
Policy Title: Library Collection Development

Policy No: 6001

Approval Body: Academic Council

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Policy Statement

To ensure effective collections are available to serve and support students, staff, and faculty pursuing education and research at University Canada West.

Purpose

The purpose of the UCW Library collection is to support, respond and anticipate the curricular, research, and/or scholarly activity needs of students and faculty at the University. The Library contributes to the learning, teaching, and scholarly activity missions of the University.

Undergraduate Collection

At the undergraduate level, the goal is to build dynamic, current collections that provide students with the necessary resources to complete their course work, and to expose students more broadly to academic writing and other scholarly output in their chosen disciplines. Other than textbooks specifically requested for course reserve by professors, the Library does not normally collect undergraduate textbooks.

Graduate and Research Collection

At the graduate level, the goal is to collect materials that support graduate programs, areas of research, and scholarly activity. The Library also provides access to the secondary collection of materials in libraries in Canada. Access to the secondary collection is provided by forming cooperative relationships with other libraries.

General Collection

The University develops general collections to support academic work. **Materials of general interest, such as popular fiction, feature films, travel books, how-to manuals, etc. are not collected, unless they support the topic of teaching or research at the University.** The UCW Library refers readers interested in these materials to local public libraries.

Scope

1. While the UCW Library endeavours to provide the most robust research and academic collection available, all collection development activities must adhere to resource limitations.
2. These limitations include, but are not limited to, economic, equipment, staffing, publishing, media, format, language, relevancy, and currency.
3. Languages: Materials in English are collected. Other languages may be collected to fulfill special needs.
4. Geographical Areas: A global curriculum is encouraged in University courses. With electronic subscriptions, materials are collected pertaining to international and national subject matter throughout the world.
5. Chronological Limits: The present is emphasized, but materials pertaining to the subject areas covered by currently approved and running programs at the University at any point in history are collected. In all instances, relevancy of the material will be considered on a case-by-case basis.

Type of Material Collected:

- *Books*: monographs; bibliographies; conference proceedings, audio-visual; etc.
- *Serial Publications*: series; periodicals
- Research & Development reports
- Pamphlets
- Government documents
- Corporate reports
- Indexing and abstracting services **Note: any of the above may be in print, or electronic format**
- The Library will acquire or license electronic resources and make these accessible through the Library web pages when possible. Priority will be given to electronic resources that include full text.
- The Library will evaluate and select Internet resources for student, faculty and staff use, but the Librarian(s) will seek out feedback from students, faculty and staff for new resources that could be added to the collection. These resources will be available through the Library Resources page in MyUCW.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
University	University Canada West
Monograph	More commonly known as a 'book' but includes audio-visual materials as well. A monograph is a publication complete in one volume or a finite number of volumes.
Serial (journal, magazine or periodical)	A publication normally published on an ongoing basis, with regular or irregular frequency (as opposed to a monograph publication that is complete as issued). Serial publications are normally subscribed to, or licensed for use, on an annual basis.

Related Legislation

No current legislation exists for collection development. Collection development is guided by the Association of College & Research Libraries (ACRL), the British Columbia Library Association (BCLA), the Special Library Association (SLA), and in collaboration with other academic libraries.

Related policies

Policy Number	Policy Title
6003	UCW Library Gifts Policy

Responsibility

University librarian(s) (is) are responsible for the developing, maintaining, upholding, and following the Collection Development Policy.

Deselection Policy

Deselection, otherwise known as weeding, is an integral part of the collection development process. Through periodic weeding, obsolescent, damaged, ephemeral materials which are no longer in scope or used are identified and withdrawn. Deselection helps to keep the collection updated, to ensure that the collection remains responsive to student and faculty needs, and also to optimize the use of space. Materials weeded may be relegated, used for gifts and exchange, or discarded, at the discretion of the Librarian(s). Systematic deselection of the collection is the responsibility of the Librarian(s).

Deselection Guidelines

The following factors will be considered in the deselection of library materials:

- Past usage data
- Value for historical research
- Last copy with archival value
- Accuracy & timeliness of information
- Physical condition
- Responsibility
- Materials non-circulated for discretionary number of years
- Multiple copies of older editions
- Superseded volumes of reference works
- Materials damaged beyond repair
- Outdated or inaccurate materials
- Materials of minimal value or deemed out of scope

Exceptions

Archival copy -- one copy of superseded editions may be kept for research purposes and to show the continuous development of the subject over time.