NAIT Guideline

Library Collection Development

Implementation Date: Replaces: AR 6.2, April 2008

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1.0 Purpose

The Library adheres to the collections principle articulated by the Association of College and Research Libraries (2011) by providing “…access to collections sufficient in quality, depth, diversity, format, and currency…” to:

- Support the teaching and learning process
- Support research
- Contribute to intellectual, professional, and personal development
- Assist in the conduct of Institute business

2.0 Definitions

Collections – are comprised of information resources such as books, journals, databases, and audiovisual media. The information resources may be in a variety of formats, including print and electronic. The information resources may be owned and
accessible in perpetuity; may be accessible only for a specified period of time under the terms of a licensing agreement; or may be accessible freely through the Internet.

Electronic Information Resources – is any work accessible through the use of a computer or other device.

3.0 Guidelines

3.1 The Director Learning Resources is responsible for the development, administration, and maintenance of procedures for collection development.

3.2 Collection development includes the planned selection, evaluation, and deselection of information resources.

3.2.1 Information resources are selected and deselected in accordance with established criteria and principles.

3.2.2 Information resources are selected in a variety of formats; however, resources in electronic format are preferred where appropriate and where available.

3.2.3 The Library is responsible for the overall adequacy, quality, and balance of the collections within budgetary constraints.

3.2.4 Library staff work cooperatively with program and department staff to select, evaluate, and deselect information resources.

3.2.5 The Library accepts donations of current information resources. Donations are evaluated according to established selection criteria and must have no restrictions or conditions attached to them.

3.3 The Library is solely responsible for the purchasing, receiving, recording, deselecting, handling of donations, and disposing of all information resources as noted in NAIT Guideline OA.6.18, Capital Equipment, Section 13.0, Library Holdings. See also Section 9.2 regarding the responsibility to carry out test counts of the collections.

3.3.1 The Library prepares annual operating budgets for information resources.

3.3.2 The Library allocates collection development funds to meet current and emerging needs for information resources, ensuring equitable access to resources for staff and students.

3.3.3 Purchasing authority for information resources has been delegated to the Library by NAIT Guideline, Purchasing OA.6.07, Section 9, Library.
3.4 The Library organizes information resources; provides access services to users; and manages the authentication system (through ISD’s portal authentication service), which is utilized to ensure that only eligible users can access licensed electronic information resources.

3.5 The Library cooperates with the Alberta and other library communities through networking, resource sharing, and consortia memberships. This cooperation allows the Library to take advantage of cooperative purchasing agreements, interlibrary loan arrangements, and other initiatives such as the Lois Hole Campus Alberta Digital Library to ensure optimum access to and use of resources.

Reference