



Title	Library Collections Policy
Policy Area	College Systems and Resources
Policy Number <i>(to be assigned by Policy Development Office)</i>	E.5.3
See also <i>(related policies)</i>	

Effective Date of Policy:	January 9, 2009
Approval Date:	January 8, 2009
Applies to:	Faculty, Staff, Students and Community
Approving Body:	Education Council
Supersedes/New:	New
Authority:	College and Institute Act

The following are responsible for the administration of this policy,

Primary Office	Contact
Library Services	Director, Library Services

Policy Statement

The purpose of the collections policy is:

- to provide guidelines for the selection and retention of library materials to support the mission of Okanagan College and align with Okanagan College values
- to facilitate the balanced and planned development of the library collection and the efficient and effective use of allocated funds
- to inform the Okanagan College community of the standards and principles used to develop the Okanagan College Library collection

Policy Details

Overview

The Library is responsible for selecting and acquiring necessary materials to support the established curricular needs of students, faculty and instructors at Okanagan College. The Library also selects and acquires materials which are more general in nature to support the educational goals of the Okanagan College community. The Library selects and acquires materials to support employee professional development and scholarly activity. The Library selects and acquires materials relating to the people and communities of the Okanagan region to preserve and make available the local historical record.

The Library collects materials in the format that will be of practical use to the Okanagan College community and at the level that is suited to the courses and programs supported.

The Library acquires materials in a manner that makes efficient and effective use of available funds and provides equitable access to the Okanagan College community.

The library collection includes a broad range of currently published basic works in appropriate formats, a significant number of important retrospective materials, a selection of representative journals, and reference and discovery tools at a study or instructional support level.

The Director of Library Services is ultimately responsible for the Library and its collection.

Integrity of the College Library Collection

The Library supports the principles of intellectual freedom as set out in the *Canadian Library Association Statement on Intellectual Freedom* and the *British Columbia Library Association's Statement on Intellectual Freedom*. Requests to remove materials considered to be inappropriate for the library collection will be referred to the Director of Library Services for a response.

Responsibility for Collections Development

All continuing Librarians have liaison responsibilities. The Liaison Librarians have primary responsibility for identifying and selecting materials for the Library. Liaison Librarians work with departmental library representatives to build and maintain the library collection. Faculty and instructors have responsibility for recommending appropriate resources to support new as well as existing courses through their departmental library representative.

Suggestions for purchase from students and other library users will be considered by Liaison Librarians. Final approval for acquisitions rests with the Library. Due to the ongoing nature of the commitment, the Librarians make recommendations on new standing orders, subscriptions and licenses. The Collections Librarian provides library resource assessments for new courses and programs as part of the Okanagan College Education Council course and program approval process.

Responsibility for Collections Management

Building a strong and relevant library collection to support the Okanagan College community is a dynamic process that includes assessment and removal of materials that are in poor condition, obsolete, or no longer relevant to curriculum. Librarians have primary responsibility for decisions regarding replacement, preservation, transfers to storage, cancellations and withdrawals. Departmental library representatives and other faculty and instructors with appropriate subject expertise may be asked to review potential

cancellations and withdrawals. Collections management activities are coordinated by the Collections Librarian.

Collections Allocations

The Director of Library Services allocates the annual collections budget, with advice from the Systems & Acquisitions Librarian and the Collections Librarian. The Library monitors on an ongoing basis the allocated funds to ensure responsible expenditure of the budget. Collections assessments, including evaluation of usage, inform the strategic allocation of funds.

Procedures

Collections Development Guidelines

The development of library collections will consider the following criteria:

General Selection Criteria

The following criteria are not exhaustive or necessarily in order of priority:

1. **Relevance:** Supports courses and programs approved by Okanagan College Education Council and subsequently listed in the official calendar, program accreditation, Okanagan College educational goals, employee professional development or scholarly activity; local history and issues.
2. **Quality:** Authorial credentials and publisher reputation; accuracy; currency; inclusion in standard guides, e.g. *Resources for College Libraries* and *Magazines for Libraries*; favourable reviews in standard bibliographic sources.
3. **Level:** Suitable to the curricula and goals supported. This includes materials at a pre-college level, vocational level, technical level, and lower to upper undergraduate level. More specialized and complex materials may be acquired for faculty and instructors to be used in preparation of courses or for scholarly activity.
4. **Language:** English language and other languages that directly support curricula.
5. **Format:** Appropriate for use; content integrity; added value; durability and stability. If usage and access warrant, items may be acquired in more than one format, e.g. a journal subscription in print when available online because of embargo period and content volatility of online version.
6. **Cost:** Price relative to average costs for materials in the subject area, as well as costs for acquiring, processing and housing or providing access.
7. **Existing Holdings:** Augments or updates the existing collection. The availability of material through interlibrary loan or document delivery may be a consideration.
8. **Multiple Copies:** To make available core resources required for courses in the campus library where the courses are offered, multiple copies of an item may be purchased; supplementary resources are made available through intercampus delivery rather than duplicated. Multiple copies may also be purchased where warranted by high demand at one location.

Selection Criteria: Material Type

1. Books: When both hardcover and paperback editions of a book are available, paperback is preferred for significant cost savings over anticipated lifespan.
2. Books Authored by Okanagan College Employees: A minimum of two (2) copies of published books authored in whole or in part, or edited by, Okanagan College employees, will be purchased if relevance criteria are met.
3. Kalamalka Press Books: A minimum of two (2) copies of books published by Kalamalka Press will be purchased.
4. Textbooks: Okanagan College course textbooks are not purchased; however, textbooks that are recognized as important in their field or which are the only source of information on a subject may be purchased. Faculty and instructor copies of required course textbooks may be placed on reserve in the Library.
5. Periodicals: Specific selection criteria for new journal, magazine or newspaper subscriptions or backrun purchases include but are not limited to: indexing availability, overlap with fulltext databases or electronic journals collections, and cost-effectiveness of interlibrary loan.
6. Media: To support classroom instruction, videos are purchased with public performance rights whenever possible. DVD format is preferred unless otherwise specified by the requestor. Previews for possible acquisition are arranged by the Library. Spoken word sound recordings and other media may also be purchased.
7. Alternative Formats for Disabled: Alternative formats are not purchased directly; instead these materials are provided by library request through the BC College and Institute Library Services (CILS).
8. Digital Resources: Specific selection criteria for providing access to freely available Internet resources and licensing or purchasing of electronic books, electronic serials, databases and other digital resources include but are not limited to: ease of use and functionality especially compared to print or media formats, link stability, archival availability and perpetual access rights, coverage overlap, support by the Library's and College's computing infrastructure, on- and off-campus availability to authorized users, and licensing terms. Trial access is arranged by the Library.
9. Government Resources: Librarians select publications from the Depository Services Program Weekly Checklist, the British Columbia Government Publications Monthly Checklist, and data sets from the Data Liberation Initiative (DLI) Collection. Other government publications, from local to international jurisdictions, may also be purchased.
10. Reference Resources: Materials which are intended to be frequently consulted for factual or basic information rather than read consecutively are purchased for reference (in library use) collections. Due to high costs and significant content overlap between editions, some resources are rotated rather than duplicated for campus reference collections.
11. Literacy Resources: Materials intended for adult new readers at a grade 6 or lower reading level are purchased for literacy collections.

12. Gifts: Gift materials will be assessed by the same criteria as purchased materials and are accepted with the understanding there are no restrictions regarding use and disposition. See also Okanagan College Library Gift-in-Kind Donation Policy.

Collections Management Guidelines

The management of library collections will consider the following criteria:

1. Replacement: Criteria for replacing lost, missing or damaged items include but are not limited to: relevance to current curriculum, past use, existing holdings and cost.
 2. Preservation: If replacement is not a viable option, damaged or excessively worn books may be rebound and media materials may be reformatted, in compliance with copyright legislation, to preserve deteriorating content or improve use.
 3. Transfers to Storage: Low-use materials may be placed in storage due to campus library space limitations. Consultation with Liaison Librarians, Campus Librarians and the Collections Librarian is required prior to transfer of periodical holdings to storage.
 4. Cancellations: Criteria for renewal or cancellation of standing orders, subscriptions or licenses include but are not limited to: relevance to current curriculum, usage, duplication of content, existing holdings and cost. Print subscriptions may be cancelled or changed to online only subscriptions if digital equivalents meet criteria for content integrity, stability, perpetual access, and agreeable licensing terms.
 5. Withdrawals: Criteria for withdrawal from the library collection include but are not limited to: licensing expiry, no longer relevant to Okanagan College curriculum, outdated content, superseded edition, duplicated content, stable digital equivalent availability, no or minimal usage, physical deterioration. Consultation with Liaison Librarians, Campus Librarians and the Collections Librarian is required prior to withdrawal of periodical holdings.
- 5.1 De-selection of Internet Resources: Criteria for removal from the library catalogue include but are not limited to: resource is no longer available or maintained, no longer relevant to Okanagan College curriculum.

Additional Information
