NAIT Procedure

Library Collection Development

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1.0 Purpose

The primary purpose of this procedure is to assist library staff in carrying out collection development responsibilities. It is also intended to provide the NAIT community with information on how the Library selects, evaluates and deselects information resources.

2.0 Criteria for the selection of information resources

Information resources are selected in accordance with the following established criteria, with the objective of developing and maintaining a cost-effective collection that is responsive to user needs.
2.1 General criteria for the selection of information resources:

a) Relevance to the curriculum and research - Resources are selected to support programs taught at NAIT and to support research.

b) Accuracy - As far as possible, content accuracy is evaluated prior to the selection of resources.

c) Currency - Current resources are selected except where it is appropriate to select older resources (e.g. to support research).

d) Level - Resources are selected at a level of complexity suited to the programs, staff and students supported.

e) Language - English language resources are selected unless there is sufficient justification to purchase in another language.

f) Authority - The reputation of authors, publishers, or issuing bodies is a factor in the selection of resources.

g) Current holdings - Current library holdings are considered and factored into the decision to select and acquire new resources.

h) Format - Resources are selected in a variety of formats to meet the information needs of staff and students. However, because of the number of campuses, the increasing volume of online courses as well as emerging user expectations, electronic resources are preferred where appropriate and where available.

i) Multiple formats - Resources may be selected in multiple formats to meet access needs. Equivalence, cost, potential user population, ease of access, and preservation considerations are part of the decision to purchase duplicate resources in multiple formats.

j) Cost - While the absolute cost is a factor in the decision to acquire resources, the Library also looks at cost per use. Cost sharing is considered.

k) Use - Projected use is factored into the decision to select and acquire resources. Past use is considered when selecting new editions of existing resources.

l) Multiple copies - Additional copies of print or audiovisual resources are purchased only when justified by demand.

m) Textbooks - Print textbooks will not be purchased except when recommended by program staff for the reserve collection or where information on a given subject is not available from any other sources. The Library will consider purchasing access to textbooks in electronic format, provided other criteria are met.

n) Interlibrary loans - Interlibrary loan requests are analyzed and relevant titles are considered for selection.

o) Mixed formats - CD-ROMs and DVD-ROMs that come with print resources often cannot be lent with the print resource because of license
restrictions. If this is the case, the print resource must be able to stand on its own and meet other selection criteria in order to justify its purchase.

p) Location - Physical information resources are held at the Library to minimize unnecessary duplication of resources and maximize their use.

2.2 In addition to the general criteria for the selection of information resources, the following criteria apply to specific collections:

a) Reference collection - The purpose of the reference collection is to provide quick access to factual information used to answer frequently asked questions.

b) Standards collection – This collection is not intended to be comprehensive but to include standards requested by NAIT programs or required to meet program accreditation requirements. Only the most recent edition of a standard is normally retained in the collection unless specific program feedback indicates that a previous edition is adequate or required to meet information needs.

c) NAIT documents – Selective documents authored by NAIT are held in the appropriate collection.

d) Journals – Journal titles normally must be indexed in sources that are easily accessible to library users. A sample issue is examined before a new title is ordered.

2.3 In addition to the general criteria for the selection of information resources, the following criteria apply to the audiovisual collection:

a) The Library collects DVD and streaming media resources. The Library collects audiotapes when the program requesting them can provide users with tape players to use them (e.g. ESL program).

b) The Library negotiates streaming licenses for individual video titles.

c) Audiovisual resources intended for use in the classroom or for public display are purchased only if Public Performance Rights are available, unless no longer required by copyright law.

d) Prior to purchase, program/department staff and/or audiovisual collections staff must preview audiovisual resources that cost more than a specified amount. If preview is not possible, resources may be purchased on approval with right of return if not satisfactory. If neither preview nor approval is possible, resources may be purchased based on a written description in a supplier’s catalogue.

e) Copies of titles already existing in the collection may be purchased because of format changes if justified by use.

f) In addition to the normal criteria for content, effective use of the format as a medium for presenting information should be evaluated.
g) The technical quality of the resource needs to be evaluated as part of the process for considering purchase of audiovisual resources.

h) The Library cannot change the format of an audiovisual resource without written permission from either the distributor or producer of the original format. If contacting a distributor or producer is impossible, the format may be changed provided the original is deselected and full documentation is maintained.

2.4 In addition to the general criteria for the selection of information resources, the following criteria apply to the electronic collection:

a) Electronic resources are managed and maintained by the Library to ensure cost efficiencies and provide the specialized expertise and infrastructure required for licensing and implementation.

b) Licensing requirements and restrictions must be assessed and evaluated. Issues include cost structure, restrictions on use, copyright restrictions, remote access, networking options, and authentication requirements.

c) Remote access by an unlimited number of simultaneous users is normally required for electronic resources. However, if such access is prohibitively expensive or unavailable, the Library will consider a product with unique content for a limited number of simultaneous users and/or on campus access only.

d) Since many electronic resources provide access to but not ownership of content, options for archiving content must be evaluated where continued access to information is required.

e) The reliability, flexibility, and provision of customer support must be evaluated.

f) The ease of use and requirements for end-user training must be evaluated.


g) Compatibility with the NAIT technical environment must be assessed and evaluated.

h) Requirements for additional software and/or hardware and other infrastructure requirements must be factored into decisions to select resources.

i) Requirements for bibliographic control and storage of information must be assessed and evaluated. MARC records for individual titles for ejournal, streaming media, and ebook subscriptions and purchases must be provided by the vendor. If a vendor cannot provide MARC records, the cost of cataloguing individual titles or alternate sourcing of MARC records is added to the cost of a resource and is factored into decisions to select resources.

j) Vendors should be able to supply COUNTER compliant use statistics.

k) The following criteria should be considered when deciding between print and electronic versions of a journal title.
i. Program/department request specifies format.
ii. Content – Is the entire content of the journal available in the electronic version? Is this important? (e.g. Graphic Communications prefers to see advertisements in journals and Architectural Technology requires graphics.)
iii. Currency – Does the electronic version have the same currency as the print version?
iv. Legibility – Is the electronic version easy to read?
v. Printability – Is printing from the electronic version easy and is the print legible?
vi. Access restrictions – Does the electronic version provide the same or better access than the print version?
vii. Interlibrary loans – Can the electronic version be used to fill interlibrary loan requests?
l) The following criteria should be considered when deciding between print and electronic versions of full text resources such as books, standards, or codes.
   i. Program/department request specifies format.
   ii. Print version is required for program accreditation
   iii. Content – Is the content of the electronic version the same as the print? Is content missing? Does the electronic version have value-added features?
   iv. Legibility – Is the electronic version easy to read?
   v. Printability – Is printing from the electronic version easy and is the print legible?
   vi. Access restrictions – Does the electronic version provide the same or better access than the print version? Does the electronic version allow multiple simultaneous users so that we do not have to purchase duplicate print copies?
m) Purchasing books and journals in both print and electronic format should be considered when:
   i. The title should remain in the collection permanently.
   ii. The Library chooses one format, and the other format is available at minimal or no extra cost.
   iii. The print version is required for program accreditation, but the electronic version offers greater utility.
   iv. Projected use indicates that both formats should be purchased.

3.0 Intellectual freedom

In addition to the above criteria for selection of information resources, the Library adheres to the principles of intellectual freedom set out in the Canadian Library
Association’s Position Statement on Intellectual Freedom (1985), which reads as follows:

All persons in Canada have the fundamental right, as embodied in the nation’s Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library’s public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

4.0 Feedback from students and staff

Program and department participation is an integral part of the collection development process. The Library accepts suggestions for information resources from staff and students through our website, by e-mail or phone, and in person.

Staff input and feedback are actively sought on an on-going basis through the Library Liaison process. The Library Liaison process is an on-going, continuous process focused on collection development. Library staff members are assigned to programs and departments and communicate with staff to ensure that information resource needs are identified when selecting, evaluating, and deselecting resources for the library collection.
Information regarding program and course changes which may impact upon library collections is also obtained through sources including School Curriculum Committee meeting notes; librarian participation on Curriculum Committees for degree programs; and involvement in the curriculum mapping process.

5.0 Library collections not being actively developed

The following collections are not actively being developed.

5.1 Print automotive manuals collection

a) The Automotive Mechanic Program donates print manuals to the Library on an ad hoc basis.

5.2 Map collection

a) The Library does not actively collect print maps except upon specific request.

6.0 Evaluation of library collections

Existing library collections are evaluated in a regular, systematic manner. When NAIT offers new programs, evaluation of relevant resources in all formats is undertaken to identify gaps and the resources required to fill those gaps. Feedback from external bodies such as the Campus Alberta Quality Council may inform this process.

6.1 General criteria for evaluation of information resources

a) Relevance - Feedback is sought on an on-going basis through the Library Liaison process to ensure that program and department needs for information in all collected formats are identified and reflected in the Library’s collections.

b) Use – Use statistics for books and audiovisual information resources are obtained on an annual basis whenever possible. Cost-per-use statistics for print journals and electronic information resources are obtained on an annual basis. Borrowing statistics by format are obtained on an annual basis.

c) Age – The age of the collection in relation to the content of the curriculum is evaluated on an on-going basis through subject-specific analysis in conjunction with program feedback. Older material supporting baccalaureate programs and research initiatives may be retained in the collection to support staff and student research.
d) Format – The format of information resources is evaluated based on program feedback and the availability of resources in alternate formats.

7.0 Deselection of information resources

Deselection is essential to ensure the timeliness, relevance, and ease of use of information resources. Although library staff is responsible for the deselection of information resources from the library collections, it is undertaken in close consultation with affected programs and departments. Information resources supporting research and degree-granting programs are not deselected, except where a need is identified. The following criteria should be considered when deselecting information resources:

7.1 General criteria for deselection of information resources

a) Use – While the definition for low use will vary with the subject and type of material, deselect material with low usage if no other criteria indicate retention.

b) Age – The need to retain older material is determined by the program/department by which that material is being used. Consult with the program/department to determine the appropriate age parameters for deselection.

c) Program changes – Deselect a resource that no longer meets an information need due to changes in a NAIT program.

d) Program/department requests – Deselect material for which there is a program/department request for deselection, provided the material is program/department specific.

e) New product – Deselect material better covered by a new product.

f) Damaged material – Deselect severely damaged material which cannot be repaired in-house.

g) Format no longer supported – Deselect.

h) Superseded editions – Consider deselection of older editions of material, unless use or program/department feedback indicates that the material is still useful.

i) Outdated legal material – Deselect.

j) Outdated standards – Deselect unless feedback from program/department staff indicates that standard should be retained in the collection.
7.2 In addition to the general criteria for the deselection of information resources, the following criteria apply to the print journal collection:

a) Deselect specific issues in accordance with retention schedules established on a title-by-title basis in conjunction with program/department input.
b) Deselect titles for which the cost per use is excessive.
c) Deselect titles that have changed their publishing purpose and no longer meet the information needs of staff and students (e.g. a journal that has become a product catalogue).
d) Consider for deselection any title that is no longer indexed in journal indexes.
e) Consider for deselection any title where an electronic version is available.

7.3 In addition to the general criteria for the deselection of information resources, the following criteria apply to the audiovisual collection:

a) Deselect any material that cannot be supported by the technology in the Library.
b) Deselect any material that does not have current Public Performance Rights attached to it if it is intended for classroom use or public display, if Public Performance Rights are required by copyright law.
c) Deselect a specific format when material is reproduced by the Library in another format unless the producer/distributor has given written permission to retain both formats.

7.4 In addition to the general criteria for the deselection of information resources, the following criteria apply to the electronic resources collection:

a) Deselect when the content changes and no longer meets the information need for which it was acquired.
b) Consider deselection when the licensing, ease of use, pricing of a resource, or technical requirements change from the original terms under which the resource was acquired.
c) Deselect a resource when there is a change in funding so that it is no longer feasible for the Library to support it.
d) Deselect a resource if the Library becomes aware of a better product that meets the same information need.
e) Consider for deselection resources acquired through special consortia agreements, when the financial support is no longer available (e.g. Lois Hole Campus Alberta Digital Library), unless normal selection criteria are met.
7.5 *Information resources should be retained in the collection under the following conditions:*

a) Resources are required for program accreditation.
b) Programs/departments request that resources be retained in the collection.
c) Resources belong to collections supporting research or degree-granting programs where retrospective collections are required.
d) Resources are part of a print set for which there has been use.

7.6 *Disposition of deselected resources*

Once a resource has been deselected, a note indicating why it has been deselected, with the date and the initials of a responsible library staff member and, where appropriate, program/department feedback information is added to the item record. The resource is moved to a discard location in the library database. Resources are disposed of as follows:

a) Print books, standards, journals and audiovisual resources (where licensing permits) may be donated to non-profit organizations including other educational institutions. The Library will not assume any shipping costs. If resources are not donated to organizations then they are recycled.
b) Print government documents are disposed of according to depository library regulations.
c) Stand alone or networked CD-ROMs are discarded unless licensing requires return to the vendor.

8.0 *General practices for handling gifts and donations*

The Library accepts donations of current relevant information resources. Older information resources are only accepted if there is a demonstrated information need. All gifts are evaluated within the context of current information resources management criteria and must have no restrictions or conditions attached. The Coordinator Collections and Information Support has overall responsibility for the gifts function.

8.1 *Current practices for evaluating and processing gifts:*

a) Donations are accepted when the library staff member responsible for the relevant subject area recommends addition to the Library’s information resources based on the criteria defined in this document.
b) Materials may be in any format that is useful to students and staff, including books, journals, and audiovisual materials. As a general rule, books must have an imprint date no older than two years earlier than the current year.

c) The Library has the right to determine the location, cataloguing, retention, and conditions of use of gifts.

d) The Coordinator Collections and Information Support is authorized to dispose of the gifts or portions of gifts that are not accepted for the Library’s collections. The discards may be offered to NAIT programs and to non-profit organizations or may be sent for disposal/recycling. Gifts will not be returned to donors. The Library will not assume shipping costs.

e) Each gift is assigned an assessed value. Assessment of value is based on estimated list prices. Tools such as Books in Print, quoted journal subscription prices, and other sources are used by library staff to obtain estimated list prices in accordance with these criteria:

i. Books and journals in excellent condition and printed within the past five years are valued at 70% of list price.

ii. Books and journals in excellent condition and printed more than five years ago are valued at 50% of list price.

iii. Values may be reduced by 30 percentage points to reflect less than excellent conditions of books and journals.

Donation tax receipts are issued by the Department of Advancement for gifts whose assessed value exceeds $1,000.

a) In case of a gift whose estimated value exceeds $1,000, a committee comprising the Director Learning Resources, the Coordinator Collections and Information Support, and at least one subject specialist from NAIT staff performs the evaluation.

If a donation tax receipt is required, Canada Revenue Agency requires an independent appraisal for items with a fair value in excess of $1,000. NAIT’s Department of Corporate Services, Materials Management Division will determine if the fair value information provided by NAIT’s Department of Learning Resources is sufficient for this purpose, or if an independent appraisal is required. The cost of receiving an independent appraisal will be the responsibility of the donor unless NAIT agrees in writing prior to requesting the appraisal.

b) Except for gifts with an assessed value exceeding $1,000, no record is kept of individual donors’ names, no telephone calls are made to donors, and no letters of acknowledgement are sent to donors.
Reference


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