public resources, human resources, space, technology and supporting equipment.

The Library collects materials in multiple formats, including book, dvd, digital format, and attempts to provide equitable access to on site and remote users of all three campuses. In order to serve both on campus and remote students the Library will favour the purchase of digital products where possible. This is contingent upon availability of a particular digital product and the Library’s ability to acquire and maintain the appropriate technology to access the electronic product.

In keeping with the Accessibility for Ontarians with Disabilities Act (AODA 2005), efforts will be made to purchase new materials in an accessible format, considering, as stated previously, budgetary constraints, available technologies and availability of resources in appropriate formats. Assistive technologies available in the library will also help with accessibility to library resources.

Responsibility

College policy AA31 assigns primary responsibility for the selection and de-selection of resources to the Library staff, in collaboration with the College community. Collection development is coordinated by the Collections Librarian.

Selectors will select materials for specific subject areas which align with a particular school or academic department. Each selector consults with faculty in their selection area in order to choose the best possible resources and best resource medium to support the program offerings. Selectors must be familiar with the curriculum to make the most appropriate selections. Any Library user may make a request for Library purchases and these requests will be considered according to the criteria in this policy.

The selection of electronic databases is done in conjunction with the academic area, Library selection staff and the Library manager.
Guidelines

General principles
Materials will be selected to support the curriculum based learning needs and the research within the College community. Algonquin College Libraries are committed to providing access to information in digital format where possible contingent on the factors previously listed.

Priorities
Materials will be selected according to the following criteria:

1 – Material needed for new courses/programs
2 – Faculty requests for existing courses
3 – Updating of older editions and replacement of lost materials known to be needed
4 – Material relating to courses which has not been requested specifically by faculty
5 – Material of a general nature which may benefit users from many disciplines

Other considerations for selecting materials

Level – Is the level appropriate to the user? The majority of materials are collected at a collection depth level 3, study or instructional support level, according to the “Guidelines for a Collection Development Policy using the Conspectus Model” from the International Federation of Library Associations and Institutions (IFLA). http://archive.ifla.org/VII/s14/nd1/gcdp-e.pdf

Currency – Does the material reflect current trends and ideas on the subject according to the needs of the discipline?

Subject treatment – Is the treatment of the subject relevant, accurate, unbiased, complete, up-to-date, presented in a Canadian context? If the treatment is incomplete or biased, are there other materials in the collection which would complete or present an opposing viewpoint to maintain a balanced collection? Canadian materials will be preferred when appropriate.

Medium – Is the medium appropriate for the presentation of the information? Are the required technologies and equipment available to support the material? Can the materials be made available as required by AODA legislation?

Authority – What is the reputation of the author, editor, consultant, publisher, producer, etc.?

Cost – When there is a choice, preference will be given to the more cost effective items/ format as long as it serves the required use (e.g. 3 copies of one title at all three campuses vs. ebook format – which is also available to online learners)

Quality of the material (both the physical item and the scholarly presentation) – Does the print material have good binding, quality paper, index, bibliography, illustrations? What are the sound and picture quality of audio-visual materials?

Types of materials collected include:

Books
Ebooks
CD-ROMS
DVD
Streamed Video
Audio CD
Government Documents
Statutes, Regulations, Case Law
Standards
Packaged Digital Collections (Databases)
Websites - to be shared via library websites or subject guides
Foreign language materials only as required by language programs

The Library does not purchase the following collections:
- Textbooks for all courses (The library does encourage faculty to use our Reserve services if supplemental copies of texts are required)
- Instructional or training lab software
- Workbooks and consumables intended for personal use.
- Works of fiction, except those requested to directly support programing. Donations of fiction are accepted
- Microfiche/film
- Video games

**Special Considerations for Digital Resources**

Digital resources are chosen following the guidelines of this policy, however additional considerations must also be reviewed such as:

**Purchase model**
- Electronic products usually follow one of two purchase models. The model that provides the best value over the long term should be considered.
  a) subscription - Content is accessible only during the subscription period. Should the subscription be cancelled, content is lost or no longer available
  b) one-time purchase - Purchased content is owned in perpetuity.

**User interface** – should be easy to use, offer various search options and output methods, provide help screens and/or tutorials.

**Vendor issues** – should be a reputable company offering continued support and customer service

**Technology issues** – hardware and software requirements are affordable and achievable, products need to integrate with current search tools and guides.

**Licensing issues** – should be available to all Algonquin students/staff both on campus and remotely in a convenient manner - single, multiple, or unlimited user access licences are often available.

**AODA Compliance** – Are the materials available in an accessible format in compliance with AODA legislation or can the materials within be provided in an accessible format within a reasonable time period?

A trial period or demonstration is required before the purchase of any electronic database product so that the technology and user experience can be explored, compared and contrasted.
Deselection

Deselection, or weeding, is the term used to describe the permanent removal of materials from the collection. An ongoing and planned deselection process is crucial to keep the collection current and relevant. All items suggested for deselection must be approved by the Collection Development Librarian.

Criteria for deselection

**Age** – Dated materials particularly in the medical and technology fields will be weeded. Classical works such as items referring to the history of a topic, collections of poetry or literature, definitive publications or materials of historical significance are not age dependent. In many areas a certain amount of retrospective material may be desirable. Each item is taken on its own merit and age is usually not the only criteria for weeding.

**Usage** – Any materials not circulated in the last 6 years may be good candidates for deselection. However, underused materials may be kept if there is the potential of greater usage in the future or if the material receives in-library use.

**Duplication** - Are there other copies available within the Algonquin Library systems holding this item? Are there duplicate copies within the same campus Library? In principle we do not duplicate materials already held in our collections. Only in very rare cases such as a large enrollment in a subject area, should duplicate copies be held at the same campus.

**Physical condition** - Is the item in poor physical condition and unable to be mended? Is it worth mending?

**Context** - Is material relevant to the current curriculum? Is the information still valid? Does it misrepresent or predate current technology therefore containing information no longer relevant to the field or industry? Have there been political or geographic changes?

**Level** – As in the selection criteria above – we collect at a level 3. Materials at a lower level may be kept for use in English Second Language programs.

**Other factors to consider:**

- Uniqueness of coverage
- Lack of bias
- Superseded edition
- Outdated formats
- Materials published by or about the Ontario college system or Algonquin College specifically
- Materials available online
- Last copy in Algonquin Libraries or within the Ontario college library system
- Materials of local interest
- Special request from program area that the material be retained
- Authored by Algonquin College employees
Gift/Donation Policy

The Library accepts donations with the understanding that they will become the property of the Algonquin College Library and subjected to the same criteria and considerations used for purchases. The Library reserves the right to dispose of any items not added to the collection as is fitting, unless prior arrangements have been made with the donor.

Cash donations may be offered to the Library for the purchase of resources. Responsibility for the selection of these resources remains with the selectors and is done according to the criteria in this policy. Consideration will be given to the donor’s preferences.

Reconsideration of Library materials

Requests for reconsideration of Library materials must be made in writing to the Library manager stating reasons for this request.
Other Related Policies and Information

Suggesting items to add to the Library collection
Reserve Policy
Copyright