

Policy Number:	6001
Policy Title:	Library Collection Development Policy
Approved by:	Academic Council
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Effective date:	January 2017
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Next review date:	June 2026

### 1. Policy Statement

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

### 2. 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. For all academic programs, collection development goals are to provide current resources that support the university community in areas of research and scholarly activities to ensure course work and other endeavors may be completed.

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.

### 3. Scope

This Policy applies to all items, including print, electronic, audio-visual and other materials, owned or licenced by the UCW Library. Library items may be held at any UCW Library location or accessible via the Library website.

### 4. Collection Development

The assessment and development of the Library's physical and electronic collections is determined by the following factors:

- a. *Library Supports Assessments (LSAs)*: In part of its selection of materials, the Library will conduct assessments of curriculum and program needs as outlined by academic requirements to determine selection and development. This may include a cost analysis and breakdown of current resources and proposed new ones through comparisons and review.
- b. *Format Preference*: The Library prefers to acquire electronic resources when available as they are more accessible to the student body, have higher usage rates, and help limit space restrictions.
- c. *Languages*: Materials in English are collected, although other languages may be collected to fulfill special needs.
- d. *Geographical Areas*: A global curriculum is encouraged in UCW courses. With electronic subscriptions, materials are collected pertaining to international and national subject matter throughout the world.
- e. *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.

- f. *Course Reserves*: Where possible, the library will purchase one physical copy of course-required textbooks for inclusion in the course reserves collection.
- g. *Recommendations*: The Library welcomes recommendations for the collection from the UCW community, however recommendations are subject to the Library's assessment to determine if they are within the scope of the collection as outlined in this policy. Faculty recommendations will receive priority if related to course materials.

While the UCW Library endeavours to provide the most robust research and academic collection available, all collection development activities must adhere to resource limitations. These limitations include, but are not limited to, economic, equipment, staffing, publishing, media, format, language, relevancy, and currency.

## 5. Gifts

The Library retains the right to accept or decline gifts. Gifts-in-kind are accepted with the understanding that, once received, they are owned by the University. The Library reserves the right to determine their retention, location, and processing, or, when a title is a duplicate or inappropriate for the collection, their disposition in the appropriate manner.

## 6. Resource Sharing

The Library partakes in multiple collaborative endeavors with other libraries and related organizations for mutual benefit and support. This allows the Library to share resources, negotiate purchasing options/power, and gain/provide additional services. Examples include:

- BCELN (BC Electronic Library Network), which is a consortium that administers AskAway and journal subscription packages for university libraries.
- BC Libraries Cooperative, which is a national cooperative that helps libraries save costs through hosting and support of library systems.

## 7. Open Education Resources and Open Access Initiatives

The Library aims to utilize and support Open Education Resources (OER) and other Open Access (OA) initiatives when available in its collection development activities. This is to promote and find effective models of scholarly communication that are sustainable, economically viable, and provide access to information without barriers.

The Library is committed to upholding OA developments as highlighted by the International Federation of Library Associations and Institutions in their *Statement on Open Access to Scholarly Literature and Research Documentation*.

## 8. Deselection

Deselection is an integral part of the collection development process. Through periodic deselection, 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 to optimize the use of space. Materials deselected may be relegated, used for gifts and exchange, or discarded, at the discretion of the Library.

### 9. Intellectual Freedom Statement

The Library supports and adheres to the principles of intellectual freedom as outlined and expressed by the Statements of Intellectual Freedom from the Canadian Library Association, and British Columbia Library Association as well as UCW's *Academic Freedom Policy*. The Library is committed to supporting a diversity of viewpoints in academia without restriction, limitation, or censorship.

### 10. Related policies

Policy Number	Policy Title
5007	Academic Freedom
6002	Electronic Library Access and Use
6006	Copyright Policy

### 11. Responsibility

University Librarian is responsible for the management of this *Policy* and the Library's collection budget. Routine management of the library collections and this *Policy* is delegated to all UCW Librarians. UCW Librarians also work with and are in consultation with faculty and the University's academic planning, in which they make collection decisions based upon program needs and the guidelines for materials collected.

Program and course developers are responsible for informing the Library early in the process of the development or significant revision of academic programs and courses.