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UFS·UV  
LIBRARY AND INFORMATION SERVICES  
BIBLIOTEK - EN INLIGTINGSDIENSTE

## LIBRARY AND INFORMATION SERVICES

### POLICY

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Related policies	

**1. TITLE**

Collection Development Policy

**2. PREAMBLE/BACKGROUND**

It is the policy of the UFS Library and Information Services (UFS LIS) to ensure that the library responds to the information needs of users, which are the teaching, learning and research needs. It is the responsibility of the Library to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information. The Library also intends to acquire a balanced and up-to-date collection that would assist and support the University in developing well-rounded students who can play meaningful roles in society. The collection will thus also fulfil the recreational, spiritual/religious, emotional, social/ethical, economic, political awareness (other than political propaganda), medical needs of users, etc.

**3. PURPOSE**

- To set rules and regulations which guide a common understanding of collection development, regarding the do's and don'ts (No bias, prejudice, personal beliefs and preferences).
- To provide guidelines for planning, resource allocation, selection, acquisitions (through purchase, donations, subscriptions, private collections), maintenance and withdrawal decisions, with expressed need to satisfy users' information needs and to provide access to an "active" collection.
- To ensure that staff members optimize financial and human resources and acquire information resources which positively impact on students' lives/value for money.
- To build a collection that responds to the current and retrospective needs of users and takes into account the cultural, historical, geographical, economical, spiritual, educational backgrounds of all users.
- To ensure that the Library is well stocked with a balanced collection per programme and per capita, made up of books and non-books materials, University output and Special collections.
- To regulate the provision of information resources in different formats - made up of print books (fiction and non-fiction), e-resources (online journals, e-books), databases, academic journals, newspapers, magazines, and audio-visual materials (CD's, DVD's, Videos, etc).
- To ensure that the Library reflects the 21<sup>st</sup> Century information needs and that information is repackaged and made accessible in preferred formats, and thus support remote access to information.

- To provide criteria for allocating funds fairly and justifiably.
- To embrace technological developments to shorten the turnaround time for selection and acquisition.
- To set rules and regulations regarding the management of collections not housed at the Library.

#### 4. **SCOPE**

This Policy applies to:

- The Collection Development Committee members made up of staff members at Acquisitions, Information Services, Journals, Cataloguing Sub-Divisions, and Branches/Campuses;
- University community as clients/internal stakeholders; and
- Vendors as external stakeholders.

#### 5. **DEFINITIONS AND ABBREVIATIONS**

- "Bibliographic information" means the author, title, date of publication, place of publication, publisher and International Standard Book Number (ISBN).
- "Collection" means different types of information resources in different formats and serving different needs.
- "Database" means online and electronic collections (full-text, bibliographic, numeric or images) that are made available as packages that the library subscribes to, based on supplier agreements.
- "Electronic resources (e-resources)" means non-print information resources that are accessed online (e-books, e-journals, online journals, digital collections)
- "Fiction" means story books used for leisure reading.
- "Non-Fiction" means books presenting factual information and used for academic purposes.
- "Information resources/Items" means print (Books, Periodicals, Magazines, and Newspapers) and non-print resources (e-Books, e-Journals, Compact discs (CD), Videos, Audio-tapes, and Digital video discs (DVD), Compact disc read-only memory (CD-ROM).

- “Millennium” means an electronic library management system (Acquisitions Module), manufactured by Innovation Interface Incorporative (III).
- “New acquisitions” means new information resources that have just been received and added to the collection.
- “Open collection” means information resources that are on open shelves and can be borrowed/taken out by library users for specified periods.
- “Reference collection” means information resources that are used for quick information provision such as dictionaries, encyclopaedias, maps, etc.
- “Special collections” means information resources that present a historical perspective of a field, such as Africana, Rare books, Government gazettes, etc.
- “Study collection” means prescribed/text books used purely for purposes.
- “University Output” means information resources that have been developed, researched and published by the University community such as Theses and Dissertations, Presentations, Conference Papers, etc.

## **6. POLICY CONTENT AND GUIDELINES**

### **6.1 Content of Collection**

UFS LIS drives to build a collection that reflects information resources that:

- support the university’s teaching, learning, research needs;
- assist in developing well-rounded graduates, availing information that satisfy their general information needs including their social, economic, entrepreneurial, political, recreational and spiritual needs;
- present all points of view on current and historical issues, irrespective of origin or background;
- reflect the heritage of the Province and the University;
- support government priorities, such as eradication of poverty, economic growth, youth development, African literature.

## 6.2 Criteria for Selection

The following criteria shall be used to select relevant information resources:

- Authority of Authors: Purchase information resources written by reputable authors.
- Currency: Purchase the most recent publications/editions.
- Relevancy: According to the needs of the University.
- Broad variety: Cover a wide range of presentations by different authors.
- Quality: Information resources that are of high quality in content and format, peer reviewed articles published in accredited journals/publications.
- Durability: Purchase paperbacks – hard copies shall be considered in exceptional cases.
- Format: Avail information resources in appropriate different formats (online books and online journals, e-books, e-journals, compact discs, digital video discs, CD-ROMs, videos, etc.).
- Availability: Purchase second hand copies in cases of need and if the required copy is out of print.
- Cost effectiveness: Purchase/Subscription Cost to present value for money.
- Full text (Databases) as opposed to citations.
- Coverage/inclusion in indexing/abstracting databases
- Popular and academic fiction
- Language: Purchase information resources written in English, Afrikaans, Setswana, Sesotho (Qwaqwa) and isiZulu (Qwaqwa only). Information resources in other languages shall be acquired only to support Programmes offered in those languages, as inherent requirements of such programmes.
- Quantity: Work towards ensuring that ample titles and copies are availed per capita (students, academic and support staff).
  - Non-Fiction: 1 Copy, with a maximum of 3 copies
  - One copy per Branch (where the same courses are offered)
  - Fiction: 1 copy of each title
  - Prescribed Books: 1 copy of each title
  - Reference sources: ??? Copy

### **6.3 Rules for Selection**

- Prioritise information resources published in South Africa, by South Africans and about South Africans
- Purchase software that can be installed in platforms that allows multiple access.
- Purchase mainly from South African publishers and retailers
- Subscribe/Purchase: Consider value for money with respect to packages vs. individual copies of eResources
- Exceptions shall be discussed and approved by the Collection Development Committee. Effort shall be made to supplement print copies with access to electronic and online copies, especially in cases where there are too many students in a programme
- Where an electronic copy of an information resource is available, the Library shall purchase one electronic/online copy (same time multiple user usage), irrespective of the number of library users.

### **6.4 Scope of Collection**

Information resources in different formats shall be selected to build the following collections:

#### **6.4.1 Open Collection**

- Fiction: Story books aimed at providing reading materials for recreational/leisure purposes; and
- Non-Fiction: Information resources with factual content such as academic/educational, motivational/inspirational, management, and informative resources such as resources on HIV/AIDS, etc.
- These information resources shall be open for use in and outside the Library

6.4.2 e-Books Collection: The Library shall complement current collection by acquiring books in electronic format, taking into consideration the following criteria:

- Accessible for multi-use on- and off-campus (remote access)
- Web-based and site license

- Purchase or subscribe rather than lease
- User-friendly content and network accessibility (readable on- and off-line)
- The price of the e-book vis-à-vis print book;
- Availability of the book in e-format; and
- The popularity of the book.

#### 6.4.3 Audio-visual Collection

- The Library shall acquire audio-visual information resources to complement the print collection (Audio Tapes, Compact Discs (CD), Digitized Video Discs (DVD), Videos, CD-ROMS, Computer Software, Films, Transparencies, Kits).
- One copy of each shall be acquired, unless a special request has been approved by the Collection Development Committee.
- These information resources shall not be lent out to students, but used only in the Library (Hardware to be availed). Lecturers shall be allowed to borrow them for use in lecture rooms.

#### 6.4.4 Reference Collection: Ready reference information resources designed to provide quick access to factual information in all subject areas, that serve as starting points for information gathering/knowledge development:

- Types: Dictionaries (Mono-lingual dictionaries (English, Setswana and Afrikaans), Bilingual and Multilingual dictionaries); Subject Dictionaries (Dictionaries on specific subjects such as Economics Dictionary); Encyclopaedias (General and Specialized encyclopaedias); Atlases and Maps; Gazettes; Indexes and Abstracts; Almanacs and Yearbooks such as Directories and Guinness book of records; Statistics information; and Careers information resources.
- Usage shall be strictly in the Library. Online reference collection shall be subscribed to and made accessible for use remotely.

#### 6.4.5 Reserved/Short Loan Collection: Non-Fiction books that have been reserved by lecturers for addressing specific study needs for a specified period of time.

#### 6.4.6 Study Collection: Textbooks that are prescribed by academics, which students have to purchase. The Library shall support students by purchasing these titles and reserving them on Short Loan for as long as they remain prescribed.

6.4.7 Office and Project Collections: The Library shall purchase collections that are meant to address information needs of lecturers' special needs and housed in their offices for identified periods.

- The collection shall be lent out to a lecturer and s/he shall be accountable for its safekeeping
- The responsible lecturer shall return the collection to the Library when s/he leaves the employ of UFS, and be charged for any losses
- Office collections shall remain in users' offices and renewed annually, provided the Library recalls them as required
- Project collections shall be returned to the library at the end of a project

6.4.8 Journals Collection: Select and subscribe to print and online journals as single subscriptions or as part of database packages, with a view to providing users with up-to-date and current information in their fields of interest.

- Preference shall be given to subscription to online journals, in cases where a journal is published in both print and non-print format, unless a journal is available in print format only.
- Select academic journals to meet teaching, learning and research needs of the University.
- Purchase one copy of each title

6.4.9 Sheet Music, Music Scores and Pocket Scores.

- Sheet music: Printed form of music notation that uses music symbols
- Score: Music of all instruments and voices in a composition lined up in a fixed order
- Pocket score/study score: A full score in a reduced size. It is too small for use in a performance, but handy for studying a piece of music – it be for a large ensemble or a solo performer. A miniature score may contain some introductory remarks.

6.4.10 Magazines and Newspapers:

- Select recreational magazines to develop general knowledge of users (political, family, do-it-yourself, etc.).
- Select newspapers reflecting local, provincial and national current news, which are readable, popular and informative.
- Avail access to a wide number of regional, national and international newspapers that are

available on full-text through several online databases.

- Purchase one (1) copy of each magazine title
- Purchase the following copies of newspaper titles:
  - Main Library: four (4) copies
  - Branch Libraries: one (2) copies

6.4.11 Special Collection/Africana: Information resources that meet the following criteria:

- Rare;
- Expensive;
- Historical and of long-term value, such as the Nelson Mandela collection;
- Government gazettes; and
- Heritage collection.

6.4.12 Special needs Collection: The Library shall acquire collections that address special needs for users with different disabilities (Braille, Audio-Tapes, Font enlarging software, etc.).

6.4.13 Digitized Collection: The Library shall be part of the National Electronic Theses and Dissertations project aimed at preserving the University's output. The following information resources shall be digitized and publicized on the Institutional Repository:

- Theses and Dissertations;
- Inaugural lectures;
- Memorial lectures; and
- Public lecturers.

**6.5 Information resources suppliers (*Appendix A1: List of current suppliers*)**

The following criteria shall be applied to approve a supplier:

- Comparatively cheaper supplier, with good discounts;
- Delivery within a month of ordering;
- Reliable and trustworthy supplier, with reasonable technical support;
- A supplier that responds favourably to urgent requests; and
- A supplier that deals with subjects of interest;
- Priority shall be given to South African suppliers; and
- Considerable effort shall be made to accommodate the previously disadvantaged suppliers.

## **7. SIZE OF THE COLLECTION**

The size of a library's collection depends on many factors including space, size of anticipated users, policy on stock exchange, number of users, etc. However, the relevance of the collection to the needs of users is more important than the size. It is thus for-seen that the collection should meet the following criteria:

- Undergraduate students: 6 items per capita
- Fourth year: 10 items per capita
- Postgraduate students: 15 items per capita
- Lecturers: 15 items per capita
- Management: 10 items per capita
- Support staff: 10 items per capita

## **8. DATABASES/ELECTRONIC RESOURCES**

In line with the national and international trends, the Library shall subscribe to a variety of relevant databases to enhance the print collection, avail access to current information published worldwide and make remote access to information a reality. The Library shall remain part of the South African National Library and Information Consortium (SANLiC), which is responsible for joint negotiation and subscription of deals with reputable suppliers, in a cost-effective way. There are however, other deals that shall be negotiated on one-and-one basis with other suppliers.

Selection of databases shall meet the following requirements:

- Supplier to have excellent technical support;
- Be able to provide usage statistics;
- Suppliers to allow trial period (Minimum of a month);
- Have embargo on previous articles; and
- Ease of use, including remotely.

Continuation or termination of a current subscription to a database shall be based on the usage statistics vis-a-vis subscription costs.

## **9. BUDGET ALLOCATION**

- The Library shall be in control of the information resources budget.

