UNIVERSITY LIBRARY

COLLECTION DEVELOPMENT POLICY

APPROVED BY UNIVERSITY COUNCIL ON 16TH JUNE 2017

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Purpose of Policy

This policy sets outs the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation.

Policy Scope and Application

This policy applies to all staff, students and members of Mount Kenya University decision-making or advisory bodies.

Collection Development Goals

This policy exists in order to design and direct the growth, scope, level, size, and location of the Libraries' collections. The collections include a wide range of basic resources, both print and electronic, including but not limited to: monographs, a selection of representative journals, reference tools and fundamental bibliographic resources pertaining to a subject.

This are materials not only located within the confines of the University but includes materials accessible through electronic information retrieval systems. Our mission statement and collection development goals emphasize our desire to provide the materials that support the curriculum and the intellectual development of Mount Kenya University students, faculty and staff.

1.0 Library Collection Development Framework

1.1 Context

The Collection Development Policy operates within the context of Information Services' Action Plan. The policy supports the Library's role in providing collections to meet the learning, teaching and research needs of its students and staff.

1.2 Responsibility

Collection development is a collaborative process involving library and teaching and research staff. Directions and priorities in collection development shall be reported to the library committee and subsequently to other relevant committees of the University Senate as necessary. Final decisions on the purchase of resources rest with the University Librarian or his/her appointee.

1.3 Scope of the Collection

The Library collection holds resources designed to support the learning, teaching and research needs of the University. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs, computer software, and online); and
- Regalia (i.e. physical objects, such as models)

1.4 Clients

The Library provides collection access to the following client groups:

- All students of the University
- All staff of the University
- Alumni of the University
- Members of University Council and other University bodies
- Companies located in the Innovation Centre
- Students and staff from local schools
- Staff and students from institutions with which the University has reciprocal borrowing arrangements
- Members of the public

- Other libraries through inter-library loan and document delivery services

2.0 Resource Selection

2.1 Selection Criteria

Selection of materials is a continuous process affected by the changing curriculum as well as the availability of new materials. As with all library purchases, the primary criteria for selection is the extent to which the material is relevant to the curriculum, improves the overall library collection, and enhances access to information. The general policy for selection applies equally to all types of materials being considered for the library's collection.

2.1.1 Guidelines for Selection of All Materials

a) Relevance to the curriculum and usefulness to the Mount Kenya University academic audience
b) Timeliness and lasting value of content and format
c) Reputation of the author, issuing body, and/or publisher
d) Presentation and usability (style, clarity, intuitiveness, and organization)
e) Aesthetic considerations: (1) literary, artistic, or social value; (2) appeal to the imagination, senses, or intellect
f) Special features: (1) accurate, usable index; (2) bibliography; (3) footnotes; (4) pictorial representations
g) Physical and technical quality: (1) paper, typography, and binding; (2) stability; (3) compatibility with other library systems
h) Suitability of content to format
i) Strength of present holdings on the same or similar subject
j) Frequency of document delivery requests for material on the same or similar subject
k) Price/relative cost of material in relation to the budget and other available or needed material
l) Inclusion in subject specific and standard library reviewing sources
m) Holdings of other libraries in appropriate resource-sharing networks
n) Current publications have priority over retrospective buying

2.1.2 Considerations for Selection of Specific Types and Formats of Materials

a) Works of fiction are selected based on choosing established literary works and new works of promise in the literary field, especially those works that support literature course offerings.

b) Foreign-language materials are selected to support the curriculum in literature and language studies. Basic language tools such as foreign language dictionaries and phrase books are collected for general reference needs.

c) Electronic resources are the preferred format for many library resources. These products include databases, abstracts and indexes, data files, journals, reference sources, image collections, and e-books.

d) Duplicates are not selected unless warranted by heavy usage of copies already held by the library.

e) Gifts are added to the collection based on the same selection criteria used for purchased materials.

f) Textbooks and manuals shall not be purchased or added to the collection unless they have earned a reputation as classics in their fields or are the only or best sources of information on a particular topic.

g) The library does not select materials in proprietary, nonstandard or obsolete formats.

h) The library does not collect materials such as article reprints or preprints, equipment manuals, costumes, educational toys and games, medical instruments, models, specimens, laboratory equipment, or materials meant for consumption.

2.1.3 Specialized Collections

a) Archives

The purpose of the University Archives is to collect, organize, and preserve the historic documents of Mount Kenya University. The library shall maintain a selective archive since the establishment of the university. University Archives shall not include personnel or student records and rules of confidentiality are observed for sensitive materials.

b) Children's Literature

All books, fiction and nonfiction, with an intended audience of preschool up to young adult shall be housed in a separate location and designated as the Junior Readers Section/ Collection. The purpose of the collection is to provide a sample of books written for children for use by students in education and other careers working with children.

c) Mount Kenya University Faculty Publications

Mount Kenya University Library shall maintain a collection of faculty-authored monographs.

d) Reference

The reference collection supports the research needs of Mount Kenya University students, faculty and staff. It contains such materials as abstracts and indexes, encyclopedias, dictionaries, atlases, directories, bibliographies, statistical compilations, and handbooks. Reference works that provide basic bibliographic access to or an overview of other academic disciplines are also selected.

e) Serials

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

a) Relevance to the curriculum and usefulness to the Mount Kenya University academic audience
b) Cost of ownership compared to cost of access and availability of the material through document delivery services; factors to consider include price, cost of storage, delivery time, and demand
c) Strength of present holdings on the same or similar subject
d) Full-text availability through electronic means including the consideration of an embargo imposed by the publisher
e) Professional reputation

f) Indexing and abstracting in sources accessible to library users

2.2 Donations

Donations are accepted only on the understanding that the Library has control over selection, location and disposal of resources.

3.0 Library Materials Funds

The library's materials budget is used to purchase serials and books in print or electronic format audio, video, or other non-print materials. The university allocation is supplemented by funds from gifts and the library's endowment.

4.0 Access

Resources purchased are catalogued and located in the Library to facilitate access. Authenticated access to electronic resources is provided via the Library's web site. All physical resources are held in open access. Resources are made available in compliance with copyright and license conditions.

4.1 Resource Sharing /Consortia

Mount Kenya University Library is committed to resource sharing. With limited purchasing power and the expansion of research, the Library collections cannot be expected to meet the needs of the entire University community. Through resource-sharing via Interlibrary Loan and consortia acquisition of electronic products, locally unmet needs can be satisfied in a cost effective manner.

The Library will participate in consortium-negotiated contracts with vendors, when they meet the guidelines in this document, and offer either significant savings and/ or access to additional materials at a sustainable price. Resource sharing encourages exchange of materials among participating libraries for the mutual benefit of all parties. Mount Kenya University Library shall be an active participant in local, state, regional, and international resource-sharing networks.

Likewise, the library works with its resource-sharing partners to establish cooperative collection development programs that shall benefit all libraries involved.

5.0 Collection Maintenance

Collection maintenance is an ongoing process by which materials in the libraries are evaluated so that decisions can be made concerning the repair, replacement, relocation or withdrawal of items. The criteria for the evaluation of materials are the same as the criteria for selection. Library staff will regularly monitor, evaluate and cull the collection to ensure its relevance and currency.

a) Location of Materials

Information resources purchased with library funds and gifts to the library become part of the library collection and the shelving location of these resources is determined by the librarians. Access to electronic information is in compliance with licensing agreements.

b) De -Selection / Weeding

De-selection of library materials, the process of removing items from the collection, is essential for the maintenance of an active, academically useful library collection. De-selection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing de-selection effort in consultation with faculty in their areas of collection responsibility and for maintaining the quality of the collection. The same guidelines used for selection of library materials provide the underlying principles for de-selection.

c) Conservation, Preservation, and Replacement

Library materials are expensive to purchase, process, and house. Mount Kenya University Library acknowledges the necessity of preserving library materials. Library personnel shall determine what action should be taken with damaged and worn out materials. The library shall maintain a disaster plan that designates procedures for the initiation of action should an emergency arise involving the library's collection.

6.0 Collection Development Policy Evaluation and Review

The Collection Development Policy shall be reviewed periodically at least after every five years to ensure the library collection meets its purpose. Any substantive changes in policy shall be communicated by the Library Committee to the University Senate for approval.