

COLLECTION MANAGEMENT: Monographs

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities.

The University Librarian is responsible for managing the collection in collaboration with the librarians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in [Standards for Libraries in Higher Education](#).

In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

Monographs

Budgeting:

Budget requests will be based on anticipated requirements and priorities as determined by new program library impact assessments, previous spending patterns, shipping costs, currency exchange, communication with academic departments and faculties, and/or availability of resources. Allocation of resources will be informed by the Library's and the University's strategic plans.

All final approval for decisions related to the collections budget will be made by the University Librarian.

All materials purchased by the Library will remain as Library property.

Collection Development:

These Collection Development Guidelines outline a series of principles that help inform the Library's acquisition of materials in all formats. The Library's aim is to provide balanced, equitable access to materials in a multi-campus environment. Remote access to materials will

also be provided wherever possible. The following guidelines will ensure that library collections are developed in a way that supports the educational goals of Kwantlen Polytechnic University.

The collections are maintained primarily for students, faculty, and staff at Kwantlen Polytechnic University. At the undergraduate level, the goal is to build dynamic, current collections that provide students with the necessary resources to complete their course work and to expose students more broadly to academic writing and other scholarly output in their chosen disciplines. Material requested by faculty for research purposes will be considered for purchase provided it conforms to selection criteria. (see [Research](#))

The collection will be developed in a way that recognizes Kwantlen's diversity: materials will be acquired to reflect the needs of all the program areas that the University serves.

The campus libraries should strengthen and reinforce each other in an interdependent system, each reflecting the individual campus specialties and the mission and mandate of Kwantlen Polytechnic University as a whole.

In general, the priority for purchasing materials will be to:

- keep the collection relevant to developments in existing course offerings,
- build collections for new courses or programs,
- build a general knowledge collection to encourage critical thinking and the exploration of diverse information resources as an essential component of academic success and lifelong learning.

The following criteria will be used to evaluate materials for purchase:

- Relevance to curriculum
- Currency: in general the primary emphasis is on current materials
- Strength of present holdings on the same or similar subject
- Anticipated use
- Duplication of the content in alternative sources
- Interdisciplinary value - materials of scholarly, literary, or artistic merit that add strength, depth, and diversity to the collection
- Retrospective value to the collection: classic or seminal works in a field are also considered for retrospective purchase
- Intellectual level: appropriateness to program/discipline
- Language: the Library acquires primarily English materials with the exception of foreign language materials that are used in the teaching of foreign languages
- Textbooks are purchased as a supplementary resource only when funds permit. Access to these is likely to be controlled by reduced loan periods and should not be seen as an alternative to student purchase.
- Multiple copies are purchased, where feasible, to ensure equitable access to materials in a multi-campus environment.

- Format: all relevant formats will be considered
- Cost and/or ongoing expense in relation to the budget and other available material
- Availability
- Intellectual significance (originality, impact, timeliness, breadth or depth of coverage)
- Critical reviews of the material
- Faculty recommendations: faculty are strongly encouraged to suggest material for acquisition
- Authority: reputation of publisher, scholarly/professional content, relevance to field of study
- The Library adheres to the principles of intellectual freedom and will select material for the collection which expresses diverse viewpoints without restriction, including those which some may consider unconventional, unpopular or unacceptable, provided the material meets criteria described in these guidelines. (see “Intellectual Freedom”)
- Individual format areas may also use more detailed guiding principles to define priorities for acquisition and management of materials:
 - E-books (in process)
 - Serials
 - Electronic journals
 - Electronic databases
 - Government documents
 - Audiovisual material
 - Maps and cartographic materials
 - Special Collections

Collection Evaluation:

Both informal, ongoing examination plus formal, periodic assessment of the collection will take place to ensure the collection remains responsive to meeting the needs of the University community.

Deselection:

Weeding will take place on an ongoing basis to ensure that the collection remains useful and current.

Material that is superseded or outdated, seldom or never used, irrelevant to current curriculum, or is available in alternate, preferable formats or editions will be considered for withdrawal from the collection.

Although evaluation and weeding of specific subject areas of the collection is the responsibility of selection librarians, instructional faculty in those subject disciplines may be asked to assist with the deselection program where appropriate.

Materials that are discarded may be offered to other libraries, sold to legitimate book-dealers if the stock is of an appropriate nature, donated to charity, sold in the Library book sale, or recycled as appropriate.

Collection Preservation:

The University Library will undertake repairs to damaged Library material if feasible, where the value of the item to the collection warrants such intervention.

If a damaged item is irreparable it will be replaced at the earliest opportunity provided it conforms to selection criteria. (See: Collection Development)

Material listed as lost or missing will be reported on a regular basis and replacement will be considered by appropriate selection librarians.

Storage of materials may be necessary on a short-term basis during periods of accelerated collection growth. Lesser-used materials should be given the first consideration for storage.