

# Collection Development Policy

## J.N. Desmarais Library

**Administrative Authority:** Library and Archives Council, J.N. Desmarais Library and Archives

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**Purpose and Scope:** This policy sets out the principles for the acquisition of resources for the Library collection. It includes a preamble, mission statement, and definitions. The roles and responsibilities of librarians and archivists for the collection are described.

### Preamble

Academic libraries, including the J.N. Desmarais Library, are in a period of transition. On the whole, the use of print collections has declined in recent years. At the same time, the usage of electronic collections has grown exponentially. Accordingly, most of the library's collection budget has become dedicated to its electronic repertoire. Librarians also spend less time selecting books at the individual level, than they do working in teams to select electronic suites (e-journals, e-books, databases) and to develop research tool.

The working environment is also increasingly networked, with library-related consortia at the local, provincial, and national levels negotiating licenses from publishers and database providers for a vast array of resources. In Ontario, the most important consortium of which the J.N. Desmarais Library is a member is the Ontario Council of University Libraries (OCUL).

The evolution of academic libraries reflects the changes that are underway in publishing and scholarly communication. For instance, the J.N. Desmarais Library now oversees a digital institutional repository for the University to which all faculty members are encouraged to contribute their works.

The document that follows is primarily concerned with the management of both electronic and print materials. Although e-resources have become an important and integral part of the library's collection, print material continues to be of value and, in some instances, is the *only* format for publications. Over the past fifty years, librarians and professors at this University have worked diligently to build a high-quality print collection, which meets the standard of accreditation of university programs taught in Canada. It is imperative that the importance of this work be recognized and widely understood in the university community.

## Mission Statement

The J.N. Desmarais Library acquires resources in a variety of formats to fulfill the curricular requirements and institutional mandate of Laurentian University. The Library strives to ensure that discovery and access to its resources is provided both onsite and to distance members of the Laurentian community. The Library through its professional services contributes to teaching and research at the University. The Library upholds the principles of academic freedom in the search for truth and knowledge by the University's scholarly community. The fostering of critical thinking and lifetime learning are also abiding values of the Library. In terms of the collections budget, the Library is autonomous in providing resources for the University's undergraduate programs, but it is interdependent with other Ontario university libraries in providing resources for graduate programs.

## Definitions:

**Collection development** is the process of planning and building a useful and balanced collection of resources based on an ongoing assessment of the institutional mandate, university curriculum, and user needs.

**Collection management:** The activity of planning and directing the maintenance and growth of the collection based on an evaluation of its strengths and weaknesses and an estimate of future needs<sup>2</sup>.

**Collections team:** All members of the library staff who are involved with the management and development of the Library's collection (see Appendix A).

## Roles and Responsibilities of Librarians and Archivist

Collection development is primarily the responsibility of librarians and archivist who consult with faculty and students in the selection of resources for the University's academic programs.

Faculty, staff, and students are welcome to suggest titles for purchase by the library. Such suggestions will be considered according to this collection policy and will be purchased if they contribute to the library's ability to achieve its mission.

The Coordinator of Collections is responsible for coordinating and monitoring collections budgets, policies, procedures and projects. The Collection Development Coordinator is also responsible for investigating, negotiating, monitoring, and coordinating electronic license agreements. To assist the Coordinator of Collections, there is one librarian responsible for the Anglophone print collection and one librarian for the Francophone print collection. They will be responsible to oversee spending of print books and serials collections, will coordinate department allocations expenditures with liaison librarians, and will be responsible for weeding of print books and serials, including items in storage (Appendix A).

## Collection Development Principles

General Principles:

**i) Support of Laurentian Programs:** The collection is intended to support all programs taught by Laurentian either on or off campus. At the undergraduate level, the university is expected by its peers to be self-sufficient; at the graduate level, it can rely on resources obtained from other libraries.

Each year, items received through interlibrary loan will be analyzed to see whether any should be added to the collection in support of Laurentian programs.

It is expected that proposals for new programs, at all academic levels, need to include a comprehensive analysis of the library collection requirements and a commitment by Laurentian University to provide the necessary resources.

**ii) Donations:** The library will accept certain donations if it completes or enhances the existing collection. The librarian responsible for gifts and donations will accept or reject donations, in consultation with the Liaison librarians. For donations from federated universities, the Coordinator of Collections or, in the Coordinator's absence, the University Librarian shall decide on whether to accept the materials. For further information, please refer to the Donations Policy. Donations of archival material will be appraised and processed solely by the archivist, in accordance with the Archives Acquisition Policy. For further information, please refer to the Donations Policy.

**iii) Language of material:** In accordance with Laurentian University bilingual mandate, a minimum of 30 percent of the acquisition budget is reserved for the acquisition of French language resources.

**iv) Accessibility:** The Library makes every effort to provide equal access to resources for persons with disabilities, in accordance with the *Accessibility for Ontarians with Disabilities Act*. This may include, but is not limited to, PC and web-based documents, audio recordings, and Braille.

### 1) Book collection (print and electronic)

The goal of a circulating book collection is to provide the necessary, convenient, and critical access to works on all subject areas.

**i) Single Copies:** The library normally acquires one copy of a title.

**ii) Replacements:** Items are not automatically replaced. The primary criteria for replacement are usage and analysis of related material in the collection. The most recent edition is normally acquired if the item is replaced.

**iii) Edition:** Newer editions are acquired only if they have been substantially updated from the previous edition.

**iv) Course textbooks:** Course textbooks are not normally purchased for the collection. Donations may be accepted.

**v) Soft cover or hardcover books:** The soft cover or paperback edition of a book is normally acquired.

**vi) E-books or print books:** When a book is requested and it is available in either print or electronic format, preference is to be given to the purchase of the e-book. If the book is already available electronically, the print book is not normally acquired.

**vii) Moving books to the Depository:** Monographs may be sent to the first-floor Depository if there has been no usage after 15 years. If, after 5 years, the book placed in the Depository has not been checked out, it may be removed from the collection.

**viii) Removing books from the collection:** The Library removes material in order to maintain a viable and useful collection, and to ensure adequate space on the shelves. Materials which are out of date, are no longer relevant, or are in poor condition are systematically reviewed for discard, replacement, or repair. Books removed from the collection are sold by a used-books seller, from which the Library receives a portion of the proceeds. The weeding process is the responsibility of the Collections Team in consultation with the appropriate subject librarians, who may also call upon the assistance of the teaching faculty.

**ix) Deadlines and budget limits:** The deadline for all orders for the fiscal year is January 31. No further orders are placed once the budget is encumbered.

## **2) Reference collection (print and electronic)**

As with the Book Collection, the Library acquires the e-version of reference resources such as encyclopedias and dictionaries, if there is a choice between print and online.

## **3) Recreational reading collection (Popular fiction)**

Paperbacks and graphic novels are collected for leisure reading and are accepted primarily as donations. Paperbacks that have not been loaned for five consecutive years are removed from the collection to make space for new additions.

## **4) Periodical collection (print and electronic)**

The periodical collection consists of print and electronic subscriptions to indexes, abstracts and databases as well as to the full-text of regional, national, and international journals and newspapers.

The J.N. Desmarais Library makes the vast majority of its periodical collection available electronically. The subscription to a print journal is cancelled if the online version is acquired. Print journals are removed from the collection once there is perpetual access to the e-journal.

Usage is central to the decision-making process when it comes to the cancellation of any electronic periodical bundle or individual subscription. If the cost-per-use of an online resource is greater than the cost of an interlibrary loan for three consecutive years, this resource will be reviewed for cancellation.

Decisions to add new periodical subscriptions are made on a title-by-title basis and submitted to Coordinator of Collections. Faculty may suggest titles for inclusion by contacting the library liaison for their division.

**i) Newspapers:** The Library acquires a limited number of hardcopy newspapers covering local, provincial and national news. A selected number of international newspapers are purchased to meet curricular needs. Access to a wide number of regional, national, and international newspapers are available full-text through several online databases and indexes.

**ii) Microforms:** Microforms are acquired as necessary. Subscriptions are reviewed to determine if online formats have become available.

## **5) Music Scores, Videos, and Sound Recordings**

The Library acquires music scores, videos, and sound recordings. All titles are acquired on the basis of demand, depending upon the program.

Liaison librarians also advise the university community that it is possible to borrow video recordings from another university collection through Interlibrary loan.

## **6) Government Documents Collection**

The library is a full depository library for the Government of Canada and continues to acquire documents through this program.

The library does not actively pursue the acquisition of government information from other levels of government with the exception of a current copy, in electronic format of the following: 1) Public Accounts; 2) Statutes and Revised Statutes; 3) Commissions of Enquiry and Task Force reports; and 4) Special Reports.

Those government documents not considered to be part of the core Government Document Collection, are placed in the Circulation, Periodical, or Reference collections, depending on the type of material.

## 7) Cartographic resources

Resources in this section refer to maps in all formats, atlases in all formats, and geospatial data.

**i) Maps:** The Library is a full depository library for paper and digital maps produced by the Centre for Topographic Information at Natural Resources Canada. Most digital products can also be downloaded directly at no cost from GeoGratis, Natural Resources Canada's spatial portal. On a selective basis, the Library catalogues maps that are available online under an open access license. The Library accepts donations of print maps only if they are relevant to current programs or Northern Ontario.

**ii) Geospatial data:** Geospatial data is collected from both the federal and Ontario governments through the Scholars GeoPortal.

**iii) Atlases:** Print general world atlases are not normally acquired as this information is available online under an open access license. National, provincial/state, and city atlases may be acquired if an acceptable open access version is not available online. Subjects of interest for thematic atlases include climate, history, roads, archaeology, linguistics, bathymetry, economics, geology, ethnography, and natural resources. These publications may be acquired if an acceptable open access version is not available online.

## 8) Research Data

The library collects research data through Statistics Canada's Data Liberation Initiative (DLI) program, and through OCUL's Ontario Data Documentation, Extraction Service and Infrastructure (ODESI).

## 9) Theses, Dissertations, and Essays

The J.N. Desmarais Library currently holds print copies of all Laurentian University graduate theses, and some undergraduate 4<sup>th</sup> Year Honour's Essays. Students are encouraged by their departments or programs to submit their theses, essays, or 4<sup>th</sup> Year Honour's projects in electronic format to the institutional repository (LUZoneUL).

Fourth-year essays are added to the library's collection when supplied by the departments or programs, after they have removed all personal information. The library will only accept those essays that have been verified by their program and do not contain any personal information, as defined by the *Freedom of Information and Protection of Privacy Act* (FIPPA). Theses and

essays that do not conform to regulations regarding personal information will be returned to their respective departments or schools.

The Library does not normally acquire print copies of graduate theses from other institutions.

### **10) Laurentian Faculty Authors Collection**

The Faculty collection is a repository of monographs, published by University faculty members. The collection will not include books published before or after their appointment at the University. New faculty members may donate previous publications for inclusion.

Scholarly, peer-reviewed reports, by a faculty member are also included. Articles or book chapters published by faculty are not be accepted into the collection,

Faculty members are encouraged to deposit electronic versions on LUZoneUL. Scholarly, peer-reviewed reports, made available by a faculty member may also be included. Faculty theses are not normally incorporated into the collection.

### **11) Regional Collection**

The Regional Collection consists of publications that deal with Northern Ontario, with a focus on Northeastern Ontario.

All subject areas and all types of publications with the exception of press clippings, abstracts, or loose leaves, may be evaluated for inclusion.

No Laurentian University publications (e.g., reports, studies, and statistics) are accepted into the Regional Collection.

Electronic versions are included in the LUZoneUL.

### **12) Rare Books**

The rare books collection consists of special editions, rare and unique publications of recognized value, or materials that are in fragile condition. Any addition to this collection will reflect program needs and be from donated materials, or if the fragile state of the published work requires controlled access.

### **13) J.N. Desmarais Archives**

The J.N. Desmarais Archives participates in and ensures the preservation of the archival heritage of Northeastern Ontario. The Archives supports and serves the university community, the community of the region, and beyond.

Archival donations are submitted to the Archivist.

For further information on the Archives collection development policy, please refer to the *“Politique d’acquisition – Archives de l’Université Laurentienne.*

**Archives reference resources:** The Archives’ reference resources collection consists of finding aids to archival fonds. It also includes publications that complement the holdings of archival fonds, some Laurentian University publications, and official publications by national and provincial archives. The collection contains official historical publications which are not available online.



## Appendix A

Chart detailing the flow of communication between the Collections Team:

