

POLICY

CATEGORY	A. General
POLICY NUMBER	A 44
POLICY NAME	Library Collection Development
CROSS REFERENCE	
COLLEGE LEADERSHIP TEAM	
ACADEMIC COUNCIL	
June 24, 2019	

POLICY STATEMENT

This policy outlines the principles upon which the Olds College/Olds High School Library develops and maintains its collections. It will provide a framework for decision making, ensuring that a quality collection of library materials is maintained, available funds are spent wisely, and the Olds College Library vision and mission is upheld.

This policy describes the Library's clientele, collection goals and budget, collection development roles and responsibilities, and guidelines outlining selection, deselection, reserves, and donations.

As a member of NEOS and The Alberta Library (TAL) consortia Olds College Library respects its obligations to other member libraries.

GUIDELINES

As far as practical, Olds College/Olds High School Library will acquire or provide access to information sources, internal and external, to meet its obligations to its primary clientele (see NEOS Policy on Basic Services to Clients for a definition of our primary clients).

- Acquisition obligations for the Library are in the following priority order:
- Acquire and/or provide access to information resources needed to support curriculum and teaching for Olds College credit courses.
- Acquire and/or provide access to information resources needed to support the curriculum and teaching at Olds High School at the level funded by the Olds High School.
- Acquire and/or provide access to information resources required by Olds College students, faculty, Enterprises and partners, for research.
- Acquire and/or provide access to both popular print and non-print non-academic, or "leisure", materials, as funds allow, to support the physical and mental well-being of students and staff.
- Archive resources relevant to historical farming, agriculture and horticultural practices.
- Acquire and/or provide access to information resources for selected general information in subject areas not covered by instruction and research programs as funds allow.

Responsibility for Collection Development

Ultimate responsibility for the development and maintenance of the collection rests with Senior Library staff. Recommendations from faculty and researchers in their fields of expertise will be considered to support the curriculum and applied research mission of the College. Students are also encouraged to recommend resources.

Acquisition Budget and Fund Allocations

Olds College collection funds are part of the annual operating budget allocated by the College to the Library. As a general principle, funds will be allocated on the basis of resource use informed by usage statistics and needs identified by senior Library staff. Funds ensure basic resources are available for all instructional and applied research areas.

Olds High School collection funds are provided by Olds High School. These collected funds will be allocated on the basis of resource use informed by usage statistics and needs identified by Olds High School library and teaching staff.

Both the Olds College and Olds High School fiscal year runs from July 1 – June 30. Funds must be expended by year-end as carryforwards are not permitted. Continuous ordering is encouraged with the goal of expending half of the collection funds by mid-December and the remaining half by mid-May.

SPECIFIC GUIDELINES

Selection Guidelines

Within the limits of its resources, the Library will follow these guidelines for the general collection (not in rank order):

1. Resources will be acquired in the format most useful to the user.
2. E-books acquisitions will be made by Senior Library staff through both a patron driven access model and selective purchasing to ensure that basic works in the field are purchased.
3. Resources should be current (5 years old or less) although seminal works in a field will be considered.
4. Lasting value of the content, e.g.
 - i. Quality of scholarship
 - ii. Uniqueness of content
 - iii. Appropriateness of the level of treatment (e.g. reading level, scope)
 - iv. Format in consideration of changing technology
5. Digital resources will also be evaluated on
 - i. Licensing terms including ownership vs. leasing, with ownership preferable
 - ii. Full text availability
 - iii. Embargoed material
 - iv. Accessibility of information (how it is organized and retrieved)
 - v. Stability of purchased or subscribed content
 - vi. Platform
 - vii. User authentication
 - viii. Training implications
 - ix. Reliability of vendor and vendor support
 - x. Availability of documentation
 - xi. Treatment of graphics and non-standard characters
6. Strength of the present holdings in the subject area or similar subject areas
7. Cost
8. Priority is given to English language materials. Resources in other languages must be justified by the curriculum or research needs
9. Online streaming for multimedia materials is preferred. Other formats will be considered on a case-by-case basis
10. Generally, only one copy of any title will be purchased
11. Holdings of libraries or consortia with which Olds College or Olds High School have membership or cooperative agreements should be considered when making selection decisions, especially in non-core areas.

12. Items of high use or seminal works in a field in poor physical repair will be replaced.
13. Popular fiction is purchased for leisurely reading as funds permit.
14. Priority is given to materials of local, provincial, and Canadian interest

Deselection Guidelines

Although Collection Development is usually thought about in terms of adding material to the collection, it also includes deselection (weeding) of library materials in order to ensure that the collection remains relevant. Consultation with faculty teaching in the subject area may be pursued when the librarians require subject expertise.

Deselection will take into consideration the following criteria (not in rank order):

- No longer supports curriculum or research interests of Olds College or Olds High School.
- Multiple copies or editions of a title are generally not kept in the collection unless justified by usage.
- Physical condition - Only material in good physical condition will be retained
- Obsolescence of information or format
- Item has not circulated for the last ten years, providing the withdrawal of the item does not considerably deplete either the amount of material or variety of viewpoints available within the
- subject area. Items which can be identified as classics in the area may be exempt.
- Last copy in partner consortia
- Subscription costs
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Reserves

- Heavily circulating items can be placed on Reserve by library staff or upon request by Faculty.
- Reserve loan periods will be determined by library staff or in consultation with Faculty.
- One copy of current textbooks may be purchased and housed in the Reserve area.

Donation Guidelines

Olds College/Olds High School Library does not accept donations of materials which do not meet the selection guidelines for the collection. Senior library staff have the authority to make exceptions based on need in specific areas.

Donations become the property of the Olds College Library and once received may be disposed of as deemed appropriate by the Senior Library staff.

Olds College Programs

For an up-to-date list of Olds College programs see the Olds College website.

Intellectual Freedom

Olds College/Olds High School Library adheres to the principles expressed in the Canadian Federation of Library Associations’ Statement on Intellectual Freedom and Libraries.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY	
VICE PRESIDENT responsible for:	Academics
Review Period	3 years