EDUCATIONAL SERVICES – COLLECTION MANAGEMENT

PURPOSE: To ensure the timely provision (on and off campus) of quality materials to meet the resource needs of our students, faculty and staff at all college locations.

SCOPE: All library professionals designated with responsibility for the selection and de-selection of resource materials.

RATIONALE: The college must ensure that educational support materials are available to students, faculty and staff on a timely basis. This policy clarifies the basic assumptions upon which materials are managed.

PROCEDURE:

1. Library Commons Mission Statement

   As an integral partner in the educational process at Georgian College, the Library Commons empowers students and faculty to learn for the future.

2. Intellectual Freedom

   The Library Commons endorses the Canadian Library Association’s Statement on Intellectual Freedom.

   “All persons in Canada have the fundamental right, as embodied in the nation’s Bill of Rights and the Canadian Charter of Rights and Freedoms, to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society. Libraries have a basic responsibility for the development and maintenance of intellectual freedom. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those that some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials, except where prohibited by the Criminal Code of Canada.” (Canadian Library Association, 1985)
3. **Standards**

The Library Commons will endeavor to develop collections that conform to the standards set by the Association of College and Research Libraries (ACRL) as well as any criteria required by accredited academic programs.

The Library Commons will strive towards meeting or exceeding a minimum collection standard. A benchmarking process may be used in collection development. Any benchmarking of other library collections will focus on quality not quantity.

4. **Responsibility**

The development and maintenance of the Library Commons’ collections is the responsibility of various library professionals under the overall direction of the Library Director.

5. **Scope of Collection**

The collection is made up of a variety of types and formats of material to support the unique needs of the college population.

6. **Priorities**

6.1 Specific program and course-related resources including mandatory and supplementary materials.

6.2 General reference materials.

6.3 Course-related materials to augment the collection scope in specific subject areas.

6.4 General learning materials that support student success, for example, career resources, citation styles.

7. **Selection Criteria**

Materials selected will consider the following selection criteria:

7.1 **Quality**

The quality of the item is determined by the library staff and reflects authoritativeness, accuracy and objectivity.
7.2 Role Within the Collection

An item may present new or different information or present the concept in a different way from other resources in the collection. An item may be designated as notable by a library professional based on its value to the field, discipline or curriculum.

7.3 Relevance to Existing and Planned Curriculum

An item is evaluated as it relates to existing, changing or new programs and courses.

7.4 Point of View

Whenever possible, an attempt is made to provide a balanced collection composed of materials representing a variety of points of view on a subject.

7.5 Current Information

Generally current works are favoured. In special cases, a “classic or notable” work is purchased despite its chronological age.

7.6 Level

It is necessary to buy items of different intellectual levels with any subject in order to meet the needs of the broad range of users.

7.7 Format

Various formats will be purchased depending on the subject content and availability. Preference should be given to items that support accessibility.

7.8 Accessibility

Efforts will be made to adhere to the Accessibility for Ontarians with Disabilities (AODA) legislation as it relates to resources.

7.9 Multiple Copies

Multiple copies are purchased if demand and budgets allow.

7.10 Textbooks, Reserves and Supplemental Materials

Generally, textbooks, reserve and supplemental material like teacher’s guides are not purchased. Textbooks are purchased if they are deemed to be the best coverage of a specific subject.
7.11 **Language**

Materials are purchased in English unless a college need is identified.

7.12 **Canadian Content**

Whenever available and applicable, Canadian material will be acquired.

8. **Replacement of Stolen, Lost or Damaged Items**

The same criteria are used for replacement as for new purchases. Replacements are not automatic.

9. **Deselection**

Similar criteria are used in the decision to withdraw items from the collection as for purchase. The following criteria will be considered:

- Items has not been circulated or received adequate in-library use
- Items has no relevance to current curriculum
- Item is damaged beyond repair
- Item has been replaced by a new format
- A significantly different newer edition of the work is available in the collection
- Item is not identified as “notable”

Items not well used are still retained if they are considered to have future value. Appropriate standards and/or accreditation criteria should be taken into consideration.

10. **Donations**

General selection criteria will apply in deciding whether or not to include an item in the collection. Donation guidelines and procedures are followed and can be found on the Library Commons website. Current college resources development policies and procedures are followed.

11. **Acquisition Process**

The Library Commons purchases materials through a variety of avenues giving preference to efficiency, economics and consortia pricing.
12. **Resource Sharing**

Inter-campus loan among the campus libraries and interlibrary loan with other libraries is meant to expand the range of materials available to users. Titles obtained through interlibrary loan may be considered for purchase.

13. **Copyright**

The Library Commons complies with the current Canadian copyright legislation.

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**Educational Services – Collection Management**

**Procedure #1-135 Academic**

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President and CEO

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