
Collection Development Directive

Effective Date: May 1, 2014

Revised: March 01, 2021

Approved by: J. Openo, Director, Teaching and Learning

STATEMENT OF PURPOSE

The purpose of this directive is to set guidelines for the development and maintenance of both the print and non-print collections of the Medicine Hat College Libraries. As such, college employees will utilize this guide to ensure an adequate, balanced collection exists to serve the patrons of the libraries.

SCOPE

This directive applies to all members of the Medicine Hat College community who are involved in the development and/or maintenance of the library collections.

PRINCIPLES

1. Good library collections are not achieved by accident: the quality of the collection depends on the deliberate and careful selection of resource materials, in accordance with the mission of the college and of the library.
2. The role of the Medicine Hat College Libraries is to support the instructional program of the college. This requires the selection of resource materials, both print and non-print, that constitute a quality collection that is relevant to the needs of the patrons.
3. Funds for the purchase of materials are a major component of the Library's operating budget. The Director, Teaching and Learning is responsible for the control of the acquisition budget.
4. Whenever possible, an attempt is made to provide materials with a variety of points of view on a subject, in an attempt to secure a balanced collection. In order to preserve intellectual freedom and reduce bias, censorship is not practiced. The Library endorses the principles of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries (see Appendix A).

DEFINITIONS

1. **Multimedia:** shall mean library resources with an audio and/or video component.
2. **Collection Development:** the process of managing library resources, including print and non-print material, through selection, maintenance, evaluation, and weeding.

3. **Community Members:** shall mean any individual, not including students or employees, who makes use of Medicine Hat College Library Services.
4. **Electronic Resources (e-resources):** include a variety of materials in electronic format including, but not limited to, periodical indices and article databases, video streaming databases, eBooks, E-journals, and other online subscriptions.
5. **Employee:** shall mean any person who is employed by the college or any individual who provides services to the college on a contract basis.
6. **Faculty:** any college employee hired to teach a course offered at Medicine Hat College.
7. **Library Collections:** include resources in a variety of formats and housed physically or electronically within the library.
8. **Patron:** shall mean any individual employee, student or otherwise who makes use of a service provided by the Medicine Hat College Library, in person or virtually.
9. **Periodical:** a journal, magazine, newspaper or other publication published at regular intervals.
10. **Shortgrass Library System:** one of the Alberta regional library systems that includes twelve public libraries in communities located in Southeastern Alberta.
11. **Student:** shall mean any person registered in a college course.
12. **Weeding:** the removal of little used, outdated, irrelevant, or damaged materials.

PURPOSE OF THE COLLECTION

The primary patrons of the Library are students, faculty and other college employees for study and research. Community members, including alumni, also have access to and regularly make use of College Library services.

The librarians ensure that appropriate resource materials are selected that will support the needs of the patrons, within budgetary limitations. While no library collection can meet all the requirements of its patrons, the aim is that students and instructors will find their primary resource needs in the college library.

The library is for the use of students in technical and undergraduate education rather than for graduate studies; it does not require the expenditure of funds for materials of narrow subject scope and intense specialization. The collection should include selected material in major subject fields not taught at the college.

Material for the cultural and recreational interests of the college community will be selected, recognizing the role of the college as a community resource. The Library works in partnership with the other local libraries, including the Medicine Hat Public Library, Brooks Public Library, and the Shortgrass Library System, to meet these needs.

LIBRARY COLLECTIONS

The library maintains several separate collections arranged by format or loan period.

1. Print Book Collection

- Multiple copies of the same work occupy valuable space and exhaust funds that could be used for a broader collection. Heavily used material should be placed on reserve. A limit of two copies is recommended.
- New editions of a popular or useful book are selected to succeed the older edition; generally, the older edition is withdrawn from the collection. The librarians decide which editions should be kept in the collection.
- Multiple copies of textbooks shall not be ordered with a view to saving students the cost of buying textbooks. It may be desirable to have one copy of the courses' text in the library; it should be placed on reserve when recommended by the course instructor.

2. Multimedia Collection

- Where possible, multimedia items will be evaluated by faculty members or librarians before a purchase decision is made. Due to the high cost of some of these materials, purchase should be restricted to items that directly relate to the college curriculum.
- Multimedia selections should be made with a view to long-term usefulness and whenever possible to items having inter-disciplinary value.
- The Library attempts to standardize audio visual hardware and therefore will avoid the purchase of software that would further diversify the equipment inventory.
- Wherever possible, online video streaming is the preferred method of acquiring audio visual content.
- Additions to the collection should meet accessibility standards for video (described video and/or closed captioning/transcripts).

3. Electronic Resources

E-resources are commonly available on a subscription basis, where a topical content package is made available at a cost-efficient rate. Due to this publishing model, it is often not possible to select specific content and it is understood that the content may change over time. E-resources are expensive and an ongoing subscription represents a continuing resource commitment.

E-resources, therefore, cannot be expected to meet the criteria for selection used for other formats. Trial or preview periods are usually used to evaluate new products. E-resources are assessed according to the following additional criteria:

- The majority of the content included is current and relevant.
- Access and use of content, as per license agreement (available to multiple patrons, both on and off campus; permissions for classroom use and reuse).

- Ease of use (interface design, search options).
- Price is cost-efficient for content included and reasonable relative to overall budget and other e-resources.
- Consortia pricing is available.
- Recommendations and reviews from faculty, staff and students (based on preview or trial period).
- Retention may depend on usage and content overlap with other resources.

eBooks are selected on a package subscription basis or purchased individually.

4. Reference Collection

A limited number of items make up the Reference Collection. These items must be consulted in the library and do not circulate.

5. Print Periodical Collection

The currency of the information and the specificity of articles contained in periodicals are essential to the needs of patrons at the college level. However, these materials are expensive to acquire and represent a continuing resource and space commitment since they usually continue indefinitely and rise in cost annually.

Criteria regarding the selection and retention of periodicals include:

- The periodical is indexed in indices or databases subscribed to by the Library.
- Content is not duplicated in electronic databases.
- The level is appropriate.
- The contents are related to college programs.
- The periodical compliments the entire collection.
- Price is reasonable in relation to the overall budget.
- Retention may depend on currency, usage, the amount of space required for storage or availability through full-text electronic databases, the Internet, or other sources.

6. Curriculum Collection

The Curriculum Collection supports the instructional resource needs of faculty and students in the Medicine Hat College University Transfer Education and the Mount Royal University Bachelor of Education degree programs. The Curriculum Collection primarily consists of materials appropriate for teaching students in grades K-6. The collection contains educational resources in a variety of formats, including books, multimedia, kits, activities, games, manipulatives and posters. Resources are selected based on the Alberta curriculum, courses offered in the Education program, and in collaboration with faculty.

7. Archives

The Library attempts to collect materials that are of archival interest to the college. This collection includes yearbooks, calendars, annual reports, slides, and photographs.

8. Leisure Collection

Both popular print and non-print non-academic, or “leisure”, materials may be selected, as funds allow, to help in the general growth and development of the students and to promote an atmosphere of comfort with using the library, which should lead to a better use of learning materials generally. Popularity, inclusion on ‘best seller’ lists, and favourable reviews, are the basic criteria for selection. Leisure materials may include magazines, paperbacks, graphic novels, film, and eBooks.

9. Brooks Campus Library

The same care and criteria used for selection in the Medicine Hat campus collection are used when selecting materials for the Brooks campus. Items which duplicate the Medicine Hat collection are not normally purchased.

10. Special Collections

As needs are identified, special collections may be developed. These include maps, music scores, calendars and other such collections which may remain as separate collections or be merged into the general collection. Criteria for selection are developed as the need arises.

SELECTION

Materials for the library collections are selected according to the criteria set out in this directive. A liaison system exists by which college faculty are made aware of bibliographical and promotional resource information in their particular subject area. The college librarians act as the library liaison representatives (see Appendix B).

Student and support staff recommendations for both recreational and curriculum related materials are welcomed. Suggestions from the general public for materials relevant to the goals of the library are also accepted.

The following criteria should be considered when making selection decisions:

- Demand.
- Purpose of the resource.
- Recommendations in reviews.
- Currency and relevance.
- Importance of the contents to the collection.
- Price.
- Reputation and significance of the author/director.
- Reputation of the publisher/producer/distributor.
- Quality of writing/production.
- Quality of the illustration/visuals.
- Inclusion in recognized bibliographies.
- Format.
- Language.
- Canadian content.

Gifts and Donations

Gifts or donations are accepted on the basis that materials selected for inclusion are chosen only by the librarians and that no form of restriction concerning cataloguing, shelving, or circulation may be placed on the material, except with approval from the Director, Teaching and Learning or designate.

COLLECTION MAINTENANCE

In order to maintain a collection that is pertinent to the needs of its patrons, it is essential that the collections are regularly evaluated through collections analysis techniques.

Collection Analysis

Library collections are reviewed on a regular basis to ensure they meet the needs of library patrons. Tools used in analysis include system-generated reports for usage, currency, subject coverage, and comparison to libraries at similar post-secondary institutions.

Collections Review Schedule:

- Print Books: Continual basis, with the entire book collection reviewed over each three-year period.
- Multimedia: Every two years.
- Electronic resources: Annually, at renewal.
- Reference Collection: Annually.
- Periodicals: Annually. Retention schedules in place for each title.
- Curriculum Collection: Every three years.
- Other collections: Every three years.

Weeding

Weeding is necessary because the collection is intended to be a working collection for undergraduate students and also due to the limited amount of shelf space available. Weeding the collection by removing superseded editions and other outdated material improves service by improving access to the more current materials. Although circulation and in-house use figures are not the only means to judge the usefulness of materials in a collection, they are an objective method of determining the relative use of an item.

Consultation with faculty teaching in the subject area may be pursued when the librarians require subject expertise. The Director, Teaching and Learning or designate has the final decision regarding the withdrawals.

The criteria for withdrawing materials include:

- Item is damaged beyond repair.
- Item is a duplicate copy of a seldom used title.
- Item has been superseded by a newer edition.
- Course for which item was originally purchased is no longer taught at the college.

- Item has not circulated for the last five years, providing the withdrawal of the item does not considerably deplete either the amount of material or variety of viewpoints available within the subject area. Items which can be identified as classics in the area may be exempt.
- Multimedia materials may be withdrawn if a format becomes obsolete or unpopular with patrons. Formats become obsolete when the library is unable to repair existing equipment or purchase replacement equipment, when producers no longer manufacture the format, or when another format supersedes the older type.

ROLES AND RESPONSIBILITIES

1. Director, Teaching and Learning

The Director, Teaching and Learning is responsible for approving this directive and any further additions to this directive.

The Director, Teaching and Learning is responsible for the control of the acquisition budget.

The Director, Teaching and learning has the final authority to approve materials for purchase or weeding.

2. Librarians

The librarians are responsible for the overall development of the collections. Selection responsibility is shared by the faculty and librarians.

3. Library Technicians

Library Technicians are responsible for tasks involving acquisitions, cataloguing, and maintenance of collections.

The Archives Technician is responsible for the maintenance of the College Archives.

4. Faculty

Since the faculty has the most direct involvement with the teaching program of the college, it is important that they have a role in selecting materials supporting these programs.

5. Faculty, Staff, Students, and Community

All members of the college community are encouraged to suggest additions to the library collections. Complaints concerning material in the collection must be submitted in written form to the Library Director (see Appendix C for copy of "Request for Reconsideration" form).

APPENDIX A

Statement on Intellectual Freedom and Libraries

Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

You can find CFLA-FCAB's Position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities: An Interpretation of the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries [here](#)

APPENDIX B: LIBRARY LIAISON AREAS

Technology & Resources Librarian:

- School of Arts, Science & Education programs

Instruction Librarian:

- School of Business and Continuing Studies programs

Instruction & Research Librarian:

- School of Health and Community Services programs
- School of Trades and Technologies programs

APPENDIX C

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Book

Periodical

Multimedia

Title

Author

Publisher

Request initiated by

Address

City Province Phone

Do you represent?

Yourself

An organization (name)

Other group (name)

1. To what in the work do you object? (Please be specific. Cite pages)
2. Did you read/view the entire work? If not what parts?
3. What do you feel might be the result of reading or viewing this work?
4. What would you like the library to do about this work?

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Date

Signature

Library Staff: Please forward this form when completed by a library patron to the office of the Director, Teaching and Learning.