

LIBRARY COLLECTION DEVELOPMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. General
Parent Policy:	A44
Approval Date:	November 25, 2022
Effective Date:	November 25, 2022
Procedure Owner:	Director, Teaching and Learning Centre of Innovation

Overview:	This procedure describes the Library's collection development roles and responsibilities, and guidelines outlining selection, deselection, reserves, and donations.
Procedures:	<p>Olds College/Olds High School Library will provide access to information resources, internal and external, to meet its obligations to its primary and secondary clientele.</p> <p>Acquisition Guidelines The Campus Alberta Quality Council requires an established method of setting priorities for resource acquisitions to support research and academic programs with specific expectations for degree level credentials. Thus, acquisition obligations for the Olds College Library are in the following priority order:</p> <ul style="list-style-type: none"> • provide access to information services and learning resources needed to support academic programming (certificates, diplomas and degrees) and as required by Olds College students, staff, faculty, Enterprises and partners, for research • 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. • provide access to information resources required by Olds College faculty and staff for the pursuit of teaching and learning excellence. <p>Responsibility for Collection Development Responsibility for the development and maintenance of the collection rests with senior library staff in consultation with faculty, students and researchers in specific subject and program areas.</p> <p>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 library staff.</p>

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 clientele.
2. Resource acquisitions will be made by senior library staff through consultation with primary clientele.
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.
 - a. Quality of scholarship
 - b. Uniqueness of content
 - c. Appropriateness of the level of treatment (e.g. reading level, scope)
 - d. Format in consideration of changing technology
 - e. Foundational works in relevant fields.
5. Digital resources will also be evaluated based on:
 - a. Licensing terms including ownership vs. leasing, with ownership preferable
 - b. Full text availability
 - c. Accessibility of information (how it is organized and retrieved)
 - d. Platform
 - e. User authentication
 - f. Training implications
 - g. Reliability of vendor and vendor support
 - h. Availability of documentation
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.
12. Items of high use or seminal works in a field in poor physical repair will be replaced as needed if funding allows.
13. Books (fiction, non fiction, graphic novels, French and Indigenous) are to be purchased in consultation with OHS staff from the OHS collection budget. These items will be marked as "Local Loan" and "Purchased with OHS funds" in the catalogue.

Deselection Guidelines

Faculty and staff will be consulted when subject expertise is required for deselection.

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

- No longer supports the 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.
- Only material in good physical condition will be retained
- Obsolescence based on outdated information, format, language or ideas.
- 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 Last copy in partner consortia is to be offered to the University of Alberta as per NEOS policy.
- Subscription costs

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.

Archive

- Archive resources relevant to historical farming, agriculture and horticultural practices and those items specific to the Olds College community.
- Archivable resources requiring climate control may be offered to the Provincial Archives or University of Alberta Archives.

Donation Guidelines

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

- For information regarding substantial donations refer to [Policy A41 - Gift Acceptance and A41.2 - Gift Acceptance Procedure](#).

Accepted donations become the property of the Olds College Library and once received may be added to the collection or disposed as per procedures outlined in this document.

Definitions:

NEOS: A consortium of academic, government and health libraries collaborating to serve their clients. NEOS libraries share a catalogue and integrated library system, and work together on learning initiatives, document delivery and a range of core library activities

Primary Client: Students, staff and teachers/faculty and researchers of Olds College of Agriculture and Technology and Olds High School.

Secondary Client: Primary client borrowing materials from NEOS member libraries other than their home library

External Client: Clients not belonging to NEOS, such as individuals from the public who are not part of the Olds College or Olds High School communities. External Clients are not involved in collection development.

Related Information:

[NEOS Policy on Sharing Materials within NEOS](#)
[NEOS Policy on Shared Principles for Cataloguing](#)
[NEOS Last Copy Program \(Guidelines\)](#)
[Alberta Education - Learning Commons Guidelines](#)

Review Period:

3 years

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