

2.DD-2023 Collection Development Policy

1. Overview

The St. Mary's University (University) Library provides resources as outlined below to support the teaching, learning and research needs of the students, faculty, and staff at the University.

The focus of this document is collection development for the University Library Main Stacks, General Reserves, Reference, Oversize, Undersize, Audio/Visual, and Education Curriculum Lab collections. A separate document addresses Special Collections.

2. Scope

The purpose of the University Library collection is to create a dynamic scholarly foundation for advancing research, teaching, and learning at St. Mary's. It is recognized that there are diverse spaces and environments, both virtual and physical, where these activities occur, and that we need to deliver our collection resources whenever they are needed. The Library seeks to develop a balanced, current, and diverse collection in a variety of appropriate formats while keeping pace with technological advances and the changing needs of students, faculty, and staff.

It is a desire of the Library to build upon our existing collection strengths in conjunction with fostering other cooperative collection development and resource sharing endeavours provincially and nationally. Collection development decisions are based on a close understanding of the needs of the community, and through significant collaboration and dialogue with faculty, researchers, consultants and external stakeholders. Library staff develop subject expertise and consult selection tools, such as authoritative academic lists, vendor and publisher systems, catalogues, reviews, citation lists and collection analysis tools.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic	October 30, 2023		Every 5 years

Materials added to the collection are generally current (e.g. published within the past five years), unless historical perspectives, classic texts, or older core works are required to provide library users with necessary information about the topic or in order to support incoming course and degree offerings. Back-issues of periodicals (magazines, journals, newspapers), especially in electronic format, are acquired as feasible and appropriate to support the research initiatives of the University. While a minimum amount of leisure reading material is included in the collection, the primary focus is academic resources. Collection development is generally confined to English language materials, multilingual titles in support of the Education Curriculum Lab, and those materials that support the teaching of language courses.

3. Collection Development

3.1 Goals & Objectives

It is the Library's objective to acquire primary and secondary source materials that support the subjects reflected in the University curriculum. The Library's priorities shall be to:

- a) Develop balanced collections in a variety of formats.
- b) Maintain these collections in a manner that reflects current and historical academic thought in all subjects reflected in the curriculum.
- c) Proactively acquire materials that support the development of future curricula.

3.2 Types and Formats of Materials Collected

Electronic access is preferred for monograph, serial, and media materials as a larger audience can usually be reached outside the boundaries of the physical library on a 24/7 basis and shelf space is not required. Electronic products can also generally be manipulated to accommodate those who are visually impaired.

3.2.1 The following are collected in print and/or electronic format as available:

- a) Books – monographs and encyclopedic sets
- b) Perpetual access online resources
- c) Periodicals (journals, magazines, newspapers)
- d) Media (DVDs, audiobooks, and other adaptable formats)
- e) Specialized online Library research tools and academic databases, indexing and abstracting services.

- f) Educational kits, manipulatives, and Alberta Education approved K-12 teaching resources.
- g) Technology resources that support the teaching and learning endeavours at the University.

3.2.2 Due to fiscal and shelving constraints, the Library does not:

- a) Purchase or accept through donation more than two copies of a book.
- b) Maintain a collection of all textbooks for courses at the University.
- c) Purchase or accept through donation workbooks, study guides, laboratory manuals or question and answer books that accompany texts or are meant to improve one's proficiency in a particular topic.
- d) Purchase instructional or training/lab software. Professors are directed to their department and its supporting labs. Media purchases are restricted to videos (DVDs, streaming) that are informational rather than interactive.
- e) Purchase individual memberships for faculty professional development or research.
- f) Purchase resources that are unique to a research endeavour. For example, the Library subscribes to and purchases resources that address the requirements of numerous patrons, resources specifically needed for an individual project that will not have broader applications to the University community will not be purchased. For information on acquiring resources in support of individual research endeavours, please refer to the faculty Collective Agreement.

3.3 Selection Criteria

The Acquisition & Circulation Specialist is responsible for ensuring that adequate collections are acquired in support of academic programs within the funding available. Library staff responsible for specific subject areas carry out the selection of materials and teaching faculty are encouraged to participate in the selection of resources. Suggestions for purchase are accepted from all Library users.

3.4 Resources considered for inclusion in the collection are evaluated based on:

- a. Relationship of material to library objectives and goals
- b. Suitability of the subject, style, and language to the intended programs and audience

- c. Timeliness of the information content
- d. Authoritativeness of the author, publisher, or the information content
- e. Extent of current holdings in the subject areas
- f. Instructional, intellectual, aesthetic, literary, and social merit
- g. Anticipated demand
- h. Canadian content
- i. Lasting qualities and accessibility of the format of the resource
- j. Cost of hardware, software, and ongoing support to access (where applicable)
- k. Reviews from library collection development tools
- l. Faculty publications
- m. Availability of funds

3.5 Textbooks

- 3.5.1 It is the general policy of the Library not to purchase copies of textbooks that students are expected to purchase for use in a particular course.
- 3.5.2 A textbook is defined as “An edition of a book specifically intended for use of students who are enrolled in a course of study or preparing for an examination on a subject or in an academic discipline...sometimes published in conjunction with a workbook, lab manual, and/or teacher’s manual.”
ODLIS — Online Dictionary for Library and Information science by Joan M. Reit, Libraries Unlimited (Last updated November 19, 2007).
- 3.5.3 Not all texts used for instructional purposes are textbooks. Many scholarly monographs lend themselves to classroom use but they are not considered ‘textbooks’, and as such may be included in the Library collections. The Library collection is intended to provide research materials and other resources which supplement the learning experience taking place in the classroom.
- 3.5.4 There are a number of reasons the University library does not purchase textbooks:
 - a. One copy will generally not suffice for an entire class.
 - b. Purchase of textbooks would fall outside of the library’s traditional mission.
 - c. Purchase of textbooks for all classes would exceed our current level of funding.
- 3.5.5 Exceptions to this policy will be considered on an individual basis.
Possible exceptions include:

- a. A faculty member may place their personal copy of a textbook on reserve.
- b. A faculty member may request a textbook which they have written be purchased and placed on reserve.
- c. A textbook purchased with departmental funds may be transferred to the Library collection should faculty determine that ongoing access to this resource is essential to student success.
- d. The Acquisition & Circulation Specialist may determine and purchase a textbook which significantly supports the teaching/research interest of the University for inclusion in the Main Stacks collection.

3.6 Duplicates

Duplication is generally avoided. Where the decision is made to duplicate a print title, electronic versions will generally be the preferred format, taking into consideration factors such as cost, amount of use, ease of use, storage space, preservation, quality of illustrative content, availability to remote or simultaneous users, and frequency of updating. Items that are already available in owned or subscribed electronic formats will not be duplicated in print due to limited shelving capacity.

3.6.1 Exceptions:

Exceptions to the Policy of not acquiring duplicate copies will be considered on an individual basis by appropriate library staff. Exceptional circumstances may include:

- a. Material that has demonstrated or anticipated high use (e.g. multiple holds, including materials on course reserve or in reference).
- b. Interdisciplinary items, where materials will best serve University users in multiple collection locations.
- c. Items for which the existing format is no longer commonly used, such as VHS being duplicated on streaming platforms.
- d. Items necessary for operational use which require regular and on-going consultation by library staff.

3.7 Donations

The Library welcomes donations of materials meeting the selection criteria guidelines listed above, and retains the right to use donated materials as deemed appropriate. This includes weeding and selling donated materials when no longer of

use to patrons. All donations are subject to the guidelines noted in the St. Mary's University Gift Acceptance Policy for Tax Receipts (policy #: 3.A – 2000).

3.8 Replacements

Due to the physical nature of circulation, loss or damage incurred by users, and the natural wear-and-tear that occurs from housing materials, library materials frequently need to be replaced. Not every item with noticeable fatigue, or even those items lost or damaged by users, will be replaced.

3.8.1 Criteria for replacement may include:

- a. Frequency of use
- b. Physical condition
- c. Superseded editions
- d. Age of the work
- e. Citation in bibliographies/current curriculums
- f. Cost of replacement

3.9 Transfers

3.9.1 Library owned printed books and non-book items

- a. Transfer between Main Collection and Special Collections
 - i. The Library reserves the right to decide to transfer items between existing collections unless otherwise specified by donor restrictions

3.9.2 University owned interdepartmental transfers

- b. Transfers of University owned materials to and from the Library
 - i. Potential transfers to the Library must be submitted through an internal vetting process. When an item or collection is not suitable for transfer to the Library, the Library has the right to refuse.
 - ii. The Library has the right to refuse the transfer of an item or collection to another University department if the removal compromises existing collection integrity and use.

3.10 De-accessioning

Regular weeding of dated, damaged, and irrelevant materials is an essential practice necessary to providing a healthy and relevant collection while simultaneously mitigating shelving constraints. The Library has the right to remove and dispose of

items from its collections to serve core needs. This includes the transfer, trade, destruction and sale of physical items. Decisions regarding the de-selection (weeding) of materials from the Library's collections are the responsibility of designated library staff in consultation with the Director, Campus Services and faculty as appropriate.

- 3.10.1 Materials may be weeded from the Library's collection based on several criteria including, but not limited to:
- a. Physical condition
 - b. Frequency of use
 - c. Duplicate print copies or availability in electronic format
 - d. Availability of similar titles/newer titles or editions/in other formats/elsewhere
 - e. Accuracy of the information
 - f. Relevance of the item to the subject and the courses being taught
 - g. Historical relevance
 - h. Currency (age of the work) and/or its relationship to other information in the subject area
 - i. Citation in bibliographies/current curriculums
 - j. Lapsed or permanently terminated run of serials
 - k. Lack of circulation for at least 10 years or longer
 - l. Status listed as missing for three years or longer
 - m. Review requested by a faculty member
 - n. Availability of shelf space

Teaching faculty are encouraged to participate in the deselection of resources.

4. References

- 4.1 Reitz, Joan M, et al. Online Dictionary for Library and Information Science: ODLIS. Libraries Unlimited, 1996. Dooley, Jackie M. and Katherine Luce, Taking Our Pulse: The OCLC Research Survey of Special Collections and Archives, OCLC Research, October 2012.