

**UNIVERSITY COLLEGE OF THE FRASER VALLEY**

**POLICY MANUAL**

**POLICY TITLE:** Library Collection

**POLICY NUMBER:** 310.14

**DATE APPROVED:** (UCC) 2005-01-14

**RESOLUTION NUMBER:**

**PURPOSE OR INTENT**

This policy governs the development of the Library's collection in order that selectivity, integration, and direction, rather than haphazard, miscellaneous growth, guides all acquisitions, collection maintenance and collection evaluation.

**POLICY:**

The UCFV Library's collection will reflect the nature of the institution of which it is a part. The primary purpose of the collection is to support the educational programs offered by UCFV.

**DATE OF REVIEW:**

**POLICY HOLDER:** Director of Library Services, reporting to the VP, Learning and Student Success

**APPROVAL AUTHORITY:** University College Council

**REPLACES POLICY #:**

**APPLICABILITY:** Library

**CATEGORY:** Education

**RELATED LEGISLATION, POLICIES, REFERENCE:** College and Institutes Act Section 23 (1) (g)

**DEFINITIONS:**

## PROCEDURES & GUIDELINES:

### SCOPE OF THE COLLECTION

The scope of the collection falls within these main categories:

1. Support for Courses: This includes reference books, periodicals, monographs, audio-visual materials, theses, government publications and other resources, in a variety of formats.

Material varies in complexity, and meets the requirements of a continuum of students, from those in pre-college or vocational programs, through all levels of an undergraduate university program, and onto graduate studies as required.

2. General Academic Collection: A basic collection of materials covering other areas of academic knowledge, whether relating to curriculum areas or not, is an integral part of the Library's collection.
3. Heritage Collection: The Heritage Collection is a working collection of rare, unique and historically valuable material, consisting primarily of books, and other materials related to the people and communities of the Fraser Valley. This primarily published collection is intended to preserve and make available components of the historical record for researchers and the public. Additions to the collection are made as opportunities to acquire collections occur; books are acquired as published or on the out of print market as appropriate.
4. Research Collection: Materials to support major UCFV research initiatives will be collected.

### EVALUATION OF THE COLLECTION

The collection will be evaluated to ensure that financial resources are allocated strategically and that the collection meets the needs of faculty and students as defined in this document. Evaluation of the collection is done on an ongoing basis by librarians and faculty as they make selection decisions based on current needs and what is already available. Periodically, a formal evaluation will be done through the use of faculty and student surveys and/or other standard assessment instruments.

### SELECTION RESPONSIBILITIES

Responsibility for selection of material rests with the Library Director. The Director has set up a recommendation and selection process which involves instructors as subject specialists, and librarians as bibliographers.

All material purchased with library funds is the responsibility of the Library, and is held in the Library unless special arrangements are made with the Library Director.

1. Place of Librarians in the Selection Process: The librarians are responsible for ensuring a balanced and appropriate collection. The librarians are primarily responsible for selection in certain areas of the collection, including reference materials, general academic materials outside of curriculum areas, materials covering multi-disciplinary fields, government publications, Heritage collection materials, databases, and periodicals. They may also select materials required to update or enhance the collection to support UCFV courses. In addition, they are responsible for the replacement of lost and damaged items.

The librarians work with the departmental library representatives to develop the

Library Collection for their departments.

2. Place of Instructors in the Selection Process: Instructors have responsibility for recommending materials to support their discipline, and for updating the currency of these materials on a regular basis. They are responsible for recommending appropriate and adequate selections to support new as well as established courses.

Each department selects a Library representative who works with the liaison librarian to develop and maintain a balanced and appropriate Collection, and to advise the library on materials necessary for instruction in the respective subject area.

Final approval for requests for material made by instructors rests with the library.

3. Place of the Student and Community Borrower in the Selection Process: The Librarians consider suggestions for purchase from students and community borrowers.

### ACQUISITIONS BUDGET

Responsibility for the acquisitions budget is vested in the Library Director by the Board.

The method of allocating the annual acquisitions budget is determined by the Library Director in consultation with the Library Advisory Committee and UCFV librarians.

If the budget allocation assigned to a department is not spent by the established deadline, the library assumes responsibility for spending the budget.

Acquisitions budget priorities are:

1. Ongoing commitments - As a first priority, the library plans the budget to cover periodical subscriptions, standing orders, and databases. Titles in these areas are subject to frequent review.
2. Support for Courses - Materials to support currently offered courses, whether for the reference, circulating, audio-visual or other collections, are purchased.
3. General Academic material - Although recognized as a very important part of the library operation, general building of materials covering all areas of academic knowledge must be done as the budget allows, after curriculum needs have been met.
4. Research Support - Materials to support major UCFV research initiatives will be collected as funding allows. Materials to support departmental research initiatives may be purchased from departmental allocations once curriculum needs have been met.

### SELECTION CRITERIA

The following criteria should form the basis of the selection procedure:

1. Individual merit of the material:
  - a. Qualifications of authors: Consideration is given to the professional qualifications of the author and the accuracy of the work. Information on which to base evaluations can be obtained from reviews in professional literature and also from subject specialists within the institution, as well as from the professional knowledge of the librarians.

Controversial authors and viewpoints should be represented to provide a

balanced-collection. Both sides of a controversial issue should be represented, if at all possible.

b. **Reputation of the Publisher:** Reputation of the publisher is an important consideration in the selection process. Information on publishers can also be provided by professional literature, subject specialists and librarians' knowledge.

2. **Level:** The library purchases materials suitable for the academic level of the courses being taught at UCFV.

This includes materials at a pre-college level, vocational level, and first year through to upper-level undergraduate University programmes. Material at the advanced research level may be purchased to support specific graduate level courses, or as research materials for instructors to be used in the preparation of courses.

Care is taken that all levels within the scope of materials appropriate for University College collections are represented. Introductory and survey materials are well represented, particularly for first and second year courses. More specialized and complex materials are selected for third and fourth year course, as well as advanced level materials to support specific graduate level courses if required.

3. **Support of Academic Programs:** Consideration is given as to whether material selected will support the academic programs at UCFV.
4. **Usage:** Usage of material is an important selection criteria. Priority is given to developing a collection that will meet the needs of UCFV students, and be well used. Consideration of providing appropriate coverage at each campus is also important.

Materials that are not being used, such as periodicals with very low circulation, or standing orders no longer of use, may be considered for deselection.

5. **Relevance to the Existing Collection:** Materials are selected with reference to the existing collection. Consideration is given as to whether items update or supplement items in our collection, address gaps or weaknesses in the collection, or build comprehensiveness.
6. **Language:** Most of the material collected is in the English language, with the exception of those materials in support of the University College's Modern Languages Program.
7. **Currency:** Currency of material may be an important consideration, depending on the subject discipline.

Current material on new developments in a discipline and updated editions of items already in the collection are considered for acquisition as they are published.

8. **Format:** There is a wide range of choices of format for most materials collected by the library.  
The following criteria are used to help in selection decisions:
- Durability - Due to the cost of acquiring and processing items, careful consideration is made regarding the durability of different formats.
  - Price - Cost differences and cost savings are carefully considered in choosing formats.
  - Equipment held by library and majority of library patrons
  - Availability of format and publishing trends
  - Increasing access to the item
  - Space requirements

- g. Staff handling requirements
  - h. Integrity of content - Essential content may be missing or unfavourably altered
  - i. Preservation and Security of materials
9. Price: Careful consideration is given to evaluating materials costing significantly more than the average cost for an item in that discipline.
10. Consortial opportunities and partnerships: Purchasing decisions may be affected by opportunities presented through joint licensing and other consortial opportunities. Partnership agreements with other libraries or organizations may also influence collection development.

#### COLLECTION POLICIES IN SPECIAL AREAS

1. Reference Collection: The Librarians are responsible for the selection of reference materials. This includes items such as encyclopedias, dictionaries, almanacs, atlases and bibliographies in both general and specific subject areas.
2. Periodicals: The Library orders and maintains a collection of periodicals appropriate in size and scope for a degree granting university college. Backruns of periodicals may also be purchased.

Requests from instructors for additional periodicals are considered by the Library Director.

In addition to the Selection Criteria of the Collection policy, the following additional guidelines for selection will be considered:

- a. Rate of price increase, cost of storage, cost of obtaining on Interlibrary loan
  - b. Professional reputation
  - c. Indexing and abstracting in sources accessible to library users
  - d. Demand for title in Interlibrary loan requests
  - e. Full-text availability through electronic means.
3. Government Publications: The Library acquires primarily English language government publications from various levels of government. The jurisdictions are:
- a. Federal government of Canada (emphasis)
  - b. Provincial government of British Columbia (emphasis)
  - c. Other provincial governments
  - d. Municipal governments, with emphasis on those within the Fraser Valley Regional District
  - e. Fraser Valley Regional District and Health Authorities
  - f. United States and international governments and organizations.
4. Audio-Visual Material: The Library selects audio-visual materials on the same basis, and through the same process, as print materials.
5. Heritage Collection:
- a. Languages: English language materials predominate.
  - b. Chronological periods covered: all periods of Fraser Valley history are collected.
  - c. Subject coverage: All subjects are represented that have a lasting historical value including: First Nations, urban planning, heritage preservation, health, geography, political science, cultural life, immigration and settlement, transportation, environment, pollution, geology, tourism, business development, recreation, archaeology, religious denominations, education and documents

published by and about the University College of the Fraser Valley.

d. Geographical areas covered: the catchment area of the University College of the Fraser Valley. For details see Appendix A.

e. Formats and types of material collected:

- o Books are collected as they become available, either on the used book market or as new publications. Limited or local editions, such as historical society publications, may be included. Books from the general collection in need of protection or special handling may be placed in the Heritage Collection. These include rare materials that are valuable for their illustrations, bindings, limited print run.
- o Videotapes (documentaries), newspapers and theses from other institutions will be considered for inclusion as well as other formats on an individual basis.
- o Microforms of newspapers and other relevant collections of primary sources will not be part of the Heritage collection but housed with other microform library resources.
- o Ephemera: UCFV Library maintains a pamphlet collection of ephemeral materials including clippings from local newspapers. All topics of lasting historical value are included and are indexed using the Heritage Collection Subject Thesaurus.

f. Date of publication: Both out-of-print and currently published materials are collected. Newly published books on the Fraser Valley, its people and communities are acquired for this collection as they are published and additional copies are obtained for the circulating collection.

6. Internet Documents: The librarians select documents published on the Internet for inclusion in the UCFV Library catalogue.

In addition to the Selection Criteria in the Collection policy, the following additional guidelines for selection are followed:

a. Format

i) Documents selected are restricted to those with full text content, that in the print world would be the equivalent of a book, conference proceeding, government publication, reference book (for example, trade directories), statistical publication, annual report, etc.

ii) Very brief documents, which would be the equivalent of printed pamphlets generally are not selected.

iii) Web sites, such as the homepage for an organization or government department, are not selected.

b. Ease of Use and Costs

i) Document is well laid out and easy to navigate

ii) Access is possible given the existing hardware and software available in the library.

iii) Document is freely available to our students, either because it is free or because we are entitled to view by subscription, license or depository status.

7. Collections for the Disabled: Materials in alternative formats for the disabled (braille, books-on-tape, etc.) are not normally collected. Instead, services and equipment will be provided, in conjunction with other UCFV service areas, to accommodate special requirements.

8. Duplicate Material: Due to the nature of the multi-campus system, a certain percentage of the core collection of the Library must be duplicated; this is particularly true of the Reference Collection. In addition, instructors and librarians may feel that certain well used titles merit purchases in multiple copies. If there are duplicate copies of a book, the copies are normally distributed between the campus libraries.

Material is not normally ordered in more than four copies, except by special arrangement with the Library Director.

9. Donations to the Library: The Library accepts donations of books and other material to the library with thanks. However, the Library then decides whether or not to include the material in its collection, taking into account currency, subject matter, physical condition of the material, and suitability in relationship to the collection as a whole. Gift items selected for inclusion in the library collection may be acknowledged with a bookplate giving the name of the donor. Items not deemed suitable for the collection will be exchanged, discarded, given to other organizations or otherwise handled as the Library sees fit.

Tax receipts for donations may be issued in accordance with University-College and Library policies.

10. Textbooks: Textbooks are not purchased unless the requester can show evidence that the requested item will have an on-going value. Laboratory manuals, handbooks, or teacher's guides which are needed for constant use in the classroom, office or laboratory and cannot be made generally accessible to users, are not considered part of the acquisitions responsibility. These should be purchased by, and charged to, the budgets of the areas concerned.
11. Discards: In order to keep the collection current and of a reasonable size, there must be regular weeding. Obsolete items, damaged items, duplicate items where demand no longer requires multiple copies, and items which have not circulated for a number of years, may be weeded. Weeded items are donated to other institutions, sold or otherwise disposed of. Weeding is done on an on-going basis, particularly in the case of materials superseded by new editions. Responsibility for weeding lies with the librarians, the final decision being the Library Director's.

#### ROLE OF INTERLIBRARY LOAN

Materials that are required for specific and unique topics of research for students and faculty may be acquired through interlibrary loan.

#### ROLE OF COURSE RESERVES

Rather than purchasing multiple copies of an item, the library may place materials that are in high demand for a specific course on course reserve for short-term loan. Collections to support specific courses may also be temporarily enhanced by the addition of instructor-owned materials placed on course reserve.

#### INTELLECTUAL FREEDOM

The University College of the Fraser Valley subscribes to the principles expressed in the Statements on Intellectual Freedom of the Canadian Library Association ([www.cla.ca/about/intfreed.htm](http://www.cla.ca/about/intfreed.htm)) and the British Columbia Library Association ([www.bcla.bc.ca/bcla/policy/ifreedom.html](http://www.bcla.bc.ca/bcla/policy/ifreedom.html)). Disputes will be handled by the Library Director.

#### REVISION OF THE COLLECTION POLICY

It is expected that this policy will be updated and revised as conditions within the University

College and the library change.

**APPENDICES:****APPENDIX A : Geographical Coverage Details for Heritage Collection Policy**

Collecting level codes:

1. Minimal level: basic published works are acquired.
2. Study of instructional support level: a collection that is adequate to provide knowledge about a subject in a systematic way but at a level that is less than research intensity.
3. Comprehensive level: a collection which the library endeavours to include all significant works of recorded knowledge.

Geographic Area Collecting level:

Abbotsford: 3	Greendale: 2	Mt Vedder: 1
Agassiz: 3	Harrison Hot Springs: 2	Popkum: 2
Bradner: 2	Harrison Mills: 2	Ridgedale: 1
Bridal Falls: 2	Hatzic: 2	Rosedale: 2
Chilliwack: 3	Hope: 3	Ruskin: 2
Clayburn: 2	Huntingdon: 2	Ryder Lake: 1
Clearbrook: 3	Lake Errock: 2	Sardis: 2
Cultus Lake: 1	Lost Creek Mine: 1	Stave Falls: 1
Deroche: 2	Matsqui: 3	Sumas Mt: 1
Dewdney: 2	Mission: 3	Sumas, WA: 1
Durieu: 2	Mt Cheam: 1	Vedder Crossing: 2