COVENANT UNIVERSITY
CENTRE FOR LEARNING RESOURCES

COLLECTION DEVELOPMENT POLICY
Introduction

This Collection Development Policy is a statement of the principles and guidelines used by the Centre for Learning Resources (CLR) in the selection, acquisition, evaluation and maintenance of library materials. It is intended to ensure consistency of practice among those responsible for developing the library’s collections and to communicate same to faculty, students, staff and other members of the university’s internal community.

Vision Statement

To become world-class and a reference Resource Centre in support of teaching, learning, research and scholarship geared towards capacity building in the quest of raising a new generation of leaders.

Mission Statements

- Build, maintain and preserve diverse information resources to support teaching, learning and research
- Provide life-long learning skills to our patrons
- Offer qualitative services to the university community and other external scholars
- Provide digital innovations for access to global information network
- Provide aesthetic user-friendly learning environment that situates the library as the hub for all academic and research activities in the university
- To ensure cutting-edge deployment of ICT in library and information services
Purpose of the Collection Development Policy

The Collection Development Policy of the Centre for Learning Resources is a public document that describes existing collection strengths and future collecting activities in order to inform users, potential donors, and funding authorities of the principles that govern the selection and retention of library holdings and of the library's collecting priorities. It further demonstrates the commitment of Centre for Learning Resources to building a collection that supports the needs of undergraduate and postgraduate programmes as well as respond to the teaching and research needs of faculty.

The Policy is also an internal library document meant to:

- guide the library's staff in making decisions regarding the selection, management, and preservation of library materials
- assure the continuity and consistency of collection development over time
- assist with focus on patron needs
- aid in the induction and orientation of new staff
- ensure a high degree of relevance of its collection to the needs of the university community

Types and Formats of Materials Collected

The Centre for Learning Resources collects both primary and secondary publications, bibliographic and reference sources in the formats most suitable to support the educational and research needs of Covenant University students and faculty in all academic fields relevant to the University’s programmes.

Selection Responsibility

The responsibility for the development of the collections lies with the Head of Collection Development under the supervision of the Director in conjunction with
academic departments. Faculty members are encouraged to actively participate in the selection process. Recommendations for purchase from students and administrative officers are also welcome; they are encouraged to use the Library’s Acquisition Request Form to ensure that accurate information on the title is provided. Collection Development Librarian will send relevant publisher’s catalogues, brochures, and material reviews to the appropriate Heads of academic departments who in turn will circulate these items to other faculty members. The comprehensive acquisition requests for books and journals must reach CLR not later than September 30, of every session. The Collection Development Librarian welcomes questions about acquisition or collection development policy as well as suggestions for strengthening the collection.

**Broad Selection Guidelines**

The primary responsibility of the Centre for Learning Resources is to acquire and make accessible information resources that reflect the goals and objectives of the university, support the university's curriculum, and provide for the information needs of faculty, students, and staff. In selecting library materials to support the above, consideration must be given to the following:

- Relevance to the curriculum and usefulness to the covenant university academic audience
- Timeliness and lasting value of content and format
- Reputation / authority of the author, and/or publisher
- Presentation and usability (style, clarity, intuitiveness, and organization)
✓ Aesthetic considerations e.g. appeal to the imagination, senses, or intellect
✓ Special features e.g. index, bibliography, footnotes e.t.c.
✓ Physical and technical quality e.g. paper quality, typography, and binding
✓ Suitability of content to format
✓ Strength of present holdings on the same or similar subject
✓ Frequency of document delivery requests for material on the same or similar subject
✓ Price/relative cost of material in relation to the budget and other available or needed material
✓ Inclusion in subject specific and standard library reviewing sources
✓ Language
✓ Quality of the writing
✓ Literary merit or artistic quality
✓ Accuracy of information or data
✓ Inclusion of the title in recognized bibliographies, lists, indexes
✓ Favorable recognition in standard reviewing sources.

**Serials**

Selection of serials is carried out in collaboration with the Serials Librarian based on the University’s teaching and research areas, in conjunction with academic departments.

Serials are issued in print and electronic formats. Preference is given to electronic format, although all formats are considered in the library's purchase and/or access decisions.
General Criteria for Selection of Serials

When acquiring serials titles, the following will be considered:

✓ Relevance to the curriculum and usefulness to the covenant university audience
✓ Strength of present holdings on the same or similar subject
✓ Full-text availability through electronic means including the consideration of an embargo imposed by the publisher
✓ Professional reputation
✓ Continuity of title
✓ Completeness of content by comparison with the print version, if one exists;
✓ Volatility of content in aggregator databases
✓ The need for, and availability of, access to backsets in the case of cancellation
✓ Price, including infrastructure costs
✓ Means of access (e.g., use of IP address or password)
✓ Quality of the search interface (ease of use)
✓ License conditions
✓ Indexing and abstracting in sources accessible to library users

Criteria for Selecting Electronic Materials

**Interface:** How difficult is it to use. Which browsers and browser versions does it work with? Are there any other resources, which use the same interface? If yes, can users search both (or all) simultaneously? Are there any other resources, which
use the same interface? If yes, can you search both (or all) simultaneously? Does the interface include distracting/excessive advertising or graphics? The product should be “user-friendly,” that is, provide ease of use and guidance for the user via appropriate menus, help screens, or tutorials.

**Search feature:** product should allow keyword searching, truncation, index/thesaurus searching, marking e.t.c. there should be an easy search for similar articles. The response time should be at an acceptable speed. There should be hyperlinks to allow retrieval of all articles sharing that authority field.

**Copies of documents/records:** Can you print/download/email? Are there other options available? What formats for documents? Is there a choice? (e.g. plain text, HTML, PDF) Is it legible on the screen and when printed?

**Full text – holdings links:** For non-full text databases, is it possible to link to full text? Is there a charge for this? Which publishers? How much work is involved for us? For non-full text databases, is it possible to link to our/others' catalogues? How much work is involved? Can we link to subscribed full text for, e.g. electronic reserve? Is it open URL enabled? Are there embargo periods applied to any/some full text? If both subscribed and nonsubscribed data is available, is it clear which is which?

**Content and relevance:** Does it provide adequate breadth and depth of coverage for the expected user population? How many/what proportion of users would find it relevant? How many years' worth of data is accessible? Would we have to purchase back files? What overlap is there with other resources to which we already subscribe?
**Access and other license issues:** What does the license not allow that we could do with the print version? Is access IP-linked/password/other? (e.g. locally mounted) Are there user limits? Where there are user limits, does the supplier provide passwords/extra access for training purposes?

**Customizations and personalization:** Can we personalize? (e.g. add CU logo, branding) Can users set up email alerts? Can users save searches? Are these saved on the user's computer or on the provider's server?

**Support, help, availability, and reliability:** What support is available? (e.g. email contact, online documentation/help screens, training materials) Help screens - are they helpful for us and for users? Are the vendors available to offer 24/7 support, and is the resource actually available as promised? Is there a backup procedure in place if unexpected downtime does occur?

**Other Selection Policies**

- ✓ The library will purchase minimum of three (3) copies of requested titles (and more depending on the perceived number of students/users)

- ✓ When there is an option of paperback or hardback copies, the hardback would be preferred

- ✓ There will be review of lost or missing item on a monthly basis and replacement of copies will be ordered when appropriate.

- ✓ Titles will primarily be purchased in English language (except for French language)

- ✓ Second print copies of journals will not be purchased
 ✓ Selection of local titles is encouraged

 ✓ Only latest editions of book titles will be purchased

 ✓ Titles above five years will not be purchased except they are adjudged to be very relevant or by special request

**Specific policies governing selection of Materials**

**Journals**

 ✓ Foreign journals will be acquired only through subscription. Individual issues or reprints of articles will rarely be considered. In addition to collecting journals that support the teaching and research programmes of the University, periodicals of more general interest to the academic community will be acquired bearing the mind the substantial nature of articles in the periodical and their intellectual content, inclusion of periodical in indexing and abstracting services and the degree to which the periodical reflects thoughtful assessment of contemporary trends in society. Periodicals will not be acquired for recreational reading.

**Newspapers/Magazines**

 ✓ Subscription for newspapers and magazines will be carried out in order to support teaching and research, provide sources of national and international news and general intellectual and cultural awareness for faculty and students. Any newspaper or magazine that falls short of these expectations will not be considered for selection.
Machine readable materials

✓ Machine readable materials will be collected if they are most effective in support of teaching and research and if the library can provide adequate facilities for their use

✓ Audio-visual materials requested by faculty members in support of teaching and research will be collected.

Collecting Levels

♦ Comprehensive level (level 5)

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a defined field. This level of collecting intensity is that which maintains a "special collection", the aim of, if not the achievement, is exhaustiveness. Materials that address programmes run in Covenant University are covered under this level. The programmes are as listed:

✓ Accounting
✓ Banking and Finance
✓ Business Studies
✓ Economics and Development Studies
✓ Political Science and International Relations
✓ Languages
✓ Psychology
✓ Mass Communication
✓ Sociology
✓ Physics
✓ Chemistry
✓ Mathematics
✓ Computer & Information Sciences
✓ Biological Sciences
✔ Building Technology
✔ Architecture
✔ Estate Management
✔ Chemical Engineering
✔ Petroleum Engineering
✔ Electrical & Information Engineering
✔ Civil Engineering
✔ Mechanical Engineering

♦ Research level (level 4)

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 databases in the field.

♦ Study level (level 3)

A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

♦ Basic level (level 2)

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 encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.
♦ Minimal level (level 1)

A subject area in which few selections are made beyond very basic works.

♦ Out of scope (level 0)

A subject area that is not collected and in which no materials are selected. Occultic literatures and materials that are fundamentally antithetical to the Christian Faith are not desirable.

Gifts

Gifts can be valuable additions to the library’s collections. However, donations to the library will not be accepted if they are:

♦ Obsolete

♦ Irrelevant to Covenant University curriculum, research interest and general reading

♦ Fundamentally antithetical to the Christian Faith

♦ Occultic

♦ Not in good condition, ruffled or damaged

♦ Accompanied with conditions in relation to retention and treatment or other conditions that the library finds unacceptable

Legal Deposits

Three copies of all materials published by Covenant University and a copy of postgraduate thesis should be deposited in the library. These publications include
journals floated by departments, soft and hard copies of PhD and Masters theses and soft copies of undergraduate projects.

**Collection maintenance**

Centre for Learning Resources acknowledges the necessity of maintaining all library holdings in whatever format. Routine decisions regarding preservation are made by the Reader’s Services Librarian and the Technical Services Librarian. Frequent fumigation exercise to forestall the activities of vermin is highly recommended. The Circulation Department is charged with the responsibility of bringing physically damaged materials to the attention of the Head of Collection Development Unit who then determines whether the material should be repaired or replaced depending on the extent of damage. Materials to be repaired or bound are then forwarded to the Bindery Unit while those damaged beyond repairs are replaced using the following criteria:

- Does the material being replaced meet the general library collection policy?
- Does the frequency of the anticipated use justify replacement?

**Periodicals and Journals**

In general, all periodicals and journals are bound on a regular basis. Titles will not be bound if replaced by electronic version or if only the current two to three years are retained. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year. Incomplete volumes or years are bound only after being reviewed.

Back issues of each title of newspapers and magazines are bound in two volumes and are shelved in the newspaper morgue.
Weeding

Weeding is also done at intervals in order to decongest the shelves and introduce more relevant materials. It is as important to the health of CLR’s collection as adding new titles. Each item through its quality, reliability, current usefulness and appearance must earn its place on the shelf and contribute to the reliability, reputation and attractiveness of the library. Systematic weeding is an integral part of book selection, pointing out the weaknesses of the collection. The following criteria based on physical condition, content and form will therefore be used for weeding:

Physical condition

Discard items which:

♦ are soiled or badly worn, particularly those with missing pages, brittle or dirty paper, e.g. hardbacks, study print, posters;

♦ have a short life and have become worn and tatty, e.g. paperbacks

♦ materials that are non-print and damaged to the point of not being usable, e.g. CD-ROMS.

Content and Form

Consideration for removal should be given to resources which:

♦ are more than 10 years old or are out of date either in their information or their pictorial format

♦ present theories or concepts which have been disproved or altered significantly

♦ no longer meet curriculum needs and teaching methods.
Weeded items that are still in good condition shall be donated to other institutions that may be interested in them.

**Collection Evaluation**

The continual review of library materials is necessary for maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

CLR staff will evaluate portions of the collection on a regular basis, especially in conjunction with university-wide programme evaluations, using a combination of standard qualitative and quantitative methods. The measure used to evaluate the collection will be user survey.

**Policy Review**

Amendments to the Collection Development Policy will be presented to the Collection Development Committee whenever significant changes in policy or practice occur. The Policy will be reviewed regularly in order to ensure that its provisions continue to reflect the current requirements of the University’s academic programmes, the state of collections and the allocation of resources.