

**COLLECTION DEVELOPMENT REGULATIONS**

**LIBRARY SERVICES**

**SIAST**



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# **I PREAMBLE**

## **1.0 SIAST Vision (Developed by the Board, 1992)**

SIAST is an institution for adult education, responsive and committed to quality and freedom within a healthy organizational structure.

## **2.0 Library Services Mission**

Library Services is an innovative, responsive and integral partner in the educational process of SIAST, providing quality library and information services and excellent collections and learning resources to adults seeking educational and career oriented programs and to instructors and staff providing those programs.

## **3.0 Library Services Vision**

SIAST libraries fulfil the learning, teaching and research needs of our students, staff, and instructors through the provision of appropriate information resources and instruction in the use of such resources.

## **4.0 Library Services Mandate**

Libraries are an integral part of the SIAST educational process, providing prompt and courteous services to fulfil the information needs of students, staff, and instructors. Learning and teaching are supported by developing, maintaining, and ensuring access to relevant collections in all formats and adopting appropriate technologies and instruction methods.

4.1 Library services are central to the learning process, particularly to lifelong learning. SIAST graduates must possess specific competencies to compete successfully in today's highly volatile working world. Among these competencies are finding, evaluating and using information. The role of Library Services is to ensure students acquire and practice these essential skills.

4.2 The truly competent individual cannot be single minded or possess only narrowly specialized information and skills. SIAST Libraries support the development of intellectual abilities by providing opportunities for expanded learning activities in support of lifelong learning.

4.3 Equally, the Libraries support the academic development process through services to instructors and also the Institute through research services to administration and management personnel.

## **II INTRODUCTION**

### **1.0 Purpose of the Policy**

#### **1.1 General Statement**

This document outlines the objectives and practices of Library Services with regard to the selection of library collections and learning resources.

A consistent perspective on the collection and its day-to-day growth is required for orderly development. A clearly stated collection policy guides the orderly development of a library collection, ensuring it remains responsive to the needs of the library's clientele.

#### **1.2 Policy Review and Changes**

The Collection Development Policy is reviewed annually. Policies such as this one are not static, but change with institutional changes such as expansion or downsizing, budget concerns, changes in faculty, and technological enhancements. Questions regarding the Policy should be directed to the Collection Development Librarian and to the Director of Library Services. Changes to the Policy will be approved by the Director.

### **2.0 Goal of the Policy**

The primary goal of the Policy is to ensure that SIAST library collections support the programs of the Institute and contribute to the educational goals of SIAST. The Policy ensures Library Services obtains and makes readily available a balanced, current collection of multi-media materials for students, faculty and staff. It is important to remember that each campus is different, has its own unique needs and capabilities based on its courses, students, faculty, as well as its particular location and size.

### **3.0 Objectives of the Policy**

The Collection Policy has five main objectives:

3.1 To provide stability and continuity in the development and management of the collection through the identification of current collection strengths and weaknesses and the development of a plan for the future direction of the collection.

3.2 To provide guidelines that ensure responsible, economic collection development pertinent to the teaching activities of the Institute by selecting materials, highlighting gaps, defining areas of responsibility and coordinating collection activity.

3.3 To ensure the collection supports the educational and program demands of students.

3.4 To relate collection building to the goals, objectives and programs of the Institute and the teaching and research needs of the academic staff.

3.5 To communicate guidelines concerning the scope and depth of the collection by informing Library staff, faculty and administrators on how the collection is developing and indicating areas of collection management responsibility.

### **III COLLECTION SCOPE**

#### **1.0 Scope**

The scope of the collection is determined by:

- 1.1 The client groups to be served by the collection.
- 1.2 The client needs to be met by the collection.
- 1.3 The extent to which these needs can reasonably be met by the collection.

#### **2.0 Major Client Groups / Stakeholders**

The major client groups are:

- 2.1 Students.
- 2.2 Academic Staff.
- 2.3 Administration and Management Staff.
- 2.4 Alumni.
- 2.5 Groups representing employers and occupations related to SIAST programs.
- 2.6 Other institutions, agencies, organizations or libraries engaged in the delivery of educational programs and services.
- 2.7 The general public is provided limited access.

#### **3.0 Limits and Priorities**

The Library is implicitly charged with meeting the needs of all these groups. At the same time, no single library can fulfil all these needs with the same level or degree of service and no library collection can be expected to meet all the needs of such a diverse group. Therefore, limits and priorities defining more specific objectives are required.

- 3.1 The Library collection is primarily aimed at meeting the needs of students and academic staff.
- 3.2 Other SIAST client needs assume a secondary role.
- 3.3 The needs of outside clients and groups receive the lowest priority.



#### **4.0 Students**

The collection is aimed at meeting the student's need for course related materials for assignments, research and general program related information.

#### **5.0 Academic Staff**

5.1 Academic staff require library materials central to the performance of their job functions and to the maintenance of their professional and technical skills.

5.2 The Library must be informed of materials cited or mentioned in class or included on reading lists. These materials will be included in the library collection for student follow-up.

5.3 Curriculum innovation is strongly supported by the library collection.

#### **6.0 Administration and Management Staff**

Staff require materials central to the performance of their job functions and the maintenance of their professional and technical skills. This research function is not always supported by on-site collections but through additional services such as interlibrary loans and online searching. The ILL service will also attempt to meet the needs of staff for personal skills development material.

#### **7.0 Library Priorities**

7.1 It is of primary importance that the library collections support the current and predicted curriculum of the Institute at the initial study level.

7.2 It is of secondary importance that the Library provide materials covering the "scope of knowledge" at a survey level. General encyclopaedias, multi-disciplinary and current affairs journals and monographs in most fields of knowledge are collected at the basic level.

#### **8.0 Recreational and Extra-Curricular Materials**

The provision of materials supporting extra-curricular interests will only be collected within the limits of available resources. No more than **0.5%** of the materials budget is to be spent on recreational materials (books, CDs, videos). Recreational materials will be collected only if they do not undermine the need to meet the higher priority needs of curriculum support and breadth of coverage. Use of the Public Library System, both now and in the future, is actively encouraged.

## **9.0 Community Users**

The collection is available to community users through the interlibrary loan network. The local community also has limited on-site access to the collection.

## **10.0 Core Collection**

### **10.1 Core Collection Pre-amble**

In order for SIAST Libraries achieve a level of excellence, selection and purchase of library items must be focused on supplementing and supporting current and future SIAST programs.

### **10.2 Definition of Core Collection**

The core collection is the basic and essential set of material that each library must have to support a particular subject area. The core collection is the primary collection that will satisfy most demands for information.

#### **Core Collection**

Past usage is a valid and reliable prediction of future use. Items with heavy past usage and current active usage are core collection materials and are not candidates for weeding. If an item has not been used for five years, the likelihood of future use is small and the item is not a candidate for the core collection.

Liaising with Faculty may also assist with determining what to include in the subject area's core collection.

Some core collection items are works:

1. That support and supplement existing and future SIAST program;
2. That are aimed at meeting the needs of the students and academic staff;
3. That are unique to the collection in that there is little or no information available on that topic.

### **10.3 Non-core Collection**

The non-core collection includes: any item whose usage has diminished so that its removal from the collection will not impair that collection's information capabilities; any item that has been on the shelf and unused for five or more years (according to circulation statistics) and does not meet the criteria of 1, 2 or 3 above.

Other non-core collection items include:

1. Popular music and fiction.
2. Course specific textbooks or course packs (unless these are deemed necessary for the library collection, meeting the criteria of 1, 2 or 3).

These are materials that library users can either acquire at the Public Library or at the Campus Bookstore. It will not be the function of SIAST Libraries to support the purchase of these types of materials.

## IV DEFINITION OF COLLECTION LEVELS

The codes defined below are designed to identify the extent of the existing collection in any given subject field (collection density) and to identify the extent of current collecting activity in the field (collection intensity). These codes are taken from the American Library Association's Guidelines for Collection Development. (see also: [www.ifla.org/VII/nd1/gcdp-e.pdf](http://www.ifla.org/VII/nd1/gcdp-e.pdf))

### 1 Minimal Information Level

A subject area in which few selections are made beyond very basic works and include:

- A very limited collection of general materials, including monographs and reference works.
- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

### 2 Basic Information Level

A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopaedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

### 3 Study or Instructional Support Level

A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by Choice selections) supported by seminal retrospective monographs (as are represented by, *Vocational and Technical Resources for Community College Libraries* and *Resources for College Libraries*); a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

#### 3.1 Advanced Study Level

A collection which is adequate to support the course work of advanced undergraduates and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

#### **4 Research Level**

A collection which includes the major published source materials required for researchers and scholars in the field and includes:

- A very extensive collection of general and specialized monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate foreign language materials.
- Extensive collections of the works of well-known authors as well as lesser-known authors.
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material that is retained and systematically preserved to serve the needs of historical research.

#### **5 Comprehensive Level**

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., a "special collection"), in all applicable languages includes:

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.
- A comprehensive level collection may serve as a national or international resource.

## **V RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

### **1.0 Introduction**

Responsibility for collection development rests with the Director. However all major user groups can and should contribute to the process.

Collection development is coordinated SIAST-wide by the librarian assigned with responsibility for collection development (Collection Development Librarian). The professional library staff at all libraries work cooperatively in recommending and selecting materials for purchase. Because it is not possible to physically examine each item recommended for purchase, the library staff utilizes retrospective and current selection tools to aid in the selection of materials. Retrospective tools include the American Library Association's *Vocational and Technical Resources for Community College Libraries* and *Resources for College Libraries* and bibliographies in specific subject areas. Current selection tools, including reviewing sources such as *Choice: Current Reviews for College Libraries* and other general and subject specific journals, are utilized in print and online formats by library staff providing reference services, who are directed to select appropriate materials, especially in areas of collection weakness or heavy usage.

Full-time and part-time faculty at all campuses are encouraged to recommend materials in their academic disciplines. Notices are sent to faculty via e-mail, written memos, and by telephone requesting faculty suggestions. An online "Request items for purchase" form is provided to facilitate faculty participation. All suggested titles are reviewed and evaluated by the professional library staff or the collection selector before ordering. The Director of Library Services has final authority in the selection of materials.

### **1.1 Director of Library Services**

Responsibility for the development of the collection is ultimately vested in the Director. The Director coordinates the overall collection development process.

### **1.2 Collection Development Librarian**

The Collection Development Librarian will be responsible for making sure the needs of students, academic staff, programs and divisions are balanced against available resources, both in terms of materials already available in the collection and of the funds available for the acquisition of new materials. Support for all established programs and the provision of additional resources in support of new or altered programs is essential.

The Collection Development Librarian will be responsible for coordinating the overall library collection development including assessment and management

functions; direct collection planning and acquisitions to meet SIAST's teaching, learning and research needs. Will select library materials, including Internet resources; coordinate materials budget requests/allocation and oversee faculty liaison programs. Will provide training for faculty in utilizing acquired e-resources and participate in the Library's reference and bibliographic instruction services.

Finally and most importantly, collection "balance" is the responsibility of the Collection Development Librarian -- the fair representation of resources in each subject or discipline area of teaching and research, in relation to current demands, resources and with an eye to the future.

Selection activity will be monitored by the Collection Development Librarian and Director at least twice during the year.

### **1.3 Library Staff**

Some library staff will be assigned to be the collection selectors for certain areas SIAST wide. See Appendix A. Other library staff will be responsible for collection development at their respective campus. It is the responsibility of the collection selectors to develop subject literature expertise and to be familiar with the teaching curricula in their respective areas and to suggest collection acquisitions according to the guidelines outlined in this policy.

In addition, Library staff are charged with several special responsibilities. Building and maintaining a relevant, up-to-date reference collection is a primary task. Careful attention to the selection of government publications and other special collection materials is another. Special care is taken with regard to blanket orders, standing orders, and subscriptions because of the high costs involved and due to the ongoing commitment of funds.

#### **1.3.1 A Collection Selector:**

Initiates orders and reviews requests from faculty. Forwards publishers' brochures, new title announcements, vendor slips etc. to faculty representative. Monitors appropriation for assigned Division/program area. Ensures the appropriate authority signs orders. Ensures collection is developed in accordance with established policies and priorities. Keeps faculty representative informed about collection matters.

### **1.4 Liaison Responsibilities**

Liaison activities make up an important part of the Library's public relations program, providing a two-way communications channel between the library and the faculty. Subject Specialists performing liaison duties carry information

concerning library policies, services and collections to the faculty and departments and bring back information on courses, research and materials needs. The goal of the liaison program is to foster cooperation and to provide a formal opportunity for feedback, which will ultimately be used to enhance the Library's capability to meet SIAST's information needs.

Subject Specialists are assigned liaison responsibilities in specific subject areas. Liaison activities include, but are not limited to:

- Making contact with the department at least once per term.
- Becoming knowledgeable concerning the subject matter and scope of courses and research in the program.
- Providing information on library policies, services and collections to the faculty in the program.
- Providing a vehicle for expression of faculty opinions, concerns and advice relating to the library.
- Serving as a contact point from which program inquiries can be referred to the appropriate library staff member.

Participating in the development of the library collection in the liaison subject areas by reading and circulating to department faculty catalogs, reviews and brochures and recommending potential purchases.

## **1.5 Academic Staff**

The Institute faculty are vitally important to the development of an excellent collection. Faculty have subject expertise and knowledge of the information requirements of their respective areas of instruction. Academic staff are encouraged to apply their subject expertise through formal liaison with the Campus Librarian as well as through direct contact with the Library staff. It is vital that faculty input is sought and faculty freely recommend materials for inclusion in the collection. Library staff seek faculty advice in the review of resources associated with their areas of instruction. Preview and rental services are also provided to faculty to assist in the evaluation of audiovisual materials.

It is the goal of Library Services to have a faculty representative from each program area. The Faculty Representative: Serves as link between the program and the library. Circulates materials received from collections selector; returns completed order requests. Encourages all faculty to participate in collection development. Keeps librarian informed about relevant departmental matters.

It is the positive working relationship between Library staff and academic staff which ensures the systematic development of a rich and comprehensive collection. Academic staff are in a unique position to assess the needs of students for curriculum related materials. Library staff can accurately assess the types of materials students can and do use. This information is conveyed to academic staff.



Library staff provide the technical, advisory skills needed to maximize academic input.

**1.6 Students**

Student recommendations for curriculum related materials is encouraged and sought.

**1.7 Other**

Suggestions from any client group including non-academic staff and non-reference library staff are evaluated in terms of collection development objectives. The utility and appropriateness to the needs of the users are always assessed.

## **VI COLLECTION DEVELOPMENT CRITERIA**

### **1.0 General Criteria**

The Library is selective in the materials it acquires. The following criteria are considered for all acquisitions to the collection.

1.1 The primary criteria is the observable or predictable need of library users for the information content of the material. Material in any and all formats which contribute to SIAST's educational goals are considered.

1.2 The authority, qualifications and reputation of the author and the publisher are major deciding factors.

1.3 Form and content are also considered. For example, inclusion of indexes and illustrations, durability of the format, etc.

1.4 Presentation medium should be appropriate to the intended use. The technical quality of the material is assessed in terms of the particular medium selected. Of particular importance is the need for a standard format that provides the widest possible access to the material. Compatibility with equipment is essential for audiovisual materials and computer software.

1.5 The importance of the material to the total collection, the scarcity of material on the subject and the availability of the material elsewhere in the city or province are considered.

1.6 Information content is evaluated in terms of timeliness and permanence, when appropriate.

1.7 Accuracy and objectivity are key elements in assessing content, although the latter may not be easily obtained in many case within a single work.

1.8 The author's style and presentation are considered in terms of both quality and appropriateness to the subject matter and the intended audience.

1.9 An over-riding general consideration is the availability of other materials on the subject already in the collection. New materials should add to the collection rather than duplicate existing materials.

## 2.0 Specific Criteria

### 2.1 Level

Materials intended for senior matriculation through second or third year university, including general non-fiction materials intended for the adult non-specialist, are the most appropriate for the Library's primary client group. The exception is BE, Literacy and ESL materials. Emphasis is placed on technical and applied research materials and on publishers and authors who provide authoritative, clearly written materials with detailed illustration.

### 2.2 Language

With very few exceptions only English language materials are selected.

### 2.3 Scope

Curriculum specific materials assume priority. These resources amplify the material found in textbooks and assist students with individual study, assignments, or related research.

### 2.4 Durability

For most books, the most durable format available (usually a hardcover copy) is preferred. The paperback copy, however, is preferred when unreasonable cost differences exist between formats and when anticipated use is low, or when the subject matter covered is updated so often that books are frequently replaced (e.g. technical topics). For fiction purchased to support programs, the paperback copy is preferred.

*REVISED Oct 09*

### 2.5 Timeliness

In nearly all cases, only the most recent edition will be considered for purchase. Superseded editions, when retained, are labelled to indicate the "Library has a more recent edition". The Library emphasizes currency of technical publications. In technical areas, material older than three years is not usually acquired. Retrospective materials are ordered only for important classic source, basic to a discipline or if the material has not been significantly updated. In some areas monographs become outdated very quickly. It is the Library's responsibility, within budget parameters, to obtain up-to-date materials, ensuring currency in all program areas and disciplines taught.

## 2.6 Origin

In most cases materials of North American origin are the most appropriate. Emphasis is placed on acquiring Canadian materials when a choice exists, particularly in cases where it is more appropriate, e.g., standards, law, statistics etc.

## 2.7 Cost

Consideration is given to whether the cost of an item under review is in line with the typical pricing structure applicable to the subject area and the material format. Other considerations are the availability of less costly items that would serve as well. Funds available for new acquisitions are always a consideration.

## 2.8 Indexing

Material, especially periodicals, indexed in print indexes, online databases, or CD-ROM databases is given preference.

## 2.9 Rental versus Purchase

If films or videos are expected to have limited use or if the item is rapidly becoming dated, the material will be rented rather than purchased. In cases where continued use is anticipated or if the purchase price does not differ significantly from the anticipated rental charges for the year, the item will be purchased. The rental versus purchase price will always be a consideration. As a rule of thumb, if the item is expected to be used less than three times it will be rented, if it is to be used at least three times and the purchase price is reasonable, it will be acquired.

**REVISED Jan 12**

Rented or leased films are operating expenses, and may not be purchased with capital funds.

Films and videos are also obtained for preview when an evaluation is needed prior to purchase or for very expensive items. Normally all videos over \$200 will be previewed before purchase.

## 2.10 Multiple Copies

The library collection emphasizes breadth of coverage. In most cases only single copies of any given item will be acquired. However a second or third copy will be considered for heavily used materials. These additional copies will be placed on Reserve. As a general rule no more than three copies will be purchased for the collection. Reserve usage is recommended for all heavy demand items. Use will be monitored regarding the number of copies to be placed on Reserve.

Exceptions will be made if duplicate material is required for more than one location or if the multiple copies are donated.

#### 2.11 Instructor Recommendations

Preference is given to resources recommended by instructors provided the material meets the selection guidelines of this document.

#### 2.12 Program Copies

Where possible materials requested for program use only should be reviewed by the Library, as often the Library may also require a copy of the material.

### 3.0 Rating System

*REVISED Dec 08*

If necessary the Library will process material requests in accordance with a priority rating system as follows:

- R RUSH -- All items which meet the criteria of level 1, and which are required by a specific date, usually within 4 weeks of the date of the request.
- 1 Material which is definitely needed -- curriculum related; considered core items for an existing, on-going, current program or course; or essential reference material.
- 2 Materials which are desirable but not absolutely necessary. While some course or program correlation exists, these materials are less specific or supplementary, or are essentially duplicate materials already available in the collection.
- 3 General interest material lacking course or program correlation or heavy predictable use.
- 4 Recreational reading materials.

Note: User demand can bump an item to a higher rating.

The goal is for items to be catalogued and processed within 10 days of receipt from the publisher. Rush items are available for circulation at least 24 hours from receipt.

### 4.0 Priorities

Within the scope of these criteria, the Library's collection development priorities are:

- 4.1 Building a collection supportive of new and expanded programs and courses.
- 4.2 Developing and maintaining collections supporting existing programs.

- 4.3 Developing and maintaining a strong general reference collection.
- 4.4 Developing and maintaining a survey level, general knowledge collection which includes materials on peripheral subject areas.
- 4.5 The lowest priority is providing recreational materials. Library users will be encouraged to become active users of the Public Library System.

#### 5.0 Methods of Selection

A variety of methods and sources are used to select library materials.

#### 5.1 Faculty and Staff Recommendations

Faculty are recognized as primary agents in recommending required curriculum related material.

#### 5.2 Evaluative Reviews

These reviews are from the professional literature of the library profession, the publishing or media industry and trade or professional literature. The advantage of using reviews is their evaluative nature. The disadvantage is the time lag between publication and review.

#### 5.3 Approval Slips

Wholesalers provide announcement slips for new items from publishing houses they represent.

#### 5.4 Publisher's announcements

Catalogues and announcements of new publications are received and reviewed by Library staff. When appropriate a search can be made of the publishers' online databases.

#### 5.5 Standard Bibliographies and Indexes

Appearance of works in standard professional bibliographies, core collection lists and the indexes of the discipline.

## **VII CENSORSHIP AND INTELLECTUAL FREEDOM**

### **1.0 Censorship**

In as much as collection development is selective, it is also de-selective and therefore censoring. In the pure meaning of the term the Library does not practice censorship. Rather the Library and its staff subscribe to the principles of intellectual freedom.

### **2.0 Intellectual Freedom**

Intellectual Freedom comprehends the right of every person, subject to reasonable requirements of public order, to have access to all expressions of knowledge and intellectual creativity, and to express his or her thoughts publicly.

Intellectual freedom is essential to the health and development of a society. Libraries have a primary role to play in the maintenance and nurturing of intellectual freedom.

In declaring its support of these general statements, the Canadian Library Association affirms these specific propositions:

- 2.1 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.
- 2.2 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.
- 2.3 Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
- 2.4 Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

From a statement passed by the CLA Executive Council, June 27, 1974, amended November 17, 1983; and November 18, 1985.

The application of these principles is subject to constraints of budgets and collection relevancy.

## VIII COLLECTION COMPONENTS

### 1.0 Introduction

The collection consists of a variety of components that recognize and meet the various teaching methods of the Institute and the learning needs of the students.

*REVISED Oct 08*

Library-purchased collections will be housed in the libraries. If programs purchase material, they may house the items in the library or in their program areas. Long-term loans are available to faculty who need them.

### 2.0 Monographs

A core collection of books at the initial study level should be available for academic and technical programs. Ongoing selection supplies additional new and current materials to broaden the base of holdings in program subject areas. The core collection meets the needs of users previously identified and prioritized. Only campuses meeting the needs of degree programs need to expand their collection to meet the standards of the advanced study level. Printed books are collected in clothbound editions unless cost is significantly higher than a paper edition. Books that should be frequently updated (nursing/medical texts, computer manuals, test preparation materials) are purchased in paper formats when available.

*REVISED Nov 07*

#### 2.1 Electronic books

Are considered when they provide the most current and/or cost-effective format, when they support distance education courses and programs, and when concerned students and faculty prefer or make more use of the format. Cooperative lease/purchase of electronic books is pursued as a cost-effective method of providing access to e-book collections. Duplication is considered for electronic books provided by such cooperative lease/purchase. Purchasing individual lease or perpetual access e-book titles is also considered. Books purchased through Netlibrary will be purchased with the yearly maintenance fee plan unless it can be demonstrated that the book will be valuable for longer than three years.

In addition to general selection criteria and online resources/Internet-based materials selection criteria, consideration is given to the following:

- Cost effectiveness
- The book must allow multiple-campus and off-campus access
- Simultaneous multiple-user access is preferable
- Ability to download title onto a portable device is desirable
- Ability to save, print, and copy portions of the book is desirable
- Provision of MARC records from the vendor is desirable
- Preferably the book should use IP recognition over user names and passwords



- The availability of an archival copy of electronic texts purchased in perpetuity.

**REVISED Oct 09**

There are also many e-books available for free on the Web. If the title fills established selection criteria, especially VIII 9.2, selectors may ask cataloguers to create a record in the catalogue. Such materials must be assigned to a program (fund code), and maintained as described in VIII 9.2.

**NEW June 11**

2.1.1 SIAST Libraries does not purchase any electronic books which expire after a set number of checkouts.

## 2.2 Popular fiction and music.

Having short-term interest among readers may be purchased, but only up to **0.5%** of the campus' material budget. Donations of popular fiction are accepted. Established literary works and new works receiving critical acclaim in the literary field are considered if they support literature course offerings.

## 3.0 Serials

### 3.1 Periodicals

Periodical subscriptions provide current and core information. Purchases are based on program and subject merit, relevance to the entire collection and on user needs. The criteria for selection are the same as for other formats, however the ongoing commitment of funds requires special consideration and constant review.

Since it is often becoming more cost-efficient to purchase electronic access or document delivery services for serials instead of acquisition through print subscription, this delivery method will be chosen when fiscally prudent. Cooperative acquisition of electronic serials databases is actively pursued. Electronic serials subscriptions licensing contracts may limit access to currently enrolled students, faculty and staff. The professional library staff reviews local serials collections and accessibility of online titles annually. The fund for serials is administered by the Director of Library Services. The librarians meet annually to discuss the serials needs of their campuses. Periodicals which are not program related are the first discontinued when deselection is necessary.

Selection is a joint responsibility of Library staff and users, with particular emphasis on input from academic staff. Sample issues of new requests are obtained before orders are placed.

Inclusion of the periodical in various standard library indexes is a major factor in favour of both the acquisition and the long-term retention of periodical titles. Other important factors are the format of the material, its predicted usefulness, its useful life span and what other journals are published, or already in the collection, in that field. As with other materials "single copy only" is the rule. A few rare exceptions may be made for heavy demand materials, but usually only a single copy is retained permanently. Titles deemed worth retaining for the long term are normally bound.

The Library does not handle association memberships nor subscriptions which are only available with association memberships, unless the title is required in the collection.

At Wascana campus program subscriptions are handled by the Library and all titles are entered in the catalogue. Each year the Division is asked to verify in writing that the titles are still required. Program subscriptions are held in the program area and charged to the program.

### 3.2 Newspapers

Newspapers represent a storage and handling problem. All campuses receive the local paper, the Regina Leader-Post, the Saskatoon Star-Phoenix, the Globe and Mail, and the National Post papers. Titles are retained for one week only unless Campus program needs require a longer run be kept. Only one copy per campus is ordered, except in the case of multiple locations.

### 3.3 Standing Order Annuals

Annuals, like all forms of continuous orders, will be reviewed annually by the Collection Development Librarian and the Campus Librarian. Those titles which no longer satisfy the criteria for collection inclusion or for which funds can no longer be reasonably assured are cancelled.

## 4.0 Audio-Visual Materials

The collection includes appropriate audio-visual materials, which support the Institute's programs.

- If the AV material is less than \$100, then purchase.
- If the AV material is between \$100 and \$200, then compare the approximate shipping, return address and custom's charges. If the price is then less than \$200 purchase the item.
- If the AV material is more than \$200, then preview prior to purchase, unless it is a video from a series that is a standing order/or if it is a video that the selector/program know they will definitely want – then purchase without preview. This is particularly important with respect to materials intended primarily for classroom presentation.
- Library staff and academic staff will share the preview process, whenever possible.
- Wherever possible, AV material will be purchased with public performance rights (PPR) and public lending rights. If this is not possible, AV material may be purchased without PPR, but there must be note in the catalogue record and a label on the item stating that the material is to be used for home use only.

*NEW Sept 07*

*REV. June 11*

Audio-visual materials, including videotapes, sound recordings, audiobooks, video CDs, online videos and DVDs, are purchased at the request of the faculty or are chosen by the subject selector. Limited budgets mean that only audio-visual materials which support the Institute's programs will be purchased.

### Previewing of Audio-Visual Materials

The subject selector, in consultation with faculty will be responsible for selecting audio-visual materials to include in the collection. However, to ensure proper handling of these materials, only the designated individual at each campus will be

responsible for bringing the chosen items in for preview.

Kelsey Campus – Hilda Cutter

Palliser Campus – Shawna North

Wascana Campus – Laureen Marchuk

Woodland Campus – Martine Morency

If the audio-visual materials are chosen to be included into our collection, then they will be purchased out of the appropriate fund code. If it is decided by the selector or faculty that they do not meet our users' needs then the designated individual will be responsible for returning the material to the vendor.

#### 4.1 CD-ROM's and DVD's

The high cost of this material and the long term funding commitment for updated services requires careful scrutiny of CD-ROM and DVD titles. Acquisitions are subject to the following guidelines:

Content falls within SIAST's Collection Development Policy.

Selection may replace a print service. In the case of a replacement for an existing print based service, there should be demonstrable savings in cost or an improvement in service to offset the inherent single person access limitations.

Subject and scope is evaluated in relation to the instructional and research interests of library users.

Technical quality, content and ease of use are evaluated prior to purchase as well as the product's compatibility with the Library's equipment and systems.

Content is assessed concerning availability of the information in another format already in the Library. Formats are compared based on access, scope, timeliness and other pertinent factors, as well as cost.

Anticipated use and extent of use is determined through expressed interest, number of users, and examining user information needs.

Usability by library clients with minimal or no assistance is an important consideration. If the product is a database or index, the product should replace staff online and manual index searches with end user searching.

Note: All licence agreements are strictly enforced.

Note: There is a list of publishers who do not allow circulation of CD-ROMs included with their books (single-user licenses only). CD-ROMs will be removed from books published by these companies on the list.

**REVISED Apr 09**

*REVISED Mar 10*

#### 4.2 Format Change (Videos)

When a VHS video nears the end of its life, the Library will determine if the video is a candidate for weeding. If the video is determined to still be relevant to and current for the Programs, then the Library will seek to convert to DVD or online format.

For videos to be retained, if the title is available for purchase in DVD and/or online format, then the Subject Selector will purchase a new copy in the new format.

If the title is not available for purchase, permission will be sought from the copyright holder to convert the VHS copy to DVD format. Any communication confirming that the title is no longer available for purchase will be retained, and a copy sent to the Copyright Office.

If a copyright holder is unable to be found, then the VHS copy will be converted to DVD format.

After conversion, the VHS copy will be taken out of circulation, and placed in storage. The catalogue record will be shadowed, and a note made in the record that the copy is not available for circulation. A label will be placed on the item identifying that it is not a circulation item.

*NEW June 11*

#### 4.3 Sound Recordings

In general, sound recordings are not purchased. If a sound recording is purchased, it must support the Institute's programs. An example of a sound recording that supports a program is recordings of birdsongs used by Integrated Resource Management.

#### 4.4 Audiobooks

In general, audiobooks are not purchased. Any audiobook purchased must support the Institute's programs. For example, the EAL program requires audiobooks for English language learners.

#### 4.5 Online Videos

*REV January 12*

Most online videos have a license that expires after a defined period of time. These are leased copies, which are purchased with operating funds. Streaming videos with rights in perpetuity and which are loaded onto SIAST servers are capital expenses.

If a selector purchases a circulating video in a physical format (e.g. DVD), and a streamed version is purchased as a parcel with the physical copy, then the cost of the

initial purchase of the item will come from capital funds. Renewal of the streaming video rights will come from operating funds.

Purchase requests for online videos shall be sent to the Electronic Resources Librarian.

## **5.0 Reference Materials**

Reference materials provide a source of factual information on a broad range of topics. This material is used frequently to answer questions which do not involve extended study. The Reference collection is kept current both in timeliness and subject matter. In areas peripheral to the curriculum, the Library acquires only a minimum collection of basic reference books, dictionaries, and encyclopaedias.

Frequency of use of Reference materials is a major factor for collection development. Little used titles in the Reference collection are moved to the circulating collection, discontinued or removed. Only the latest edition of a work is retained in the Reference collection. Superseded editions, if retained, are transferred to the circulating collection. Items not retained are discarded. In cases where the information is not as valuable to the Institute or does not date as quickly, the acquisition of every second or third edition is more appropriate than purchasing each edition.

The Reference collection is not a catchall for scarce, valuable or vulnerable materials. Single copy items in high demand are put on Reserve, designated in-library on in the general collection or another copy is purchased.

## **6.0 Microforms**

*REVISED Dec 10*

As a rule, microforms are not purchased. Should there be an exception to this rule, the selector must justify why a microform is necessary. Final decision shall be made by the Collection Development Librarian in consultation with the Campus Librarian.

## **7.0 Government Publications/ Grey Literature**

*REVISED Apr 09*

### **7. 1 Definitions:**

**Grey Literature:** Refers to literature that is not widely published such as dissertations, theses and government reports. Methods for finding grey or fugitive literature include checking the references of indexed studies, and the references of referenced studies; searching Current Contents; searching clinical trial registers; contacting researchers to obtain unpublished studies; contacting governments, professional associations, or other relevant bodies for internal studies; searching libraries for doctoral dissertations; and seeking out and translating studies published in non-English language journals.

**Government Documents** are defined as: All materials published by government: federal, provincial, local, or foreign. Materials can be in the form of reports, laws, statistics, journals, newsletters, microforms, or other material.

## 7.2 Gov't Doc/Grey Literature Pre-Amble:

The Campus Libraries require a basic collection of government documents and Grey Literature.

All campus libraries are selective depositories for federal government publications. Subject Selectors select, free of charge, any federal government publications listed in the Weekly Checklist. Included are statistics, debates, bills, statutes, monographs, reports and periodicals. The Campus Libraries have a responsibility to take advantage of depository status and to collect relevant items from this source. Government publications are catalogued and filed in the collection either as a monograph or as a journal, i.e., based on their content rather than their source.

Provincial and municipal governments also produce reports and studies valuable and relevant to the Library. These materials are obtained through newspapers, journals, checklists, press releases, etc.

Many government publications, Non-Governmental and Grey Literature publications are available solely online. We want to continue to provide access to government publications through our library catalogue. While we cannot attempt to catalogue or to archive the entire Internet, we can apply our selection criteria for government publications to online resources.

This is a working document that describes current operational guidelines for handling electronic government and grey literature documents in the SIAST Libraries. It does not address larger policy issues such as long-term archiving and alternative access models.

*NEW Oct 09*

In accordance with the Depository Services Program (DSP) Agreement, the Library may re-host or create an offprint of an electronic publication, with the following restrictions:

- a. Re-Hosting: In line with the Government of Canada's \*Important Notices\* surrounding non-commercial reproductions, Depository Libraries are permitted to download and post to their servers, one copy of the PDF files/documents in the Depository Services Program electronic collection. Written permission from the author department is required if additional copies are required on library servers.
- b. Offprints: Libraries are permitted to print and bind a single copy of a

publication in the DSP electronic collection for preservation and consultation purposes.

#### 7.2.1 Obligations of the Library

In accordance with the Depository Services Program (DSP) Agreement, the Library hereby agrees to:

- a. meet the criteria for depository library status as established by the DSP;
- b. designate at least one staff member to represent the Library for the purpose of communications with the DSP and to provide current contact information for such staff members to the DSP;
- c. order publications from the Depository Services Program in accordance with the policies and procedures set out in Appendix C of the Agreement;
- d. exercise reasonable caution in the selection of Government Publications to be supplied to the Library in order to avoid the costly duplication of publications and / or the receipt of unwanted publications;
- e. check all shipments of publications received from the DSP to ensure that they are complete, and if not, to promptly claim any missing items as outlined in Appendix C of the Agreement;
- f. in accordance with the Library's standard operating procedures, receive, process, maintain, promote and make available to users of the Library, publications provided by the DSP;
- g. provide public access without charge to publications supplied by the DSP;
- h. adhere to the Retention Guidelines established by the DSP and set out under Appendix B of the Agreement;
- i. provide Publishing and Depository Services (PDS), once a year, with feedback, in writing of the use that the library has made of DSP services and of the value of these services to the library, as well as any other comments or observations deemed important;
- j. ensure that at least one library staff member is subscribed to the DSP list server (INFODEP) at all times.

### 7.3 MONOGRAPHS



Selectors must decide whether to acquire a print copy, to catalogue the URL, or to provide access to both print and electronic versions. Considerations include the size of the file (i.e. large file sizes require lengthy download times), the usability and readability of the electronic version, and access to materials by distance education students and instructors.

### **Priorities for Selectors:**

Selectors must assess whether or not the URL for the document is stable

- First Priority – if URL is stable, then Catalogue that URL.
- Second Priority is to a) print the document if URL is not stable OR b) save the document to a SIAST server (See procedures document).
- **For print copies of monographs**  
If there is a cost to the print document, that item will be purchased out of the appropriate SIAST Libraries Subject Order Code. If a print copy is not available, or the authoring agency does not agree to send one, then the Subject Selector will decide whether to have the URL catalogued, or to have the document printed out and catalogued.
  1. It is recommended that the printing out option be used only when there is a concern that the URL will disappear, or there is a desire to preserve the item in print.
  2. Format is also an important consideration. For example, html files often do not print well, while .pdf files are meant for printing.
  3. Copyright is another consideration. Always contact the authoring agency for permission to print the item out and include it in the collection unless there is a permission granted statement in the online document.
- **Adding an online monograph to the catalogue:**  
If a decision to add an online monograph to the catalogue is made, the Subject Selector will send the URL and the fund code to Cataloguing Staff. Please use the URL that is least likely to change.
  1. For **Government of Canada** electronic documents, the order of most stable URL to least stable is
    - a. URL from the Depository Services Program (DSP)
    - b. URL from the Weekly Checklist
    - c. URL from the downloaded document on a SIAST server (see procedures document)
    - d. URL from the government department that produced it – this is the least desirable choice, because the government departments quite often shift their URLs
  2. For **American Federal** government documents, the most stable URL to least stable is

- a. URL from the Government Printing Office (GPO)
- b. URL from the government department or agency that produced the document

## 7.4 SERIALS

Online serials are preferred over print serials, for the following reasons:

- More and more serials are being offered only online.
- It is possible to get on the mailing list for a serial; however, if the authoring agency does not keep a mailing list for a given serial, it is extremely time-consuming to send requests for print copies of every single issue.
- Serials that consist of one or two-page issues are much easier to deal with in electronic form.

For Government of Canada serials, titles that have ceased in print but do continue online are often indicated in the Weekly Checklist.

- **Adding an online serial to the catalogue:**

Serials with full-text in licensed, online databases with which SIAST Libraries currently has a subscription will not be considered for addition to the catalogue. Licensed databases offer enhanced searching and indexing options not available from the catalogue. It is the responsibility of the Subject Selector to verify that desired serials are not part of a licensed database.

If a decision to add a serial to the catalogue is made, the Subject Selector will send the URL and the fund code to Cataloguing Staff. If the online serial supersedes a print version currently in a Library, the Subject Selector will inform Cataloguing Staff how to handle the print issues (e.g. closing print holdings). Please only send requests for full serials to be catalogued (not for single issues of serials). Please use the URL that is least likely to change, except for Statistics Canada and the Canadian Mortgage and Housing Corporation (CMHC). For these two agencies, the agency URL is preferred, either the chronological index or the serial summary.

<i>REVISED, Oct 10</i>
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1. For **Government of Canada** electronic documents, the order of most stable URL to least stable is
  - a. URL from the Depository Services Program (DSP)
  - b. URL from the National Library archived version
  - c. URL from the government department that produced the document.  
While government departments quite often shift their URLs, this may be the only location for the full serial.
2. For **American Federal** government documents, the most stable URL to least stable is
  - a. URL from the Government Printing Office (GPO)

- b. URL from the government department that produced the document

## **7.5 Rush Orders**

Unless cataloguing requests are submitted as rush (*see vi, 3.0*), they are normally handled in order of receipt.

## **7.6 Maintenance and Weeding of Catalogued URLs**

All Internet resources will be assigned to a related program. Selectors are responsible for maintaining and for weeding links assigned to their programs. Link maintenance includes checking links and updating the URL. Selectors with multi-campus programs will share responsibility for link maintenance and weeding.

## **7.7 Dissertations and Theses**

*NEW, Dec 11*

All theses and dissertations purchased shall follow the criteria in the *Collection Development Regulations*, without regard to the relationship of the author to SIAST. The libraries do accept donated copies of theses and dissertations written by SIAST personnel. Many dissertations and theses are electronically published, and a subject selector may decide to add a link to the electronic version to the catalogue.

## **8.0 Statistics**

The Campus Libraries maintain a selective collection of Statistics Canada and Saskatchewan Bureau of Statistics publications. These materials are catalogued and filed in the collection either as monographs or as journals. A great many of these are available online, these are catalogued and linked to in the SIAST Libraries online catalogue.

## **9.0 Online/Internet-Based Materials**

*REVISED, Apr 09*

Online Resources/Internet-based materials will be considered when they provide the most current and/or cost-effective resources. Online resources actively selected include, but are not limited to, electronic books; online videos; electronic journals; citation, abstracting and full-text databases covering journals, magazines, newspapers and/or reference materials; and databases providing information portals for specific subject areas.

### **9.1 Licensed Resources and Databases**

- Licensed commercial, fee-based resources and databases will be selected when they provide cost-effective means of providing resources for the four campus libraries. In addition to general selection criteria, the following criteria will be used:

- ❑ The product has broad appeal to a large number of SIAST library users or will serve the special needs of a user group.
- ❑ The product compares favourably with similar products.
- ❑ Multiple user access is preferred.
- ❑ The interface is user-friendly
- ❑ Appropriate online help is available
- ❑ Good technical support is available
- ❑ The availability of usage statistics is highly desirable
- ❑ The vendor allows a trial of the actual product
- ❑ The libraries are not required to subscribe to both print and electronic versions of the product, unless this is desired
- ❑ The license agreement allows normal rights and privileges accorded libraries under copyright law
- ❑ The license agreement gives the libraries indemnification against third party copyright infringement

The libraries will attempt to balance print, electronic and online resources without unnecessary duplication. Print, audiovisual, or electronic resources may be duplicated with fee-based online resources when:

- ❑ The resource has significant historical value
- ❑ One format is unstable
- ❑ A cost benefit for purchasing multiple formats exists
- ❑ Multiple formats meet the different needs of user groups
- ❑ Usage justifies additional copies.

## **9.2 Free Internet Resources and Databases**

Freely available, linkable Internet resources will be selected and provided as links from the SIAST Library Website, a program guide, and/or the SIAST library catalogue. Duplication of print resources is acceptable for free Internet resources since it provides an additional point of use. In addition to general selection criteria, the following criteria will be used for selecting general and subject specific Internet resources for the SIAST Library website and/or catalogue:

- The resource supports the curriculum, faculty research interests, or the reference collection.
- The resource enhances the libraries' collections for community users or specific groups or organizations.

Free Internet resources may be added to the library catalogue. Due to the amount of staff time required for the creation and maintenance of catalogue records, selectors will use discretion when requesting the addition of free Internet resources to the catalogue. In addition to general selection criteria, the following criteria will be used for selecting general and subject specific Internet resources for the SIAST library catalogue:

- Content is not ephemeral in nature or interest.

- Full content is at the link (e.g. full-text).
- The resource is available at no-fee and with no restrictions to all users (i.e. no license, registration, passwords, agreements to monitor usage, or printing costs).
- No special, non-standard software is required to access and/or use the resource (e.g. Adobe Reader is standard software).
- The resource is in the public domain according to Canada's copyright laws.
- The URL should be stable.
- Access and design considerations include:
  - ◆ Is the purpose of the site clearly stated?
  - ◆ Are author and title information clearly identified?
  - ◆ Is the page stable, or do features frequently disappear or move between visits?
  - ◆ Is it usually possible to reach the site or is the server often down or overloaded?
  - ◆ How large are the files; how long do the pages take to load?
  - ◆ Is the site open to everyone or does access to most of the site require membership and/or fees?
  - ◆ Must you have or must you download software to use the site?
  - ◆ Are there clear instructions for use?
  - ◆ Do all parts of the site work?
  - ◆ Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?
  - ◆ Can users back out of the site, or do they get stuck looping between pages?

All freely available Internet resources will be assigned to a related program. Selectors are responsible for maintaining and for weeding links assigned to their programs. Link maintenance includes checking links and updating the URL. Selectors with multi-campus programs will share responsibility for link maintenance and weeding.

The Library has available a wide selection of online systems and databases. Online databases ensure the Library has access to information from sources it would not normally consider purchasing in any other format, due to its cost or the marginal nature of the information. Online databases are also used for document delivery when cost or timeliness warrants.

## **10.0 Computer Software**

The Campus libraries will collect microcomputer software that relates to the various Institute programs. However, the software must run on the computer equipment available in the Campus libraries.

Prior to ordering, selectors must verify the number of users and installations included in the software license.

Note: Software piracy is a concern. To conform with copyright laws, vendor agreements are strictly enforced. Software is clearly marked with warnings against illegal copying. Software applications do not circulate to students.

Library limitations on software purchase are as follows:

- 10.1 Emphasis is on acquisition of instructional software. Lower priority is given to utility and applications packages unless they are for instructional purposes.
- 10.2 Recreational software is not acquired.
- 10.3 Site licensing shall not normally be handled through the Library.
- 10.4 Formats for DOS/Windows compatible computers are preferred.
- 10.5 The software must have a multiple-user license. Multiple installations are preferred over one installation.
- 10.6 If the software is a joint purchase with a program, a minimum of one installation must be in the Campus Library.
- 10.7 Indexes and databases on portable media (e.g. CD-ROMs) are not acquired.

## **11.0 Standards**

The libraries selectively collect Standards from the various agencies related to SIAST educational programs. Comprehensive collections of standards such as the Canadian Standards Association and the American Society for Testing and Materials are purchased as needed.

## **12.0 Maps**

The libraries maintain small general collections of geographic, geo-political, demographic, street and other local maps, unless a greater collection is needed to support a program or programs.

## **13.0 Pamphlets and Ephemeral Materials**

Ephemeral materials, usually of limited size and pagination, such as leaflets, clippings, reprints, and pictures may be acquired and housed in "Current Information Files" -- filed by subject. Because of the timeliness of this type of information, the files are weeded each year.

## **14.0 Recreational Materials**

The majority of recreational reading needs, including non-assigned fiction materials, are provided through browsing collections of paperback materials. As a cost saving measure these collections are not catalogued. In most cases this material is obtained through donation rather than purchase. For recreational viewing and listening needs patrons are directed to the public library in their city. Any purchases of recreational materials, are subject to available funding, to the limit of 0.5% of the campus material budget, once all other priorities and needs have been met.

## **15.0 Out-of-Print Material**

Because of its high cost, normally no attempt is made to obtain out-of-print materials. Out-of-print materials are obtained in cases where the faculty member states there is no equivalent material currently available. In cases where a periodical issue is required to complete a run this limitation is waived. Interlibrary loans are conducted for research items which are out-of-print.

## **16.0 Textbooks, Workbooks, etc.**

The provision of assigned course textbooks and supporting materials, such as answer books and workbooks, is a student, not a Library, responsibility. Textbooks are not selected unless recommended by faculty as exceptional resources.

Exceptions are those that have earned a reputation as “classics” in their fields, or which are the only or best sources of information on a particular topic, or for a particular user group. A particular item, which is needed to fill a collection need, is not rejected solely because it is an assigned text. Should a textbook be purchased as an exception, only one copy shall be purchased per campus.

Program learning guides and materials are not purchased for the Campus library collection; however a collection of donated learning guides may be maintained, provided they meet all criteria.

When funds permit and when all other needs have been met, one copy of a course text may be purchased. The copy should be placed in Reserve or Reference.

## **17.0 Program Materials**

### **17.1 Office Copies**

Materials required as office copies by programs are ordered through the Campus library. The Campus library will order, catalogue and sign the material out to the

*REV June11*

department. The Campus library catalogues this material to ensure sharing of resources whenever possible. The funds come from the Program's budget.

### 17.2 Instructors' Text Copies

Currently at Wascana Campus and as a convenience, multiple copies of instructor texts may be housed in the Campus library. Circulation is controlled to ensure texts are returned to SIAST when instructors terminate. These texts are not fully catalogued. The texts are shelved separately and are labelled "Not for Student Use". Funds for instructors' copies are a program responsibility.

*NEW June07*

### 17.3 Requests for Electronic Materials to be Housed in a Program

The library will only consider purchasing electronic materials that will be housed in a particular program if:

- There is some access to the material in the library (e.g. a networked CD-ROM must be available in the library as well as the program or an online database that provides limited seats must have a few seats in the library).
- Library staff is involved in the selection, evaluation, and retention of the material.
- The library receives at least two months notice to evaluate and implement the requested materials.
- There is some form of cost-sharing with the program for the item.

## 18.0 SIAST Publications / Archival Materials

Campus libraries maintain a small Archives of Campus and SIAST material. As staff time permits, the Campus library acquires the distributed publications of each campus, such as calendars and newsletters. In addition, the Campus library attempts to collect the major internal reports issued by the administration and the Institute's Councils and Committees, as well as the Institute's Financial Statements, Annual Reports, Long Term Plans, Task Force Reports, etc. Most of these are available on the SIAST website but print copies are kept for historical purposes.

## 19.0 Trade and Association Material

Trade and professional associations produce useful information and materials. This material is selected either from literature received from the organizations or by blanket orders.

## 20.0 College Catalogues



Individual libraries may collect catalogues of colleges and educational institutions in Saskatchewan, however most information on colleges and other educational institutions is now available on the Internet.

### **21.0 Career Information**

Individual libraries collect career information that is specifically related to the programs represented at their campus. They also provide access to electronic sources of career information.

### **22.0 Annual Reports**

College Annual Reports may be collected by the libraries. Government department Annual Reports and Annual Reports from organizations whose programs are represented at SIAST are collected at each campus.

### **23.0 Telephone Directories**

Since telephone directories are freely available on the Internet, only local telephone directories will be collected at each library.

### **24.0 Special Needs Collections**

In support of SIAST's Education Equity commitment to students with disabilities, the Campus libraries will make every effort to support the needs of students, staff and faculty with disabilities. Collections, equipment, physical plant, and instructional materials will be geared to the needs of this population, wherever funds permit. Campus library staff are committed to offering what ever assistance may be required.

### **25.0 Native Studies Collection**

Aboriginal students are identified as a target group of SIAST's Education Equity program. The Campus libraries maintain a collection of Native Studies materials which meets the needs of these students. The collection is added to on an ongoing basis.

### **26.0 Women's Studies Collection**

Women in non-traditional occupations are also a target group of Education Equity. As well as general women's studies materials, the Campus libraries actively seek materials that portray women in non-traditional occupations.

## **IX SPECIAL ACQUISITIONS**

### **1.0 Introduction**

Special acquisitions include materials obtained by the SIAST Libraries but not purchased directly for the collection or materials where costs are shared with another organization.

### **2.0 Donations**

- 2.1 The Libraries accept donations from individuals or organizations but only according to the criteria stated in this Policy. Although valuable material is often obtained as a donation, these materials are evaluated on the same basis as if they were to be purchased. Donated material is only accepted on a "no strings attached" basis, with the final disposition up to the Collection Development Librarian. Ideally, donors should submit a list of offered items. Campus Library staff use this list to check existing holdings and to make appropriate decisions regarding inclusion of the offered material in the Library collection. If materials are brought directly to the Library and the donor wishes rejected titles to be returned, as opposed to discarded, the donor is advised to pick up the unwanted material at a prearranged time.
- 2.2 Another category of donations are those received from offices, agencies and individuals who have placed the Campus Library on their mailing lists and send copies of materials free of charge. If this material does not support programs offered by SIAST or is not of general reference use, the organization is contacted to have the Library's name removed from the mailing list. This reduces expenses at both ends.
- 2.3 Assessment of fair market value for retained materials is used for tax receipts and matching grant applications, where required. Tax receipts are the responsibility of the Manager of Finance and Administration and are issued for the calendar year in which the material was donated. The value assessment is determined by the Collection Development Librarian and is based on such established guides as Books In Print, Ulrichs and University Microfilms International. Donations involving value beyond the informational value of the work, for example rare collector's items, will be done by a professional appraiser. Disputes involving the listed priced versus the asking price of an item will be resolved by a professional appraiser, paid for by the donor.

When a list price cannot be determined, the guidelines for assessment are:

2.3.1 For monograph materials in hardcover format -- deducting one quarter for softcover binding and subject to condition:

copyright year	value
1966-70	\$5.00
1971-75	10.00
1976-80	15.00
1981-85	20.00
1986-89	25.00
1990-	30.00

All workbooks or study guides: \$5.00

2.3.2 For paperback materials intended for the recreational reading collection -- one half the cover price (minimum one dollar).

2.3.3 For current periodicals -- the current subscription price for current issues. For non-current issues -- the University Microfilm International price less 40%.

2.3.4 For audio visual materials -- current list price, less 40%.

## 2.4 Desk, Complimentary and Review Textbooks

*NEW June 11*

Examination, evaluation, on-approval, or review copies of textbooks, intended solely for the use of an instructor, will not be accepted without written verification. The instructor is responsible for asking permission. Desk copies will be accepted, but no tax receipts will be issued. The following definitions from the Association of American Publishers will be used:

**Desk copy:** A book furnished by the publisher without charge for a faculty member's use in a specific course. A complimentary copy previously sent should be considered a desk copy once the book is used in a specific course.

**Complimentary copy:** A book sent by the publisher to a faculty member for consideration of adoption. Please note that not all publishers make complimentary copies available.

**On-approval copy:** A book sent by the publisher to a faculty member, accompanied or followed by an invoice seeking payment or return of the book within a specified adoption period.

**Review copy:** A book sent by the publisher to a journal, newspaper, or other periodical to be used for the eventual writing of a review.

All donations are acknowledged with an appropriate letter of appreciation, signed by the Campus Librarian.

### **3.0 Interlibrary Loans**

Interlibrary loans are used to obtain materials not held in the collection, not deemed suitable for purchase or no longer available for purchase. As a cost may be involved to obtain this non-permanent material, ILL's are evaluated on an individual basis.

### **4.0 Cooperatives**

Occasionally the Library buys material in conjunction with other institutions. For example, the Health Sciences Library Council of Regina is involved in a subscription to a series of videos only available to members of the group. One hospital subscribes to the series and the other hospitals contribute to the overall cost. The videos are housed in one location but available to all members of the supporting group.

## **X RELATIONSHIPS WITH OTHER LIBRARIES**

### **1.0 Introduction**

Library Services participates in local, provincial and national interlibrary loan networks and fully supports resource sharing opportunities. The Library supports the Saskatchewan Libraries Association "Independent But Together" vision for a province-wide multitype library system.

## **XI COLLECTION MANAGEMENT AND WEEDING**

### **1.0 Introduction**

In order that each Campus library collection conforms to the standards of this Policy, a regular systematic program of analysis and weeding is undertaken. The Campus library attempts to provide material that represents the latest procedures and thinking in the various fields of the Institute's curriculum. Material that is outdated and represents older, obsolete or outmoded methods may be misleading and harmful. However, there are instances where the thought and procedures of older material is still relevant. Subject Selectors decide on the removal of materials for discard in their area of expertise. Consultation with faculty is often necessary, and appropriate, to evaluate questionable items. The Collection Development Librarian in consultation with the Program Head is responsible for all final decisions.

### **2.0 Rationale**

The analysis and removal of little-used, out-dated or damaged materials is as important to collection development as the initial selection of correct materials. Weeding is an integral part of managing the collection. It is the selection process in reverse and is as creative as selection in reflecting changes in collection needs. Weeding is a joint responsibility of Campus library staff and faculty, managed by the Collection Development Librarian. Weeding is accomplished through several processes:

- 2.1 Continuous weeding is done for superseded editions. Disposal instructions for the superseded edition are decided and noted when new editions are ordered. If the earlier edition is required it is labelled to indicate a later edition is available.
- 2.2 Elimination of duplicate materials is ongoing, especially if demand has been significantly reduced.
- 2.3 Weeding out-of-date publications is a constant process.

### **3.0 Collection Management**

Analysis of the collection by program subject areas is done in an in-depth basis, as described below, on a 3 to 5 year cycle and is maintained regularly during the interval. The Collection Development Librarian in conjunction with the selectors:

- 3.1 Reviews holdings by program or program groups. The Campus library reviews bibliographies, utilization statistics, etc. to assist in this area.

- 3.2 Compares holdings to curriculum and identifies sections requiring development.
- 3.3 Solicits input from faculty involved in program development.
- 3.4 Develops lists of available material for subject areas requiring development.
- 3.5 Identifies items for weeding.
- 3.6 Gains consensus with faculty on development and weeding.
- 3.7 Ensures accurate records are maintained of weeded materials and that the necessary organizations are informed of the deletions.

#### **4.0 Retention**

The general guidelines for retention are based on:

- 4.1 Balance, depth and breadth of the collection.
- 4.2 Standard core bibliographies, indexes and accreditation lists.
- 4.3 Research value.
- 4.4 Retention of out-of-print but relevant items.
- 4.5 Rareness of the item, uniqueness of the item to SIAST or titles for which no other available material exists, i.e., is this better than nothing?
- 4.6 SIAST produced materials.

*NEW June 11*

Records for missing and lost items will be removed from the catalogue five years after their last use.

#### **5.0 Weeding Criteria**

- 5.1 General Guidelines:
  - 5.1.1 Low check-out record: item has not circulated in last 5 years or only sporadically over 10 years.
  - 5.1.2 Little-used items for which similar material or information is available in the collection.
  - 5.1.3 Timeliness: superseded editions have newer revised editions.

5.1.4 Reliability: out-of-date materials, poor content, or items containing incorrect information.

5.1.5 Multiple copies of low demand materials.

5.1.6 Items purchased to support courses no longer taught, unless they are of value in other Program collection areas.

5.1.7 Damaged items.

5.1.8 Superseded Annuals, Yearbooks.

5.1.9 Items replaced by another format: online or CD-ROM.

**REVISED, Nov 07**

5.1.10 Electronic books purchased through Netlibrary will be weeded yearly in order to keep the yearly maintenance fee as low as possible. Perpetual access electronic books must be considered for withdrawal like other monographs.

5.1.11 The subject area is widely covered in the collection, or it has low usage or interest.

5.1.12 Retention period for serials, government publications or current information files is reached.

5.1.13 Ask: If this were a gift would it be catalogued and retained?

## **5.2 Specific Guidelines**

### **5.2.1 Physical condition of the item**

Is it worth binding or repairing or is it better to purchase a newer edition or a suitable replacement, if available.

### **5.2.2 Date of publication**

The date of publication may be irrelevant in the case of classics, titles of unique interest or histories, however publication date is often a good indicator of currency.

For older, standard items for which no suitable replacement or newer edition can be found -- record the history of each search for a replacement in the front of the item. For example, "Not in BIP, 1987,1989 -- Do not Discard".

### **5.2.3 Record of circulation**



How much activity and interest has been generated by the topic since the book was purchased? Circulation is not the sole criteria used when weeding but obviously the use of materials is a very important factor in consideration for discard. Some library materials such as items considered classic works in their field have long-term value and should be kept in the collection despite lack of use. The title may be retained if it is included in a standard list or bibliography such as, *Vocational and Technical Resources for Community College Libraries* and *Books for College Libraries* or if the author has a reputation for being an authority on the topic.

#### 5.2.4 Content

Content relates both the age of the material and whether or not the information is obsolete. The level of writing in the book is also important. Is it scholarly? What is the reading level? Is it suitable for library users? Is it well written? Does the book have unique illustrations?

**NEW Oct 09**

If the item is of historical significance, either locally or provincially, but meets all other criteria for deselection, then the selector will first inquire about a donation to another Saskatchewan library.

#### 5.2.5 Copies

What is the status of the book in the library collection? Is it the only remaining copy available? Is it available at another SIAST library? Is it a little used title available at another library? Are duplicate copies of an item required based on use?

## 6.0 Weeding Criteria - Other Collection Components

### 6.1 Introduction

The above discussions centred on monographs, however analysis and weeding must be conducted for all types of library materials.

### 6.2 Audio Visual

Slides, audiocassettes, videorecordings, videodiscs etc. have the same general and specific weeding guidelines as monographs -- information relevancy, content and currency.

### 6.3 Computer Software

Software for courses follows general weeding criteria. Applications software is dependent on the usefulness of the software and its continued compatibility with equipment rather than the date of purchase. Also, earlier versions of software often have to be returned when new versions are purchased.

#### 6.4 Pamphlets and Ephemeral Materials

Weeding is based primarily on currency, superseded publications, and duplication.

#### 6.5 Periodicals

Short run, seldom-used titles, periodicals not indexed and secessions are weeded. Retention is assessed on usage and recommendations of reference staff and faculty.

#### 6.7 Recreation Materials

Paperbacks are weeded when items become damaged or when space is at a premium.

*REVISED, Apr 09*

#### 6.8 Reference Materials

Reference staff have the specific task of weeding the Reference collection. Since not all material is subject to the effects of time, reference is selectively weeded, e.g., dictionaries, encyclopaedias, standards, statutes. Superseded editions such as yearbooks, directories and almanacs of value are transferred to the circulating collection, or discarded. Decisions are made by the Subject Selector in conjunction with the Collection Development Librarian. The circulating collection is not a last resting place for out-dated reference materials and is not used as a refuge from indecisiveness in weeding.

*NEW Apr 09*

#### 6.9 URLs in the Catalogue and Program Guides

All Internet resources in the catalogue and program guides will be assigned to a related program. Selectors are responsible for maintaining and for weeding links assigned to their programs. Link maintenance includes checking links and updating the URL. Selectors with multi-campus programs will share responsibility for link maintenance and weeding.

*NEW Oct 09*

#### 6.10 Government Documents

These guidelines apply solely to hard-copy formats, e.g. paper, microforms, audio and videotape, diskette, CD, CD-ROM, DVD, etc. In the event of a discrepancy with another guideline, the following take precedence:

1. The following kinds of material may be removed from the collection at the discretion of the selector responsible. There is no requirement that these publications must be removed:

- a. Ephemera, including pamphlets, brochures and leaflets, and defined as “any print publication in the form of a single sheet (loose-leaf service excepted), a double or triple folded single sheet, or a booklet of 15 pages or fewer”, after one year of receipt from the DP). In addition,
  - i. generally, the DSP will not distribute print copies of ephemera to Depository Libraries;
  - ii. the DSP will list in the Weekly Checklist print editions of ephemera "For Information Only";
  - iii. the DSP will provide, whenever possible, author department contact information in the Weekly Checklist entry so that Depository Libraries may order copies of these types of publications if required;
  - iv. the DSP will acquire and include in its permanent e-collection a PDF edition of these types of publications, if these are made available by the author department;
  - v. the DSP will distribute some ephemera in print format as exceptions including, but not limited to:
    - any Statistics Canada products
    - budget publications
    - others, as may be determined from time to time.
  - vi. these types of publications, if received from the DSP in print format, may be catalogued at the discretion of the library.
- b. loose-leaf pages that are up-dated;
- c. order Papers and Notice Papers;
- d. publications replaced by a revised edition;
- e. separate parts upon receipt of complete volumes, e.g. monthly issues replaced by an annual cumulation;
- f. material which carries an expiry date. (For such material, only the latest issue need be retained);
- g. any serial which has either ceased publication or migrated to a web-based format and for which print holdings consist of less than one full volume or year may be discarded. In addition, if holdings consist of only partial volumes or years, all issues may be discarded. It is recommended that the Depository Library retain such material for at least one year past the last issue, in case publication resumes;
- h. directories which have ceased publication or migrated to an electronic format such as a searchable database or a web-based document;
- i. any print publication that is replaced by an alternate hard copy format such as a microform, CD-ROM, DVD, etc., provided that:
  - i. a copy of the alternate format is held by the Depository Library,
  - ii. full access is maintained by means of bibliographic cataloguing and appropriate equipment and,

- iii. the hard-copy edition provided by the DSP has been retained for two years;
  - j. any print publication that is replaced by an equivalent online electronic edition hosted on either the Library server, the DSP server, the Statistics Canada server or on the Library and Archives Canada server, provided that:
    - i. full access is maintained by means of bibliographic cataloguing and appropriate equipment and,
    - ii. the hard-copy edition provided by the DSP has been retained for two years.
    - iii. Statutes present a special case, in that only print versions are officially valid. Depository Libraries should be guided by this fact in deciding whether to substitute electronic versions for paper;
  - k. bills when they are replaced by successive readings. Bills that do not progress any further than first reading, must be retained;
  - l. office consolidations of statutes and regulations when they are rendered out of date by subsequent consolidations;
  - m. hard copy publications that, in the judgment of the librarian, have suffered sufficient damage as to render them unusable by the library;
  - n. electronic media that have become unreadable because of file corruption or media obsolescence;
  - o. offprints (see Agreement Appendix B, Section 4b ) belong to the library and are not subject to these Retention Guidelines.
2. Selective Depository Libraries may remove any publication five years after receiving it from the DSP.

## **7.0 Disposal of Weeded Materials**

*REVISED Dec 10*

A record is kept of withdrawn items. All withdrawn items are stamped "Discard" over the property stamp.

Deselected materials of historical significance, either locally or provincially, will first be offered to another Saskatchewan library. All other deselected materials, and all historically significant items not wanted by other Saskatchewan libraries, will be shipped to Better World Books, provided those items meet the selection criteria of Better World Books. Any other materials are then donated to other libraries, to staff or to students, are sold, or are recycled. Other selectors will have the opportunity to review potentially weeded items prior to processing for disposal.

Final decisions on disposition are made by the Collection Development Librarian in consultation with the Director of Library Services.

## 7.1 Items Purchased with Program Funds

Any items purchased with Program funds, but housed in the Library, will first be offered to the Program that purchased them. If this Program does not want the withdrawn items, then the above steps will be followed.

## XII SIAST Historical Collection

The retention guidelines for the SIAST Historical Collection are:

- Rareness of the item, uniqueness of the item to SIAST or titles for which no other available material exists, i.e., is this better than nothing?
- SIAST produced materials.

### 1.0 Historical Documents

Items chosen by Subject Selectors for inclusion into the SIAST Historical Document Collection will be identified by a spine label and a bookplate (see image below).

1. Place the bookplate on the inside cover.
2. Place the spine label on the spine of the book, so that it does not obscure the call number or title. The spine labels will assist collection development and weeding by identifying historical items.



### 2.0 Core Collection

The retention guidelines for the Core Collection are:

- Balance, depth and breadth of the collection.
- Standard core bibliographies, indexes and accreditation lists.
- Research value.
- Retention of out-of-print but relevant items.

Items chosen by Subject Selectors for inclusion into the Core Collection will be identified by a spine label. Please use a **Red**  $\frac{3}{4}$  inch colour coding label



Place the spine label on the spine of the book, so that it does not obscure the call number or title. The spine labels will assist collection development and weeding by identifying core items.

## **XIII RESOURCE ALLOCATION**

### **1.0 Introduction**

With input from the Director of Library Services, SIAST administration sets the amount of the acquisitions and subscriptions budget. This amount is divided between monographs, serials (including CD-ROM's), audiovisual materials, and online databases. The funds are divided roughly 50% - 50% between the Library and Division allocations. Each division is given roughly the same allocation of funds, however, some consideration is given to the number of students and faculty in the Division, the number of programs offered, the mode of delivery, accreditation requirements, and the required number and cost of books published in the discipline.

### **2.0 Policy**

- 2.1 Resource allocation within Divisions is based on demonstrated need, the primary need being support to programs. No one program in the Division should be able to monopolize funds.
- 2.2 It is the responsibility of the Dean to determine the proposed breakdown of divisional spending by program. The Library will monitor program spending.
- 2.3 Instructional planning between program heads and faculty should encourage resource identification. This planning facilitates analysis of the current collection's support of program and subject areas, and identifies academic activity, priorities and costs for ongoing and emerging needs.
- 2.4 New academic programs must identify adequate funds for library materials. These funds must be identified early in the process to ensure sufficient resources are in place before the program begins.
- 2.5 A designated sum is set aside by the Director of Library Services each fiscal year for program emergencies.
- 2.6 Allocated Divisional funds not committed by the end of the third quarter revert to the Library fund and are used to meet other identified but unsatisfied needs.
- 2.7 Deans receive a breakdown of Division allocations at the beginning of each fiscal year along with an indication of the previous years spending. Updates are done at the end of the second quarter.
- 2.8 All requests should be submitted on the proper Library request forms and be signed by the proper person.

Based on: Collection Policies at several Institutes and Colleges in Canada and the United States.