

LIBRARY COLLECTION DEVELOPMENT POLICY

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| Policy Section & Number: | | | Effective Date: | |
| Policy Owner: | Vice President Academic | | Last Revised: | June 1, 2021 |
| Policy Administrator: | Director, Student Services | | Review Scheduled: | June 1, 2025 |
| Approver: | Executive Committee | | | |
| <i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i> | | | | |

A. POLICY STATEMENT

The purpose of this policy is to provide guidance for ensuring the information needs of the college are met and that the library has a collection that covers the subjects delivered in the program of study with appropriate focus on other stakeholders in accordance with library partnership and consortium responsibilities. This policy outlines the principles and standards governing the acquisition, maintenance, and deselection of library resources owned by the Keyano Library and of electronic resources to which the Library subscribes and provides access. This policy applies to all faculty, staff, and students at the College and to the Library's consortium partners.

1. Guiding Principles
1.1 Community:

- a. The students, faculty, staff, and administrators of Keyano College comprise the primary community served by the Keyano College Library collection. Library collections are also available to consortium partner member libraries' users, by way of consortium lending agreements, interlibrary loan, and on-site access to physical and digital resources. On-site access to the Library's information resources is also extended to members of the community at large.

1.2 Collection Goals:

- a. The Library's collection goals are:
 - i. To select, acquire, curate, organize, and manage materials that support the learning, teaching, and scholarly endeavours of the Keyano community.

- ii. To provide access to all Library collections, via off-campus, on-site, and digital access (to the extent possible).
- iii. To evaluate the collection, ensuring relevancy to the needs of the Keyano community, on a regular basis.
- iv. To maintain awareness of, anticipate, and attend to changes and technological innovations in content delivery.

1.3 Collection Scope:

- a. Keyano College is a comprehensive community institution offering programs that lead to certificates, diplomas, certificates of qualification, and baccalaureate degrees. Collection development is guided by curriculum, user need, and demonstrated use of content. Supporting a comprehensive community institution, the Library's mandate is to build strong collections supportive of the unique and diverse focus of the comprehensive community institution. Foundational works are collected but the proliferation of information sources, along with finite space and financial resources, make it impractical to attempt to build comprehensive collections. Specialized research level materials are not normally collected unless they support the undergraduate curriculum. Materials falling outside the scope of the Collection Policy are available to the Keyano community through interlibrary loan. The Library strives to balance ownership of print and digital material with access to content through subscriptions. Whenever possible, electronic access is preferred for owned and subscribed content.
- b. The library collects all relevant and contemporary formats that support the College's teaching, learning, and scholarly activity. These include books, e-books, print and online journals, DVDs, databases, and streamed video. Non-standard formats may be purchased, if appropriate. Obsolete formats are not collected and are removed from the collection as necessary.
- c. The collection is primarily organized according to the Library of Congress Classification System and it covers subject areas including but not limited to: business, economics, education, English literature, environmental sciences, fine arts, history, Indigenous studies, management, psychology, sciences, sociology, and trades. The collection's curriculum collection is organized according to the Dewey Decimal Classification System.

1.4 Selection and Acquisition:

- a. The Library will consider acquiring information in any format needed to support the College's academic programs, with preference for electronic formats. The Library will endeavour to acquire quality materials that are appropriate in meeting the needs of the wide range of subject areas taught and offered at Keyano College. The Library also endeavours to preserve the

materials acquired, to meet the needs of future students, instructors, and researchers.

- b. Specific criteria for selections, regardless of format or method of acquisition, will include some or all the following, curricular relevance, cost, scope of content, scholarly and archival value, currency, availability in consortia, language, and reliability of authority.
- c. The selection and acquisition nature of electronic resources, at times can differ greatly and require additional criteria, including discoverability, compatibility with current and cross platforms and Keyano campus equipment standards, trial period for technical and content evaluation, and remote access.
- d. The Library focuses on adding newly published materials to the collection that are authoritative and/or ground-breaking in their fields; however, the library is able to make retrospective selections in order to fill gaps or respond to requests with consideration according to the criteria outlined in the Library Selection and Acquisitions Procedure.

1.5 Technology:

- a. The Library will consider acquiring technological devices, in a variety of formats, to support off-campus library access, student learning, and other scholarly activities. The Library will endeavour to acquire quality materials that are appropriate in addressing the needs of learners varying digital literacies and the range of programs taught and offered at Keyano College. The Library also endeavours to ensure ongoing maintenance and regular assessment of relevancy of devices offered in the Library's Loanable Technology Collection.

2. Collection Responsibilities

- 2.1 The Director of Student Services oversees the Library, administering the library collections budget and providing leadership in developing and managing collections.
- 2.2 The Librarian holds responsibility for overseeing all collection development activities including monitoring the budget, investigating and negotiating license agreements, overseeing and managing approval plans, assessing the collection, evaluating donations, developing procedures, and monitoring external trends and issues. The Librarian also collaborates with faculty in the development of the collection. Faculty are consulted regarding curricular or program changes, subject expertise, and purchase recommendations are encouraged. The Librarian is responsible with staying abreast of scholarly needs and in using their multidisciplinary knowledge to develop strong and relevant collections, as well as evaluating donations in their subject areas.

- 2.3 The Library team, in particular, the Cataloguing and Subscriptions Technician, Access and Acquisitions Technician, and Circulation Support Specialist act as an advisory body and participates in strategic initiatives pertaining to the Library's collection.

3. Open Access

- 3.1 The Library recognizes the importance of the open movement to ensure access of information to all. The Library supports this movement by endeavouring to acquire relevant open access materials in all available formats to support curricula, research, and other information initiatives at Keyano. The shift to new, sustainable economic models of scholarly communication is supported by increasing focus and allocating a portion of the collections budget to open access scholarly publishing initiatives.

4. Collection Assessment and Maintenance

- 4.1 Collection maintenance involves structured and periodic review of the collection to identify materials that are out-dated, severely damaged, or no longer relevant to curricular or research needs. Large scale review is intended to occur every five (5) years, with smaller section-based review occurring on an as needed basis. The review informs the deselection, or weeding, to maintain a current and relevant collection, and to make room for new acquisitions.
- 4.2 Retention of materials in the Library's collection is dependent upon their utilization, within accepted standards, subject-specific parameters, and their ongoing value and relevance to the College community. Titles will be deselected based on established deselection criteria as outlined in the Library Selection and Acquisition Procedure.
- 4.3 Whenever possible, repairs are made to library materials before replacement. When repairs are not an option, replacement may be considered, in consultation with the Librarian. If requested by a faculty member, it will be determined if an interlibrary loan is available and suitable. If not, a replacement may be purchased. Year of publication, availability on the market, suitability for the current collection, and format are some of the factors that may be considered.
- 4.4 Special Collections
- a. The Library supports the following special collections, comprised of materials housed or designated separately due to the unique nature of their content, format, reading level, authorship, or curricular need:
 - i. Archives

- ii. Curriculum Collection
- iii. ESL Collection
- iv. Reserve Collection
- v. Loanable Technology Collection

4.5 Resource Sharing

- a. The Library participates in several cooperative partnerships that broaden access to collections. Consortia arrangements relieve the high costs of electronic resources through access to shared license negotiation. Partnerships also expand access to print materials for students and faculty far beyond a single library's ability to provide them. Keyano College partnerships include The Alberta Library (TAL) and NEOS Library Consortium (NEOS).
- b. Resource sharing includes:
 - i. interlibrary loan and document delivery
 - ii. on-site borrowing using the TAL Card
 - iii. access to electronic collections where permitted by license agreements
 - iv. on-site access to reference/information services and collections
 - v. reference/research support and collaboration among library staff

5. Licensing

5.1 The library licenses electronic resources for use by students, faculty, staff, and on-site users for non-commercial, educational, and scholarly purposes. The terms and conditions of license agreements with vendors and publishers regulate the use of these resources. When signing a license or terms of use agreement, best practices and direction set in model licenses from major national and regional library consortia, including Council of Prairie and Pacific University Libraries (COPPUL) and TAL, are followed. Ideally, elements such as the following should be included in, and permitted by, an agreement:

- a. Search, retrieve, download, display, print, save, and persistent linking to material
- b. Inclusion in course packs, electronic reserves, and classroom handouts
- c. Interlibrary loan and scholarly sharing
- d. Text and data mining
- e. Walk-in user on-site access to content
- f. Legal jurisdiction within Canada or remains silent
- g. Format alteration, for reasons of accessibility
- h. Favourable perpetual access clauses
- i. Provision of COUNTER-compliant usage data
- j. Alignment with Canada's fair dealing legislation

- 5.2 Where possible, the Library endeavours to select resources when license agreements offer discounts, whether available institutionally or through consortial agreement, such as through TAL.

6. Budget

- 6.1 The library collections budget is allocated to general areas of monographs (print and electronic), subscriptions of serials, databases, and other electronic resources, and licensing and agreements. Aligning the budget in this way enables the Library to be responsive to program and curriculum changes, changing student numbers, external costs and price increases, currency fluctuations, and other market forces.
- 6.2 When a new program is approved, non-renewable start-up funding in support of collection development for the degree may be received. If funding is not received, the Library may reallocate internal resources to ensure new degrees and programs have access to needed information sources. Internal reallocation of collections funds is done with immediate needs and equity in mind. It is important to note, however, that such fund reallocation does sometimes negatively impact the availability of collections resources in other disciplines.

7. Donations

- 7.1 The Library welcomes donations of materials support the teaching and learning of the College. All donations must meet the requirements outlined in the Library Donations Procedure. The Library retains the right to accept or reject any donations, and to dispose of unwanted items in the most appropriate manner.

8. Intellectual Freedom and Challenged Materials

- 8.1 The Library and its employees endorse the principles expressed in the Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries and acknowledge their responsibility to "safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider to be unconventional, unpopular or unacceptable" when choosing material for the collection.
- 8.2 Members of the Keyano community with questions about the inclusion of content in the Library's collection (both print and electronic) for reasons of scholarly validity, or for personal, religious, political, moral, or other may do so using the steps identified in the Library Selection and Acquisition Procedure and/or Library Challenged Materials Procedure. While the Library will review a resource that may be of concern to a member of the Keyano community, the principles of intellectual freedom and academic freedom will be sustained. Such a review may

include information gathering, consultation with vendors or other outside sources, and communication with the challenger.

B. DEFINITIONS

- (1) **Collection:** means both physical and electronic resources as well as loanable technology. The collection is comprised of Keyano owned and licensed materials and resources that are accessed due to the college's consortium partnerships.
- (2) **Collection Development:** means material selection and acquisition, the replacement of worn or lost materials, the removal (weeding) of materials no longer needed in the collection, the planning for new collections or collection areas and how all these aspects incorporate the institutional.
- (3) **College:** means Keyano College.
- (4) **COPPUL** means Council of Prairie and Pacific University Libraries.
- (5) **Deselection:** means weeding. Materials need to be removed and weeded from the collection due to lack of relevancy (updated / new version, superseded editions), damage or because they have become lost / missing.
- (6) **Faculty:** means Keyano Faculty.
- (7) **Interlibrary Loan:** means a service whereby a patron of one library can borrow materials and/or receive photocopies of documents that are owned by another library, in accordance with Canadian Copyright and Fair Dealing.
- (8) **Library:** means Keyano College Library.
- (9) **NEOS:** Means a library consortium consisting of 17 Canadian university, college, government, and hospital libraries with 49 sites between them. NEOS's holdings consist of books, electronic books, databases, and journals. Requests for physical materials are received through SirsiDynix Symphony's Workflows platform. SirsiDynix Symphony is the library's integrated library system (ILS).
- (10) **Retention:** means the length of time materials need to be collected and kept in the collection.

- (11) **TAL:** means a province-wide consortium that now serves 48 member libraries in over 300 locations across the province, including: public libraries, regional library systems, academic libraries, technical institute libraries, and special libraries.
- (12) **Selection:** means material selection and the acquisition of new materials for the Library collection.

C. RELATED POLICIES

- [Copyright and Fair Dealing Policy](#)
- [Library Borrowing Policy](#)

D. RELATED LEGISLATION

- *Canadian Federation of Library Association’s Statement on Intellectual Freedom and Libraries*

E. RELATED DOCUMENTS

- [Library Selection and Acquisition Procedure](#)
- [Library Challenged Materials Procedure](#)
- [Library Donations Procedure](#)
- [Library Inventory Procedure](#)
- [Library Weeding Procedure](#)

F. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|-------------------|-------------------------|----------|--|---|
| 06/01/2021 | Replaces Library Policy | All | Librarian | Director, Student Services |
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