Collection Development Policy

Library Resource Centre (LRC)

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Purpose of Policy

The purpose of this Collection Development Policy is to document and guide the processes involved in planning, developing and maintaining the Library’s collections to support Conestoga’s curriculum. Collection development policies are used by libraries to ensure that their collections remain relevant to their clientele community while taking into consideration collection budget and spatial limitations.

Purpose and Scope of Collection Development

Conestoga’s Library Resource Centre (LRC) plays an integral role in teaching and learning, in applied research, and in the development and delivery of curriculum. The primary objective of the LRC is to support these processes through the provision of information services and resources germane to Conestoga programs.

The LRC supports the learning needs of students through development, maintenance, and ongoing access to resources relevant to Conestoga’s programs and to students’ individual needs as they pertain to career development. The LRC also supports faculty through the collection of resources for classroom instruction and for professional development. The LRC is committed to providing equitable access to information and resources, recognizing that there may be limitations due to availability of resources and budgetary restrictions.

The LRC strives to deliver valuable, accessible, and cost-effective resources through collection development and to use and promote these resources in creative ways to benefit students, faculty, and staff.

Intellectual Freedom and other CLA Policy Statements

The LRC believes that freedom of expression and access to many ideas and resources are necessary to support the educational process.

In the development, provision and maintenance of its collections, the Library supports and abides by the policy statements set out by the Canadian Library Association (CLA) as they pertain to the rights and responsibilities of the Library and of library users to intellectual freedom, information access, copyright and privacy. See Appendix A for CLA Policy Statements.

Library users wishing to question the appropriateness or purpose of an item in the Library collections should submit a Request for Reconsideration of Library Material Form (Appendix C).
Clientele

The Library’s primary clients are the students currently enrolled in full and part-time programs at any and all of Conestoga’s campuses. Faculty and staff also have full access to library services and resources for curriculum-related and general information needs. Other members of the Conestoga community (including alumni) and the community at large may also make use of the collections, subject to licensing restrictions. Registered alumni are permitted to borrow books from the circulating collection. Off-campus access to online resources is restricted to current students, staff and faculty only.

Responsibility for Collection Development

Collection development activity is a collaborative effort. Responsibility for collection development and maintenance decisions lies with various Library staff under the overall direction of the Manager, Information Literacy & Resources. Collection development staff continually identify weaknesses and gaps in the collections, and acquire resources to strengthen Library holdings. Recommendations from faculty in the various program areas are solicited by the Program Liaisons. Faculty members contribute to the selection of materials for purchase and to deselection of items. They serve as invaluable subject specialist advisors. Collection development staff communicate and collaborate with each other as well as with other Library staff to ensure collections are effectively managed.

Standards

The LRC strives to meet the collection development Standards for Canadian College Libraries set out by the Canadian Library Association in 2004.

Collections and Formats Acquired

Conestoga’s LRC provides varied, authoritative and current resources that will support its mission and the unique needs of Conestoga’s population. An effort is made to provide both on-campus and remote access to resources. The following collections and formats are provided:

- Books (Print and Electronic)
  - General Circulating Collection
  - Reference: Non-circulating selection of materials such as encyclopedias, dictionaries, almanacs, directories, statistical sources, subject bibliographies.
  - Government Documents
  - @ease Leisure Reading (paperback fiction)
Reserves: A selection of specific books, periodical articles, and other materials that a faculty member has set aside for all students to read for a particular course. These materials are kept together at the Service Desk and circulate only for short periods of time.

Periodicals (Print and Electronic)
- Packaged Electronic Resources (e.g. online article and electronic book databases)
- Media Resources (including videos, DVDs and streamed media)
- CD-ROMs
- Standards (Print and Electronic)
- Websites
- Archives: An organized body of documents and other items made or received in connection with the functions of Conestoga and/or the Library

Selection Criteria and Approach

Collection development staff determine where there are gaps in subject coverage, what materials need to be updated and what materials should be removed. Competing demands are dealt with on an individual basis, taking into consideration the immediate and future needs of the collection to serve client groups. Preference is often given to items:

- requested by faculty (Recommend a Resource)
- with favourable reviews available
- included in subject bibliographies, journals or other selection aids

Language
- Collection development is limited to English language materials except when applicable for curriculum-related support.

Canadian Content
- Canadian material is emphasized where possible. However, the growing importance of a global perspective is recognized and such materials are selected accordingly.

Currency
- As a general rule, only items published within the last five years are added.

Specific Considerations for Collections and Formats

Print Resources - Monographs
General criteria to be considered in the selection of resources include:

- Currency
• Curriculum relevance
• Reliability, clarity and accuracy
• Student/faculty/staff subject need
• Authority
• Appropriate academic level
• Cost effectiveness
• Durability
• Relationship to existing collections
• Relative importance compared to other materials on the subject
• Availability at local libraries

**Supplemental to Textbooks**
The LRC purchases *supplemental* curriculum materials, not core textbooks. Students are expected to purchase or otherwise have their own personal access to the required textbooks assigned to them. Program Liaisons evaluate specific requests from faculty on a case-by-case basis.

**General Collection**
The majority of the Library’s print resources are purchased for the circulating General Collection. The collection reflects the subjects and disciplines that are taught at Conestoga. Titles may be purchased in either print or electronic format, with preference given to the latter as appropriate to usage and budget.

**Reference**
The Reference Collection contains materials that do not require lengthy study and are generally used to look up a fact or answer to a question; therefore, they do not circulate. Renewal of the Reference Collection, including weeding and purchasing, is undertaken on an annual basis. Several key reference resources are automatically updated annually or biennially, while others are added or replaced as deemed necessary by collection development staff.

**Annuals**
Print resources published annually, such as company directories, are purchased on a case-by-case basis. Critical titles are placed on a standing order (annual or biennial). Most standing order items are held in the Reference Collection. See Appendix B – Standing Orders for a complete list.

**Classics**
*Funk & Wagnall’s Standard College Dictionary* defines a classic as being “of lasting significance or value” or “an author, artist, or work generally recognized as a standard of excellence.” Since works by classic authors do not tend to be time-sensitive, these items should remain in the collection regardless of publication date. However, if a new edition of a classic is published, the newer edition may be purchased to replace the original; in some cases, faculty may request that both editions be retained.

**Multiple Copies**
The LRC does not purchase multiple copies of titles because the aim is to offer as wide a selection of resources as possible, taking into consideration budgetary and spatial limitations. In specific instances,
usage statistics will be considered to determine if additional copies are required for purchase, or should be added to the collection if donated.

**Reserves**
Reserve items are those that experience high-volume usage and are therefore placed on Reserve to increase accessibility to students. Reserve items are typically available for two-hour in-library loan. Items may be placed on Reserve at the request of faculty or at the discretion of Library staff.

**@ease Paperback Collection (Popular Fiction)**
The Library collects paperback fiction for recreational reading by students and staff, primarily by donation. Specific considerations for selection include whether a copy exists in the collection (duplicates are not usually added), date of publication, if the book has won or been nominated for an award, and appearance on any bestseller lists. Publishers’ reviews may also be consulted. Items that have not circulated in five years will be weeded.

**Fiction**
Some hard-cover fiction books may be included in the General Collection, primarily to supplement literature courses.

**Consumables**
Consumables include workbooks or study guides, worksheets, or items that are intended for personal use. Due to the unavailability of photocopy licensing for consumables, the Library cannot purchase or retain materials of this type.

**Electronic Resources (eJournals, eBooks, etc.)**
The current e-resource collection contains curriculum-related licensed databases, eBooks, eJournals, CD-ROMs, online tutorials and handouts for information literacy, as well as links to evaluated websites.

LRC staff involved in developing e-resource collections review course outlines and project information from faculty in order to keep abreast of changes to the curriculum. Faculty are asked to participate in e-resource trials and provide feedback on value and relevancy. When available, usage statistics are considered in the appraisal of electronic databases. Furthermore, the LRC is dedicated to remaining competitive with other academic institutions; therefore library staff also consider the electronic resource collections of comparable colleges/universities. Criteria for selection include, but are not limited to:

- Curriculum relevance
- Currency
- Authority
- Scope of content
- Student/faculty/program needs
- Appropriate academic level
- Cost effectiveness
- Usability format of documents (e.g., PDF with full colour and images available vs. HTML)
- Ability to print and/or download
• Integration with course management software (e.g., ANGEL, Desire2Learn)
• Remote / off-campus access
• Ownership versus subscription access to content
• Number of simultaneous users
• Terms of licensing agreement
• Availability of usage statistics
• Accessibility of content for use with assistive technologies

Note: E-resource purchases typically follow one of two models:

1. Subscriptions entitle the buyer to access content during the time period of subscription, and sometimes to access an archive of content published during the subscription period in the event a subscription is not renewed. The college does not own the content in perpetuity.
2. One time purchase provides perpetual access to the title / collection.

EBooks and eJournals
In addition to the above criteria, a decision to purchase individual eBook or eJournal titles for the collection will take the following into consideration:

• Ownership of the print title
• Availability through database packages or aggregators (e.g., EBSCO, Proquest)
• Dynamic or additional content
• MARC record availability
• Stability and archiving commitments of the publisher

Selection of individual eBook or eJournal titles and eBook or eJournal packages is governed by the LRC’s policy and criteria for selecting Electronic Resources (above). While the ownership model for eBook or eJournal purchasing may be preferred to ensure perpetual access, in some cases the subscription model enables more current access to changing subject areas (e.g., Health and Technology).

An eBook or eJournal may be preferred to the same item in print, particularly if the publication in question is of relevance to programs offered at satellite campuses. eBooks provide clear benefits to the Conestoga community:

• Remote, 24/7 access
• Improved accessibility for individuals with disabilities
• Searchability that facilitates ease of information retrieval

With this in mind, cost effectiveness of the eBook or eJournal title compared to the print version is also a primary consideration.

In accordance with aforementioned statement pertaining to Multiple Copies, the LRC does not typically purchase a book or journal in both print and electronic formats unless a specific situation warrants access to both. Such requests are considered on a case-by-case basis.
Print Periodicals (Journals)
The print periodicals collection is reviewed annually for relevance to curriculum needs. New subscription requests are considered carefully. When selecting new periodical subscriptions, a sample issue is either evaluated online or ordered for review whenever possible so that relevance and audience are more easily determined. A key factor considered when reviewing a potential periodical is whether or not it is indexed in one of the available databases; preference is given to indexed titles and their retention period is longer. Other factors that are considered include:

- Electronic availability in current Library database subscriptions
- Curriculum relevance
- Student/faculty subject need
- Appropriate academic level
- Cost effectiveness
- Reliability, clarity and accuracy

Government Documents
The Government Documents collection includes statutes and regulations, case law, and ministerial publications. Print publications, such as research studies and commission reports, are catalogued in the General Collection for broad access, when appropriate.

As a select depository library for Ontario provincial publications, the LRC chooses cost neutral items that support course curriculum. Certain government publications may be selected from checklists. Selection criteria include:

- Curriculum relevance
- Appropriate academic level
- Subject demand
- Cost neutrality
- Electronic availability

Government documents are retained for the length of time specified by government guidelines for depository libraries, typically five years, or sooner if updates are provided.

Media Resources
Collection Development policies relating to media resources are described in a separate document. See Collection Development Policy - Media Resources.

Websites
Web pages are reviewed and evaluated by LRC staff. Suitable sites are added to the Library’s website and/or catalogue.

Cost neutral materials are subject to the same guidelines and to the same level of care in selection as those purchased by the Library. Some material might be deemed more appropriate to be catalogued...
while others might be more appropriately listed in the Research Help Subject Guides. Sites will be monitored for changes and may be re-catalogued or deselected as necessary.

**Items the Library Does Not Actively Collect**

The Conestoga Library does not actively collect textbooks, pamphlets, maps, games, software, realia, or consumables.

**Maintenance and Deselection**

**Objectives of Deselection**

A library’s physical collection of materials must be continually maintained in order to most effectively serve clients, utilize shelf space, and manage available funds. Older materials may become out-of-date; others may become irrelevant to current curricular needs.

The LRC’s existing collection is carefully analyzed on an ongoing basis. Outdated, damaged, or infrequently used materials may be removed from the collection to free up funds (in the case of ongoing subscriptions), to make way for new materials on the shelves, and to generally improve accessibility and appearance on the shelves.

**Criteria for Deselection**

The following criteria are used to identify materials for deselection:

- Age and historical significance
- Physical condition and appearance
- Availability of resource in electronic format within the collection
- Outside the scope of curriculum
- Frequency of use
- Redundancy
- Obsolescence

Deselected items are discarded at the LRC’s discretion.

Similarly, e-resources are reviewed and may be deselected using several of the criteria above.

**Replacements**

Replacement of lost, stolen, damaged or worn material is not automatic. Replacement copies are purchased if the item is still relevant or current.
Gifts and Donations

The Library gratefully considers all donations. The same criteria used for the selection of new materials must be applied to all gifts and donations. Items that are not added to the Library collection because of age, format, topic, physical condition, or copyright considerations will be disposed of. In addition, the following criteria are used on an item-by-item basis to determine suitability for addition to the collection:

- Items that are highlighted or in poor condition will not be kept;
- No instructor’s manuals, study guides or test-banks will be added; and
- No resources older than 5 years will be kept unless they are classics or have historical value.

The LRC reserves the right to give away, sell or trade donated items for other materials if necessary.

Cooperation and Resource Sharing

No library can be expected to hold every resource needed by clients at any given time. To this end, Conestoga’s LRC has several agreements in place for shared services / resources with libraries at other Ontario institutions, including the following:

Ontario Community College Libraries Resource Sharing

Principles of Agreement

College staff, faculty or students may borrow in person from any Ontario College of Applied Arts and Technology Library with the following provisions:

1. Each borrower is responsible for the safe return or replacement of material borrowed or for any charges incurred.
2. Only circulating material as defined by the lending library may be borrowed.
3. Only college staff, faculty and students who are currently employed or registered are eligible to request a Direct Borrower’s card.

Complete Direct Borrowing Agreement can be found on the LRC’s Direct Borrowing page.

http://www.conestogac.on.ca/lrc/services/directborrow.pdf
Agreement with University of Waterloo, Wilfrid Laurier University and Guelph University

Complete information can be found at the TUG Libraries Lending Policy page.

http://www.tug-libraries.on.ca/info/lendpol.html

Full-time teaching staff may use resources within the University of Waterloo, Wilfrid Laurier University and the University of Guelph’s libraries without charge. In addition, they may register with any of these libraries upon presentation of a letter from the College confirming their employment status. Registration with one of the Universities includes registration at all Libraries. Patrons in this category may borrow up to twenty circulating print books at a time from the combined collections of the three libraries.

Part-time teaching staff and current students may borrow items from any of the aforementioned university libraries by purchasing an annual Community Borrowers Card for a fee of $20. Patrons in this category may borrow up to twenty circulating print books at a time from the combined collections of the three libraries.

Review of Policy

The Conestoga Library Resource Centre Collection Development Policy is reviewed annually in order to ensure the policy remains relevant to the needs of the user community.

Last Updated: July 2013

Edited By: C. Woodley; L. St. John
Appendix A – CLA Policy Statements

In the development, provision and maintenance of its collections, the Library supports and abides by the policy statements set out by the Canadian Library Association (CLA) as they pertain to the rights and responsibilities of the Library and of library users to intellectual freedom, information access, copyright and privacy.

Position Statement on Code of Ethics

Position Statement on Copyright

Position Statement on Diversity and Inclusion

Position Statement on Access to Information and Communication Technology (ICT)

Position Statement on Intellectual Freedom

Position Statement on Internet Access
Appendix B – Standing Orders
Last updated July, 2013

- Annotated Ontario Highway Traffic Act
- Associations Canada
- Blue book of Canadian business (The)
- Canada Year Book
- Canadian almanac and directory
- Canadian directory of shopping centres, Vols. 1, 2 & 3
- Canadian income tax act ... with income tax regulations.
- Canadian income tax act ... with income tax regulations: Special Report
- Canadian key business directory
- Canadian master labour guide
- Canadian postal code directory (The) = Le répertoire
- Canadian trade index
- Compendium of pharmaceuticals and specialties
- CRB commodity year book
- Directory of retail chains in Canada
- FP markets, Canadian demographics
- FP survey. Industrials
- Guide to Canadian manufacturers (3 v.)
- Lippincott's nursing drug guide
- Marketing Facts
- Martin's annual criminal code
- Martin’s related criminal statutes
- McGraw-Hill yearbook of science and technology
- National services directory
- Ontario municipal directory
- Scott's directories, Ontario business directory (now in 4 v.)
- Scott's directories. Ontario manufacturers (1 v.)
- Statesman's year-book (The)
- Time Almanac (The)
Appendix C – Reconsideration of Library Material Form

Conestoga’s Library Resource Centre has delegated the overall responsibility for selection and evaluation of library/educational resources to the Manager, Information Literacy & Resources, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in the process. If you wish to request reconsideration of library resources, please return the completed form to the Manager, Information Literacy & Resources, Conestoga Library Resource Centre.

Name _____________________________________________________

Date ______________________________________________________________________

Address _________________________________________________________________

City ______________________________________________________________________

Province __________________________ Postal Code _______________

Phone __________________________ Email _________________________________

Do you represent yourself? ____ An organization? ____

1. Resource on which you are commenting:

_____ Book  _____ Textbook  _____ Video  _____ Display  _____ Magazine

_____ Audio Recording  _____ Newspaper  _____ Electronic information/network

_____ Library Program  Other (please specify) ______________________________

Title _________________________________________________________________

Author/Producer _________________________________________________________

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?