

UNIVERSITY of
WESTERN CAPE

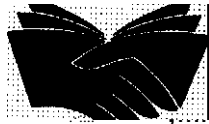
UNIVERSITY OF WESTERN CAPE (UWC)

COLLECTIONS DEVELOPMENT POLICY

LAST APPROVAL: C2011/04

Approved by Council, 24 November 2011 (C2011/04)

Deletion - [bold in brackets]
 Insertion - Underline



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 Private Bag XI7, Bellville, 7535 • Website: [Http://www.uwc.ac.za/Library](http://www.uwc.ac.za/Library)

Orlp,ally developed In 2005 and rmted In 2011

COLLECTION DEVELOPMENT POLICY

1 OBJECTIVES

The University Library is committed to providing quality library and information services to support and enhance the teaching, research, scholarship and creative work of the University. The purpose of collection development is to foster growth of the collections in the service of users. In pursuit of this aim, it is concerned with assessing users' needs, devising policies, defining funding requirements, supervising expenditures, selecting materials, evaluating collections, managing collections, transferring materials, weeding, resource sharing and representing and interpreting the collections to users.

In order to achieve this objective, faculty librarians are called upon to play a very dynamic role in the collection development process. Faculty librarians must know, fully understand and appreciate the interests of those whom they serve.

2 USER PROFILE

The users of UWC Library include the following categories:

- Undergraduate students
- Postgraduate students
- Academic and research staff
- Administrative staff
- CALICO users (<http://www.calico.ac.za/>)
- **Walk-In users**

Amongst these groups, the UWC community's needs are paramount.

3 NEEDS ASSESSMENT

It is important to identify the different needs of the users. These should be captured periodically by means of a needs assessment exercise that may use a combination of the following methods: [This can be done by surveys, records of queries, circulation statistics].

- surveys.
- focus groups.
- records of queries.
- usage statistics, including those maintained by the Circulation, Electronic Resources, Inter-Library Loans, and Periodicals sections.

4 SELECTION POLICIES

Responsibility

Faculty librarians liaise with academics when selecting materials to add to the library collection. Presently, most recommendations are made by academics because they have the expertise, subject knowledge and know the curricular needs of their departments. However, faculty librarians have the ultimate responsibility for the collection because they are aware of use patterns, collection imbalances and the budgetary limitations of the Library.

4.1 CRITERIA FOR SELECTION OF LIBRARY MATERIALS

The criteria are applicable to books, (including reference materials), periodicals, audiovisual materials, and electronic resources. The effects of economic constraints, together with such factors as lack of space, curriculum changes, research selectivity, the expansion of higher education, the information explosion, and the growth of new information media, means that the Library must plan and coordinate its collection development and management processes.

There are at least six criteria to be considered.

4.1.1 Subject

Materials must support the current teaching and research programmes. Content or subject is thus the first criterion that comes to mind in collection development. Each title will be examined to determine its intended coverage, audience, special features and relationship to the collection's actual needs. The librarian will understand whether there is a need for in-depth coverage or a broad overview, an exhaustive analysis or a selective review, a historical perspective or a more contemporary observation, etc. These issues are applicable to the selection of electronic products as well.

4.1.2 Authoritativeness

Selection practices for print materials rely on the reputation of authors, editors, illustrators, printers and publishers as key criteria for selection. Faculty librarians must be able to identify those core authors who are considered to be experts within their areas of specialization. Examples of authoritative works include major work in the field of study by a key author, a major critical study, or publications that offer a substantial new contribution to learning. These works should be well represented in the collection.

4.1.3 Potential Use of Materials

This could include known research or programme interest, client request based on need or probable need. For instance general reference works or works in fields not directly related to the instructional and research needs, but which are of such an important nature that they belong in any academic library. If there is a predictably high potential use of a specific type of material or topic especially when based on specific demand, then that request does in fact warrant a higher priority than other materials.

4.1.4 Relation to Collection

The faculty librarian must be able to maintain perspective and view the collection as a whole in spite of the pressures of increasing specialization. Each book added to the collection should be viewed in terms of its contribution to the strength of a part or the entirety of the subject collections for which the faculty librarian is responsible.

4.1.5 Bibliographic consideration!

The reputation of the publisher and the type of publication or format of the work play a significant role in any selection decision. The existence and quality of special features such as bibliographies, indexes, tables, and appendixes can be extremely important to the selection decision. In the case of electronic publications, these may be Web 2.0 features, export options, "how-to-cite this" functionality, text-to-audio functionality, and printing capabilities in terms of, especially, volume of (e-book) printing allowed.

(4.1.6 Language

Faculty librarians are also responsible for knowing which materials other than the primary language of a discipline best and most appropriately support the library collections in these disciplines.

4.2. TYPES OF MATERIALS

4.2.1. BoOICS / MONOGRAPHS

4.2.1.1 Prescribed books (textbooks)

Prescribed books are purchased for the short loan collection. This depends on recommendations of academics with regard to curricular needs. Multiple copies are limited to three per title.

4.2.1.2 Multiple copies / Duplicates

(User needs determine whether [**duplicates**] multiple copies are purchased. Three copies per title is the limit. Financial restraints may prevent or limit the purchase of duplicates.

4.2.1.3 Gifts and Exchange Publications

4.2.1.3.1 Gifts

Donations are a valuable source to fill gaps in collections, especially retrospectively. [**Donations** are evaluated and should they meet collection development requirements, will be accepted]. In the light of the Library's space constraints, however, the decision to accept **them** into the collection will be taken with care, on a case-by-case basis. Should the donations be **found** to duplicate what is already available to the Library in archival collections such as *JSTOR*, they will not be accepted. The UWC Library acknowledges donations. Materials not accepted, are returned to their owners on request; donated to other libraries or schools; or discarded.

4.2.1.3.2 Exchange Publications

The Library has a standing agreement with other institutions to exchange institutional publications. The Library receives publications from other libraries about their institutional research activities, and in turn sends material/ publications from the University of the Western Cape to these member institutions.

4.2.1.4 Reference Material

Reference material supports the academic programme. It includes works such as bibliographies, dictionaries, atlases, abstracts, yearbooks, directories, indexes, statistical information.

UWC Library will keep the latest five (5) editions of reference material on the shelves and will, moreover, endeavour to acquire electronic versions of reference works, where available, and especially in cases where such works are out of print.

(A.2.1.5 Special Collections

4.2.1.5.1 Africana Collection

The collection is intended to support the research needs of staff, undergraduate and postgraduate students as well as visiting researchers in the broad field of South African and Southern African studies.

The material is not for loan, but in some instances duplicate copies are available in the Main Library section. These might not necessarily be in the same format, however.

4.2.1.s.2 Government Publications

Government publications are usually seen as official publications, whatever their subject, form or readership and are produced by organizations associated with government.

Official government bodies are usually established in terms of the Public Service Act and include government departments, constitutional institutions, public entities and international governmental organizations (IGO's).

4.2.1.s.J OWE Publications

The collection represents research done by UWC staff as well as postgraduate students. It includes reports, theses and inaugural lectures published by UWC.

4.2.2 PERIODICALS

4.2.2.1 Definition

A periodical is a publication issued in successive parts bearing numerical or chronological designations and is intended to be continued indefinitely. The term 'periodical' is often referred to by other names, such as journal, serial, or magazine. They may be issued in print and electronic formats.

4.2.2.2 **Selection criteria**

The selection supports the study, instruction and research needs of the University community and serves as a major source of current information. In general, print subscriptions will not duplicate what the library already has access to via a publisher database.

4.2.2.2.1 **Relevance to the curriculum and usefulness to the user**

Care will be taken to ensure that the subject matter is relevant to the course offerings of the University. However, material that may contribute to the broader development of students as well-rounded, informed individuals will also be considered. Newspapers, including publications such as Time Magazine, are examples.

4.2.2.2.2 **Reputation of the publisher**

The publisher should have an established track record for publishing peer reviewed scholarly publications.

4.2.2.2.a **Impact factor of the periodical**

Impact factors are important notwithstanding the fact that a newly launched journal will not yet have an impact factor.

4.2.2.2.4 **Cost**

Periodical subscriptions require serious consideration, because of the increasing cost of periodical subscriptions, long-term commitment of funds, maintenance and equipment. The cost of a current subscription will be continually weighed against the cost of inter-library loan or pay-per-view, particularly with regard to embargoed titles, which the library holds in aggregator databases.

4.2.2.2.5 **Language**

The Library collects material mainly in English. The exceptions include material needed for language and literature courses in Afrikaans, Nederland&, Xhosa, Arabic, Latin, French and German.

4.2.2.2.e **Volume of Inter-Library Loan Traffic**

This is an indicator of the degree of demand for titles not subscribed to. The Library will seriously consider ordering a title if it is more cost effective to own the periodical than pay charges related to document delivery and copyright.

4.2.2.2.7 **Duplicates**

The Library does not normally purchase duplicate copies of a title, especially now that an increasing number of periodicals are becoming available in electronic format. Requests for duplicate titles will be considered on an individual basis.

4.2.2.2.a **Gifts**

The Library welcomes the donation of periodicals. All gifts must meet the selection criteria and will be pre-selected. (Refer to 4.2.1.3.1 under Gifts and Exchange Publications).

4.3 ELECTRONIC RESOURCES

4.3.1 Definition of Electronic Resources

According to AACR2, 2005 Update, an electronic resource is: "Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet)." This definition does **not** include electronic resources that do not **require** the use of a computer, for example, music compact discs and videodiscs.

(Source: <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>)

This section refers to electronic resources such as online databases, electronic monographs, DVD/CD ROM material, electronic journals and electronic gateways that the library subscribes to.

4.3.2 Selection criteria:

In addition to the selection criteria outlined in the Library's selection policy, other criteria to be applied for electronic resources include:

4.3.2.1 CONTENT:

- The resource is relevant for and suited to the educational programmes of the university.
- There is no extensive duplication of content with other electronic resources within the Library's collection.

4.3.2.2 FORMATS:

- Information should normally only be purchased in one format to avoid duplication.
- In most instances electronic materials will be purchased in favour of the print version:
 - The electronic version offers added functionality in terms of access and searching.
 - More recent or expanded content (e.g. availability of "Articles in Press" or data sets)
 - Pricing of the electronic version is lower than or equal to that of the printed version.
 - In exceptional instances, a title may be procured in both electronic and print formats, for example, where the electronic format offers added functionality and/or expanded content ("articles in press" or free back files), but poses difficulties where printing is concerned, or in cases where the resource is not archived sufficiently. Sometimes free online access is provided with the print subscription.
- Online resources will be purchased in favour of CDs unless there is a clear cost-benefit or advantage in terms of access or content.
- Standards and best practices are emerging at a rapid pace with regard to e-books and e-book readers. The Library will continue to monitor issues with cross-platform support and printing restrictions, with a view to identifying an appropriate point in time to invest in this technology.

4.3.2.3 PRICING:

- Pricing is reasonable and justified, with consortia! pricing being an option.

- Electronic materials should not be more expensive than their printed equivalent, unless substantial additional features are available with the electronic version, e.g. powerful in-text searching across multiple volumes of a work simultaneously, font-enlargement capabilities, text-to-audio output, smart-linking and "how to cite this" functionality.
- The pricing for electronic and print versions should be separate and UWC Library should be able to decide which format to choose for its collection.
- If there is a print equivalent or another electronic version accessible via another e-reader device or platform, the version most accessible to visually and/or neurologically impaired persons should be the version selected for procurement by the library (all other factors being equal).

4.3.2.4 VENDOR SUPPORT AND SERVICES:

- The vendor provides sufficient and effective technical support, and ensures that there is stable and continual access the resource.
- Free trial access is available for testing the resource prior to deciding on subscription.
- Training and product demonstrations conducted by vendors, for library staff, are free of charge.
- The vendor provides support for making the product available via search and discovery tools such as *Primo* and link resolvers such as *SFX*

4.3.2.5 ACCESS:

- In the case of online databases, the resource allows for IP access as well as remote, off-campus access.
- The resource allows multiple simultaneous use, as opposed to one user at a time, except where this is not warranted, e.g. in the case of a resource for a very limited number of potential users, where a one user license would be preferable.
- Walk-in visitors to the library are allowed to use the resource, e.g students or staff from other CALICO Libraries.
- Vendors allow permanent access to data or information that has been paid for, for example in the case where a resource is discontinued, updated or is bought by another publisher.
- The library has access to the resource's back issues.
- In the case of an online database, the vendor provides archived copies of the content of the resource to the library for archival purposes. The vendor should also allow UWC Library to make printed or electronic copies of the resource for archival purposes.
- The vendor provides support for making the product available via search and discovery tools such as *Primo* and link resolvers such as *SFX*

4.3.2.6 RJNCTJONALITY:

- Product appearance and layout is logical, user-friendly and easy to understand, with a built-in help-file or FAQs facility.
- The resource offers both advanced and basic search capabilities
- It offers various, convenient and easy to use options for downloading results e.g. display / save / print / export.

4.3.2.7 TECHNICAL SPECIFICATIONS:

- The resource is compatible with the Library's IT infrastructure: hardware, software and network compatibility.
- The resource's setup and maintenance requirements are easy to perform and convenient.

4.3.2.8 LICENSING:

The electronic resource license agreement should clearly indicate:

- The Library's subscription period start and end date and conditions for termination and renewal.
- The library's permanent access rights to information, for example, in the case where a database is discontinued.
- The period of back files the library is allowed to access.
- The categories of authorized users, including students, staff, branch campuses, etc.
- The users' usage rights permitted under copyright law, for example, downloading, printing, copying, e-mailing, exporting, etc. The library, in consultation with SANLiC, should endeavour to ensure that these usage rights are in accordance with the information needs and requirements of its users.
- Which access methods are to be used, for example, IP access, and/or user name and password?
- The number of simultaneous users permitted to access the database.
- Whether remote access is allowed and the mechanisms allowed for doing so.
- Whether multiple site access is allowed, for example, the Dentistry Faculty.
- User and technical support services available to the library.
- Fees payable by the library and payment terms.
- Potential or future inflationary price increases, for example, in the case of a multi-year agreement.
- That the library is not liable for unauthorized use of the resource, provided that the library has implemented appropriate and sensible procedures to inform its users about terms of access and user restrictions.
- That the licensor should give the library notice of any misuse or unauthorized use of the resource, and allow a time period for the library to investigate and take action if necessary.

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... 3.3 MAINTENANCE:

- In the case of electronic resource subscriptions, the library will take into account the following factors when deciding to continue with, replace or discontinue an electronic resource:
 - o In the case of an online database, the number of titles that have been discontinued or added, taking also into consideration the degree of overlap with titles available via other databases.
 - o Usage statistics and user feedback to identify whether it still adds value to the library's collection.
 - o The library will also establish whether the resource is about to become available on another platform and whether that platform is likely to offer better value for money.

4.3.3.1 Electronic Resources: Selection Procedures:

- Suggestions for the ordering or testing of new electronic resources are received from students and faculty members, the Faculty Librarians, the Postgraduate Research & Training Librarian, the Electronic Resources Librarian, Library Management, vendors, the South African National Library and information Consortium (SANLiC), and other parties.
- All suggestions for ordering or testing of new electronic resources are submitted to the Electronic Resources Librarian.
- Suggestions from Library staff for ordering or testing of electronic resources should include a clear motivation as to why the resource is being suggested, whether the resource meets the broad selection standards as set out below and other relevant information about the resource, for example, content, coverage period, pricing, etc.
- Electronic resources are tested for selection purposes only on the recommendation of the Faculty Librarians, the Postgraduate Research & Training Librarian, and/or the Electronic Resources Librarian.
- The Faculty Librarians, the Postgraduate Research & Training Librarian (hereafter referred to as the Information Services team), and/or the Electronic Resources Librarian make recommendations for ordering and/or testing electronic resources based on the selection criteria below and feedback from library users.
- Once a decision to test a resource is made the Electronic Resources Librarian requests information and free trial access for the resource from the vendor or publisher.
- Once free trial access is granted, the Electronic Resources Librarian informs the Information Services team about the trial access and posts a notice to the campus notice board and library website providing information about the resource, the duration of the trial access, access codes and where to send feedback about the product on trial.
- It is the responsibility of the Information Services team to create further awareness of the trial access by communicating the information to the relevant Faculties or departments and to request feedback in the form of written comments or cooperative completion of the evaluation form.
- During the trial access period, the Information Services team and Electronic Resources Librarian **[and vendors (mainly for technical specifications)]** are required to **[complete forms rating]** rate various evaluation criteria. **[See attached evaluation forms]**.
- Once the trial has ended the **[evaluation forms, and written]** feedback from users, **[are]** is submitted to the Electronic Resources Librarian.
- The Electronic Resources Librarian will report all feedback and data (including trial usage data) at Section Heads meetings, before a final decision for the ordering of the resource is taken.
- The resource purchase agreement may be negotiated in-house by UWC Library or through consortium negotiation, for example, via SANLiC.

4.3.3.2 E-books and E-journals:

The above procedures refer to e-book and e-journal packages or databases. Please refer to the Periodicals procedures and Acquisitions (book ordering and selection) procedures for selection and ordering of individual e-journals and e-books respectively.

4.4 AUDIO VISUAL MATERIAL

Audio-visual materials comprise: DVD and video cassettes, feature films, audio cassettes, slides, computer disks, compact disks, multimedia kits, microfiche.

4.4.1 SELECTION CRITERIA

4.4.1.1 Authority of the producer and reputation of the performers

Who is the producer? For example, is it the award-winning **BBC Worldwide**? What are the credentials of the artists/musicians? Have they received any prestigious awards / global acclaim?

4.4.1.2 **Timeliness of Information**

When was the material produced? In the fields of Science, Technology and Medicine currency is a particularly important selection criterion.

4.4.1.3 **Accuracy**

(Is the content truthful, balanced, and free of bias and propaganda? If the production was based on research undertaken, who was the research funded by? Was there any conflict of interest? Have both sides of the argument been presented equally? Have none of the vital facts been omitted or minimized?

4.4.1.4 **Content**

Is the subject matter relevant to the programmes of instruction? What is the level of treatment? Is it suitable for university students, or is it aimed at school children?

4.4.1.5 **Access**

How many clients can the audio-visual material accommodate at one time? How can the content be accessed? Can it also be accessed from off-campus? Does access to the content require the use of proprietary equipment? Is the content accessible to visually impaired clients? If not, is there enough cross-platform support to enable its conversion to a format suitable for visually impaired clients?

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4.4.1.6 **Technical Support**

Is technical support readily available and what is the cost involved? What are the terms of the maintenance agreement for the viewing equipment? Would ad hoc support not be more cost-effective and, if so, is this option available? Is the hardware expensive to maintain, and how soon is it likely to become obsolete? Does the volume of demand for the service justify the financial outlay required?

4.4.1.7 **Cost** (see also 2.4.1.6 above)

How great is the demand for this material in relation to its cost? Would it be more cost effective to acquire it via a document delivery service, if and when the need arises? The cost of upgrading or replacing obsolete viewing equipment, such as microfiche reader-printers, also needs to be taken into consideration.

5. MANAGEMENT OF LIBRARY COLLECTION

5.1 Evaluation of collection

Continuous evaluation of the collection is necessary to ensure that library material is relevant to users' and the current curriculum. Faculty librarians must evaluate their collection regularly and liaise with academics in this regard. They also need to be appraised of new programme offerings which are about to be introduced. Timely circulation of minutes from Senate Academic Planning meetings is an important mechanism here.

5.2 Weeding

Weeding is an essential element of collection development and management. Weeding, also known as de-selection, is a continuing library practice in which materials are removed from the collection. De-selection is quality control of the collection in which outdated, inaccurate and worn-out materials are eliminated. It requires the same judgement and principles as the original selection process.

5.2.1 Criteria of deselection

The following guidelines will be considered for the weeding process:

5.2.1.1 Physical condition

- Deterioration of paper or binding
- Damage to the extent that the item is no longer usable or repairable
- Part of the item is missing (such as an accompanying computer disk)

5.2.1.2 Age

Relating to age the following questions should be answered:

- Is the book too fragile to withstand normal use?
- Does the item have historical value?

5.2.1.3 Frequency of use?

- When was the last time an item circulated and how often is it used?

5.2.1.4 Multiple copies

- Unnecessary multiple copies: Perhaps there are several different editions of the same work on the shelf.
- Items purchased to support programmes no longer offered by the University and for which no current demand exists.

- Maybe the back files of print journal titles are now also held electronically in archive collections such as JSTOR.

5.2.1.5 Currency/ Accuracy

- Determine whether the item is still relevant. Materials on computers, law, and STM (science, technology and medicine} need to be current to be useful - or even safe - to hold. For example, medical textbooks advocating the use of Thalidomide are not reliable sources of information. History books, however, may not be current but will still be relevant and should be kept.

5.3. Replacement

If a title is lost or discarded, it may be replaced if curricular needs require it. However, multiple copies will not be purchased. A more recent edition of the title may be purchased if this is preferred. Alternatively an electronic version may be acquired. Replacement copies will be purchased from the library general budget. The Missing Books procedure is an important mechanism for ensuring replacement of books reported as missing.

5.4 Preservation and restoration

Library materials are expensive to purchase as well as to maintain. The library will thus ascertain which damaged items must be repaired, by checking usage and/or the significance that the item has with regard to our collection.

These items are sent to our Binding Section on a weekly basis for repairs.

5.5 Cancellation of periodicals

All cancellations will take place in consultation with the Faculty Librarians, Electronic Resources Librarian, and the faculty. The identification of titles for cancellation will be part of the annual journal evaluation process. If the current year of a periodical title is available full-text online in at least one of the databases to which the Library subscribes, then the print title will be considered for cancellation. The cost of a subscription will be weighed against the cost of inter-library loan, particularly with regard to embargoed titles, which the library holds in aggregator databases, and for which there is only moderate demand. The CALICO serials librarians will be informed of all cancellations. The Electronic Resources Librarian will receive a list of titles under review for cancellation, sorted according to publisher.

6. FUND ALLOCATION

An increase of 15-20% is recommended to the expenditure on materials budget of the previous year to accommodate increases in the price of publications. The book budget allocated for the purchase of books is submitted to the Senate Library Committee for sub-allocation to the different Faculties. The library decides an allocation of the budget for all other materials.

7 CENSORSHIP

- In an effort to support the obligation of the University to be a forum for the free exchange of all ideas in pursuit of knowledge and truth, the Library will make available to students and teaching staff, books and other materials, offering the widest possible variety of viewpoints, regardless of the popularity or unpopularity of their authors.
- No materials should be excluded from the collection because of the race or nationality of the authors, or the political, moral or religious views expressed therein. All sides of a controversial issue should be represented in the collection.
- Publications about South Africa should be given priority over items dealing with other individual countries.