



College Policy & Procedures Manual	
Category	6 - Library Services
Policy #	6.2.1 Collection Development and Management

## 6.2.1 Library Collection Development and Management Policy

### **POLICY**

COTR Library Services acquires quality materials appropriate for both current and future instructional and research needs at the College of the Rockies. It strives to acquire resources appropriate in meeting the needs of the wide range of subjects taught and researched at the College, in any format, with preference for electronic formats when appropriate and available to ensure accessibility for all users.

Library Services shall cooperate locally, regionally, nationally and internationally in resource sharing agreements.

The library has a strong commitment to Open Access and makes available these materials and digital repositories to complement its collections.

### **PURPOSE**

This policy provides necessary guidelines to assist in the development of Library Services collections to support institutional goals and to inform library users about the selection and management principles of materials.

### **SCOPE**

1. College of the Rockies Library Services, as an academic partner, plays an important role in teaching and learning, curriculum development, and applied research.
2. The Library Collection shall be acquired, developed and maintained within the context of the College's Mission Statement and the College's existing and future instructional requirements.
3. Library Services acquires and provides access to comprehensive quality resources regardless of format. Electronic access, when appropriate and available, is preferred.
4. The Library Collection will depend on the scope and complexity of the curriculum, level, and types of programs offered.
5. The Library does not acquire textbooks.



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## **DEFINITIONS**

Open Access – Free, unrestricted, digital, online access to research outputs, including peer-reviewed and non-peer-reviewed academic journal articles, monographs, theses, and conference papers, free of most copyright and licensing restrictions.

Subject Liaisons – Library staff designated by the Library Manager to support collection development needs of specific College departments and programs.

Library users – College of the Rockies faculty, staff, students and community borrowers (residents of the College region who have obtained a College of the Rockies ID card for the purpose of accessing College Library services).

## **GUIDELINES**

### **A. Collection Development**

#### A.1 Selection Process

- A.1.1 Subject Liaisons are responsible to work closely with instructional and non-instructional Faculty, in their respective areas, to identify resources for the collection and ensure material being purchased supports the programs offered at the College of the Rockies and provides academic, current/historic, and relevant information.
- A.1.2 Library users may recommend purchase of materials; they consider to be an asset to the Library, using the COTR Library Recommendation/Acquisition form (see Appendix A). The Library does not acquire copies of current COTR required course textbooks.
- A.1.3 Selection Criteria

The Library will develop its collection according to the following criteria:

- level or depth of subject matter;
- accuracy of information;
- authority of author, editor, contributors, creators;
- current and/or permanent value of supporting curriculum;
- strength of holdings in that particular area;
- anticipated use by new programs with faculty consultation;
- reputation of publisher or producer;
- format (print, audio visual, electronic, etc.);
- duplication;



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- available space;
- physical quality;
- availability of material elsewhere in the province or country;
- budget considerations (cost of the materials and availability of funds)
- faculty recommendation
- Canadian content when appropriate and available
- copyright and licensing restrictions
- replacement of relevant outdated material
- relevance to faculty and student research

## **B. Collection Management and Weeding**

In order to maintain a viable and relevant collection and to assure adequate space for its housing, the library collection will be continuously re-evaluated in consultation with disciplinary expert faculty and staff. Obsolete, damaged or irrelevant materials will be discarded, replaced or new material acquired according to the following criteria:

- usage data from the last five years;
- relevance to current programs and research needs;
- outdated editions to be replaced by current edition or newer publication on same subject;
- damaged and worn materials will be repaired or replaced if still relevant to curriculum;
- outdated content in ever-changing subjects (science, technology, health);
- missing items will be replaced if still relevant to curriculum;
- availability of similar material within consortium or electronic format;

The Library has the right to recycle, donate or discard materials that have been removed from the collection in the following ways:

- a. gifts to other libraries;
- b. Better World Books: Discards and Donation Program;
- c. discard or recycle

## **C. Acquisitions**

C.1 Learning materials to be purchased from Library funds will be purchased and processed according to Financial/Legal Procedure 3.2.2 Coordinated Purchasing System.



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C.2 Learning materials, to be purchased from other than Library funds, shall be approved and coded by the cost centre signing authority and forwarded to the Library for purchase and processing according to Financial/Legal Procedure 3.2.2 Coordinated Purchasing System.

C.3 It is the Library’s responsibility to inform the requestor of the receipt, cancellation or any other status change of the order.

**D. Cataloguing**

D.1 The Library receives catalogues, and distributes all learning materials to provide maximum accessibility, ease of inventory, and control.

D.2 Materials will be catalogued using Anglo-American Cataloguing Rules (AACR2) and Resource Description and Access (RDA).  
Materials will be organized according to Library of Congress Classification scheme (LCC).

D.3 Specific locations or loan restrictions will be noted as agreed upon between requester and the Manager of Library Services. Learning materials will be acquired for and maintained at all campuses.



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APPENDIX 'A'

COTR Library Recommendation – Acquisition Form

Please submit your suggestion to the COTR Library

Your name: (Required) \_\_\_\_\_

Phone: \_\_\_\_\_

Email: (Required) \_\_\_\_\_

Material is being suggested for the following program: \_\_\_\_\_

Material Type to Order:  Book  Journal  Other  
 Video  Magazine

Title: \_\_\_\_\_

Author: \_\_\_\_\_

ISBN: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Vendor: \_\_\_\_\_

Publication Year: \_\_\_\_\_

Edition: \_\_\_\_\_

Price: \_\_\_\_\_

Comments: \_\_\_\_\_

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To be completed for Department purchase:

Department Cost Code: \_\_\_\_\_ Date: \_\_\_\_\_

Signing Authority: \_\_\_\_\_ Signature: \_\_\_\_\_