

Specific guidelines for collection development

In addition to the above selection criteria, the following materials require specific guidelines:

1. Monographs (Books)

- Textbooks: Purchase of textbooks should be avoided, unless they are considered classic works, the best sources in their field, or are adopted for course reserves. A major exception is made for the Health sciences related titles that are considered part of the core collection.
- Multiple copies: Single copies of monographs are usually acquired. Multiple copies are justified when recommended by faculty for course reserve or when a book achieves a high readership.
- Fiction: Fiction of literary merit or representative of social, political, scientific, religious or other trends of thinking and living is acquired for cultural value or for recreational reading.
- Paperbacks: Paperbacks are preferred except in the case of reference resources, highly used books or when hardcover is the only version available.

2. Serials (Journals/Magazines/Newspapers)

The criteria adopted for monographs are applied to serials as well. However, since serials imply continuous financial obligations, a high level of scrutiny in selection is practiced according to the following guidelines:

- Academic reputation (as in refereed journals).
- Selected titles that do not have full text coverage in an owned database.
- Contribution to the balance of the collection related to a certain major or topic.
- Currency of information.
- Indexing availability.

In the case of newspapers, selection emphasizes current coverage of geographical areas. Specialized newspapers are selected on a title by title basis.

3. Dissertations/theses/projects

- The Libraries will retain one hard copy of each submitted thesis to be preserved at RNL in addition to a soft copy to be archived and published on their digital institutional repository (LAUR) for online access.
- Dissertations/theses from other universities are acquired on a selective basis and usually at the request of end-users. Document Delivery Services are a major provider of unpublished theses or dissertations.

4. Manuscripts and archives

Refer to the UA&SC document.

5. Maps

Maps, atlases and other related materials are also acquired according to the selection criteria stated in these guidelines.

6. Audio-Visuals

- Criteria include the quality of sound, photography, color reproduction and compatibility with available equipment.
- Duplicate titles will not be ordered unless the department requesting the title(s) clearly demonstrates a need for copies.

7. Electronic Resources

Electronic resources, i.e., reference or indexing sources — whether full text, abstract or citation only — requiring computer access, are purchased or licensed by the Libraries from commercial sources, non-profit organizations, professional organizations and others. It is the primary responsibility of the Serials/Electronic Resources Librarian to select e-resources for both campuses. Input from faculty, professional librarians, and consortial agreements, is also taken into consideration.

The selection of information in electronic formats is a collection development decision conceptually identical to the selection of information in print or other standard library formats. In general, the same criteria are applied. However, due to their nature, the following specific considerations should be taken into account:

Formats:

- Indexing and abstracting databases.
- Full text (aggregated) databases.
- E-journals.
- E-books (selective).

- Reference databases (directories, dictionaries, encyclopedias, etc.).
- Numeric and statistical databases.

The LAU Libraries may provide access to selected resources in CD-ROM format when the electronic version is poorly supported by the vendor or when it is not available.

User-Friendliness:

- Availability of on-screen help and/or tutorials.
- Functionality. I.e., interfaces must be user friendly for any user.
- Ability to print, save and email results and/or articles.

Access:

- Delivery via the Web.
- Authentication by IP address (rather than passwords or logins).
- Compatibility with the Library's existing proxy server and software.

Price:

- Cost-effectiveness (including the availability and cost of updates and back-files when appropriate).
- Ability to sustain cost for the foreseeable future.
- Potential usage and/or uniqueness of information to justify cost.

Technical criteria:

- Product is compatible with standard web browsers if accessible via the Web.
- Usage statistics are readily available in a user-friendly format and in compliance with international standards.

License Agreements:

Subscribing to or purchasing e-resources involves signing license agreements. It is the responsibility of the Serials/ Electronic Resources Librarian to negotiate these licenses to ensure that they address LAU's needs and recognize its obligations to the licensor. However, each license should be approved by the University Legal Counsel and signed by the President.

In general, the license agreements should be standard and describe the rights of the Libraries in easy-to-understand and explicit language.

Trials:

The addition of new e-resources requires trials for a short period of time. All trials should be coordinated through the Serials/Electronic Resources Librarian, who will solicit feedback from the LAU community to evaluate the product(s). Trials may be individual for LAU Libraries only, or collective through library consortia in which the LAU Libraries are members.

Cancellation:

Decisions regarding cancellation or replacement should be made in collaboration between the University Librarian, and the Deans and/or Chairs or faculty concerned. A subscription to a product may be cancelled if:

- Usage statistics are consistently low over a significant period of time.
- The product overlaps with another resource which offers more comprehensive coverage or treatment of subject.
- The resource is no longer available or maintained.
- A competitive or better product becomes available.
- The product is no longer cost-effective.
- The vendor fails to hold up their end of the agreement and/or provides poor services.
- The content provided no longer meets the needs of LAU users.
- The resource is no longer current, reliable or relevant.

8. Foreign language materials and translations

Materials added to the collection are primarily in English. However, materials in other languages may be acquired if they fulfill at least one or more of the following criteria:

- Relevant and enriching to specific academic courses or majors.
- Recommended by faculty or librarians.
- Have value as classic or outstanding works in the field.
- Have artistic value.

If translations into English do not exist, translations into a more accessible language are often preferred to the original language.

9. Reference resources

The Selection of reference materials is the basic responsibility of the Reference/Information Literacy Librarian, assisted by other librarians and faculty. Liaison librarians also interact with departmental faculty in selecting reference materials. Reference materials should be selected not only on matters of curricular interest, but also for the variety of factual information they offer. In the case of dictionaries, diversified languages are highly recommended. When material is available in multiple formats, the choice of format is influenced by the needs of the Libraries and its readers (for example, preference has recently been

given to the electronic format. Therefore, assuming reliable access for all readers, electronic versions of reference works are preferable print). In addition to selection criteria for the digital formats mentioned in the general Collection Development Policy, the following considerations are taken into account when selecting electronic reference materials:

- Technical consideration.
- Usability of material.
- Equipment.
- Search interface.
- Availability of user support and documentation.
- Potential use in multiple locations.
- Cost effectiveness of access to the reference material.

Updating the Reference Collection is an ongoing task. Superseded resources may be removed from the Reference Collection and added to the general circulating collection depending on the validity of and the need for the information they provide.

10. Gifts and exchange

Gifts are accepted within the criteria stated in these guidelines. A gift will not be accepted if it is coupled with restrictions from the donor as to readership or preservation conditions or any demands that contradict intellectual freedom. The University Librarian reserves the right to accept, reject or dispose of gifts in compliance with the mission of the Libraries or the availability of space.

As for exchange, the institutions that donate any type of information resources on a regular basis to the LAU Libraries are given priority in our exchange list. If needed, exchange agreements may be drafted between the LAU Libraries and the concerned institutions. With regards to donations, the criteria below should be prioritized:

- Libraries of “feeding schools.”
- Other school libraries in the community.
- Public libraries in the community.
- Non-Governmental Organizations (NGOs) libraries.
- Libraries of cultural centers, social clubs, etc.

11. Replacement of missing resources

Missing or worn-out resources are replaced based on the following criteria:

- The item is in high demand.
- Lack of other copies or new editions.
- Lack of other adequate resources on the topic.
- Importance of the item for the overall balance of the collection.

Copyright compliance

The LAU Libraries are committed to full compliance with copyright laws. Photocopying or reproduction is limited to out-of-print materials or those not to be used for any purpose other than private study, scholarship or research. No photocopy or reproduction will be made in excess of “fair use” as stated by the laws.

Collection maintenance

1. Binding and Mending:

Decisions regarding binding will be made in the case of worn out books. Each decision will be based on the actual condition of the book, the number of duplicate copies in the collection, the current validity of the contents and the cost of mending versus the cost of replacement plus the availability of the same or of alternative titles. If the damaged book is beyond repair or mending, it must be discarded. The majority of serials titles are automatically bound.

2. Weeding:

In general, the following materials may be withdrawn:

- Superseded editions.
- Worn, mutilated, or badly marked items.
- Duplicate copies of seldom used titles.
- Materials that contain outdated or inaccurate information.
- Titles removed from the LAU collection for any valid reason.

Though the Library staff is primarily responsible for collection weeding, seeking feedback from the relevant faculty is highly recommended.

3. Resource sharing

Active programs of library resource sharing provide access to collections that are not owned locally. The InterLibrary Loans/Document Delivery Services, so called ILL/DDS, are one of the several alternative research services offered by the LAU Libraries. The service aims to obtain materials such as books, photocopies of periodical articles, theses and dissertations, conference papers and audiovisual materials which are not available at the Libraries but are required by faculty, staff and students for their research or teaching purposes.

Collection evaluation

To ensure the existence of the said resources criteria for evaluation, subject bibliographies, lists of standard core collections and other tools may be used. The input of faculty, library staff, the University Library Information Resources Council and end-users should be given serious consideration. The excessive use of the Inter-Library Loans and Document Delivery Services in a certain topic or major is an indicator that should trigger the provision of resources in that field. In addition, the collecting levels stated below are generally adopted whenever Library collections are being evaluated.

Collecting levels

The collecting levels set by these guidelines may not be met in some years because of shortfalls in the Libraries' resources budget. As a result, the collecting levels noted below — which are based on the definitions specified in the Guidelines for Collection Development of the American Library Association/Resources and Technical Services Division (Chicago: ALA, 1979) — should be applied.

- **Comprehensive:** a collection that contains all works in all languages and all formats in a particular field. Its aim is exhaustiveness. The Library will not collect in any field at the Comprehensive level.
- **Research:** a collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.
- **Advanced Study Level:** a collection that is adequate to support the course work of advanced undergraduate and masters' degree programs, or the sustained independent study of less than research intensity. It includes a wide range of basic monographs both current and retrospective, the complete collections of the works of a field's most important writers, selections from the works of secondary writers, a selection of representative journals, reference tools and fundamental bibliographic tools.

- Initial Study Level: a collection that is adequate to support undergraduate courses. It includes selections of currently published basic monographs and retrospective monographs, a broad selection of the works of the field's most 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.
- Basic: a highly selective collection that serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field.