

Collection Development Policy

Revised August 2020

1. MISSION

The Beryl Ivey Library is an essential academic partner that uses evidence-based practices to provide services that foster life-long learning, information literacy, and an environment that educates women to think critically and participate actively in society.

2. PURPOSE

The purpose of this policy is to define the guidelines to be followed in building and maintaining the collections of the Beryl Ivey Library (BIL).

The increasing costs of materials, as well as changes to the structure of Brescia University College (Brescia) programs and courses necessitates a written policy in order to best meet the needs of its community, while balancing requests and funds.

It is the intention of the BIL to support the academic curriculum offered at Brescia, with the aim of strengthening the resources available to its student body.

3. LIBRARY COMMUNITY

The BIL serves the Brescia community, which encompasses students, faculty, and staff. Users within this community include full- and part-time undergraduate students and graduate students. As an affiliate of Western University, the BIL has a reciprocal relationship and shared library system with the libraries of Western University, Huron University College, King's University College, and St. Peter's Seminary, which leads to the BIL serving these communities to a smaller extent. The collection of the BIL is also available to alumni and members of the public.

4. SCOPE

The scope of the library collection may encompass any of the fields of study taught at Brescia, but will have the most comprehensive coverage in the areas related to programs or courses unique to Brescia or in areas that support the mandate of Brescia.

The primary subject areas of concentration include food and nutritional sciences, management and organizational studies, leadership, family studies, and religious studies.

Collection Density – The BIL collects materials to meet the following levels of collection density:

- a. Research Level: provides for the collection of materials which support graduate and upper undergraduate level courses, special topics courses, and research.
- b. Teaching Level: provides for the collection of materials which support undergraduate instruction, including honours programs.
- c. Information Level: Provides for the selective collection of materials which support secondary scholarly interests and general background information.

It is the intention of the BIL not to duplicate the collecting efforts of Western University and its affiliates.

6. OBJECTIVES OF COLLECTION DEVELOPMENT

To procure and make available materials needed for all instructional programs of the University;

To procure and make available materials required by students and faculty in their research;

To procure and make available library materials of general information and interest in subject areas not covered by instructional and research programs but which are supportive of an academic environment.

7. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The library is responsible for collecting and managing the library collection using a variety of collection methods, including requests from the Brescia community and individual selections by librarians. The selection process is cooperative and relies on feedback from faculty and departments.

a. Librarian Collection Responsibilities

As part of their liaison role, each Librarian will be responsible for developing and maintaining the collections of their assigned academic program(s) within Brescia. In this liaison role they will be responsible for developing knowledge of the curriculums within their program(s) in order to make relevant selections for the library collection. Librarians will also work closely with faculty to remain up to date with the changing needs of each academic program.

Each Librarian will be responsible for the following duties for their assigned academic program(s):

- Managing collection funds
- Analyzing collection characteristics and usage to better serve users

- Actively participating in collection management projects, including weeding projects and serials collection review
- Working with the Collections Management Coordinator to facilitate connecting users to their research materials
- Testing databases and systems, reporting problem links or access issues, and reporting user feedback in order to improve interfaces
- Coordinating with other Liaisons to develop collection development policies and procedures

b. Faculty Collection Responsibilities

The Collection Development Team will work closely with Brescia faculty and staff. This contribution to collection development is valuable for the in-depth knowledge that faculty members have of their specific subject areas and broad discipline, as well as their curriculum and research needs. Faculty members are encouraged to work with their Liaison librarian to make purchase suggestions. Any member of the faculty or staff may suggest an item to add to the collection by completing the online “Suggest an Item for Purchase” form located on the library’s website.

8. SELECTION METHODS

Material selection can be based on reviews in online pre-publication alerts, *Choice*, other professional journals, catalogs, advertisements from scientific and academic publishers, and faculty research. Subject searches of print and online bibliographic sources may be performed to enhance coverage of specific subject areas.

9. COMMITMENT TO ACCESSIBILITY

The Beryl Ivey Library is committed to providing an environment in which all community members can engage in research and learning. Upon request, print materials will be made available as an Alternative Format Text (AFT).

To meet the requirements of the AODA Information and Communication Standards for digital and multimedia resources by January 1, 2020, films purchased for the Beryl Ivey Library collection are either captioned or captionable and/or include audio descriptions. Material purchased prior to August 2015 may not meet accessibility standards but, upon request, the library will endeavor to acquire an accessible copy.

10. GENERAL GUIDELINES AND LIMITATIONS

a. Budget — Each academic program within Brescia will be given an annual budgetary allocation for the purchase of library materials. Expensive materials will require additional research and justification prior to purchase. Availability of materials at affiliated libraries will be a consideration in the acquisition of expensive or seldom-used items.

b. Multiple Copies — Purchase requests will not be granted if the material in question has two or more copies available within the libraries of Western University or its affiliates. When one copy exists, it will be at the discretion of the individual team member whether to purchase a second copy. Special consideration will be given to materials that directly pertain to Brescia's mandate.

c. New Editions — The Beryl Ivey Library will always attempt to purchase the most recent publication of a requested item.

d. Relevance — Material published greater than seven years ago will not be purchased unless it is vital to the collection or is a replacement of a lost or damaged item. Current publications and scholarly value will be given priority over older out-of-print materials. Materials directly supporting BUC courses will be given priority over research and general information materials.

e. Language — Publications in the English language will be given higher priority. Foreign language materials will only be procured to support the curriculum of the Modern Languages program.

f. Format — If print format is desired, when available, paperback editions of books will be procured in preference to hardcover editions, unless cost or format considerations justify acquisition of the hardcover edition.

g. Intellectual Freedom — The Canadian Federation of Library Association Statement on Intellectual Freedom and Libraries applies without exception to all purchases of library materials. The sole test of a controversial item will be its contribution to the academic program of the University and to the needs of the students and faculty.

11. GUIDELINES AND LIMITATIONS FOR SPECIFIC MATERIALS

a. Electronic Formats — Selection of electronic information products for the collection must support the teaching and research needs of the Brescia community. Electronic resources are collected with the intent to offer a relevant collection with multiple mediums and available access options.

Electronic Formats include, but are not limited to:

1. Commercial periodical indices delivered over computer networks, which authenticate either by username and password or via IP address recognition, and

2. Electronic Journal subscriptions delivered over computer networks, which authenticate either by username and password or via IP address recognition and

3. Commercial electronic monographic resources delivered over computer networks, which authenticate either by username and password or via IP address recognition.

Selection of Electronic Formats:

Electronic formats will follow the same selection criteria as print materials, with special considerations of the following factors:

- **AODA Compliance:** Ensuring that the materials are available in accessible formats at no extra cost to the user and that the materials can be provided in an accessible format within a reasonable time period.
- **Licensing:** Ensuring that all eligible community members in the shared library system have access to resources both on-campus and from a remote access point. Multiple licensing options are available (e.g. Single User, Multiple User, and Unlimited User); Licensing options will be evaluated and chosen based on cost and access.
- **Vendor:** Librarians will select materials vendors that are reputable and offer the best continuous customer support.
- **User Interface:** Materials that offer easy to use resources with access to tutorials and help materials will be given preference.

b. Office Collections — The purchase of materials for office collections is not supported.

c. Multimedia Formats — DVDs and streaming videos may be procured when needed to support the curriculum or research of faculty and students. When additional funds are available DVDs may also be purchased to enhance the general collection.

d. Serial Subscriptions — New serial subscription requests will be evaluated in collaboration with the appropriate School Chair and/or Program Coordinator. Departments may be asked to specify a current subscription(s) which can be cancelled to provide the funds and physical space to accommodate the new subscription.

e. Course Reserve Material — Books from the Brescia collection may be placed on reserve when requested by faculty to support course material or by a department when required reading is necessary for its members. An instructor may also place his/her personal copy on reserve. Additional copies of a title may be procured for reserves but not to exceed three (3) copies.

f. Textbooks — Textbooks being used for courses are not procured by the library unless specifically requested by a faculty member for inclusion as course reserve material.

g. Theses — Electronic copies of student theses are procured and made available through Brescia's pages on Scholarship@Western, Western University's institutional repository.

h. Gifts — Unsolicited donations of materials to the library are not accepted.

12. COLLECTION MAINTENANCE

Obsolete and unused materials are eliminated from the library collection on a continuous basis under the direction of the Director of Library Services. Weeding projects will occur on a regular basis in order to determine material that meets the criteria below. In addition to the Collection Development Team, faculty may also play a role in identifying materials to be discarded.

a. Criteria

Obsolescence — If a newer edition of an item is acquired, the previous edition may be discarded unless unique information, historical perspective, or patron demand justify retention of the previous edition.

Outdated Information — If an item contains information that is outdated, it may be discarded unless it has unique information or historical perspective that would make it worthy of retention. Such material could be misleading and even harmful if left in the collection.

Insufficient Use — If an item has not been circulated in the past ten years, it may be discarded. However, the intrinsic value of the item must also be considered and might indicate retention. Items that are uniquely aligned with Brescia's mission and vision will be kept.

Worn or damaged materials — If such materials are still valuable parts of the collection, replacements should be obtained, and the worn copies discarded. If funds are inadequate to replace the worn item, and the material is still valuable, the worn copy should be kept and repaired for continued use. Materials in poor condition, which meet the other criteria for culling, should be discarded.

Duplicate Copies — For materials, which are found to be obsolete or little used, it may be desirable to retain one copy for the collection and discard any duplicates.

b. Disposition

Materials slated for disposition are to be donated to any organization willing to receive them. Should materials be unsuitable for donation then they are to be recycled.