

Alfaisal Collection Development Policy

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Policy Purpose

The purpose of this policy is to establish a comprehensive framework for the selection, acquisition, evaluation, maintenance, and preservation of library resources at Alfaisal University Library. It aims to ensure the development of high-quality, relevant, and balanced collections that effectively support the University's teaching, learning, and research mission. Additionally, this policy promotes transparency in decision-making and clarifies the roles of library staff and faculty in building and sustaining the library collection.

Policy Scope

This policy applies to all library resources in all formats, including print, electronic, and multimedia materials, acquired or accessed by Alfaisal University Library. It governs the processes of collection development, resource selection, acquisition, access, evaluation, preservation, and de-selection. The policy is applicable to all stakeholders involved in collection development, including library staff, faculty members, faculty liaisons, and administrators. It also addresses resource sharing, cooperative agreements, and the management of both owned and externally accessed materials.

Policy Statement/ Definitions/Procedures

Introduction

Responsibility for the selection of library materials is shared between the librarians and the faculty. However, the ultimate responsibility for materials selection and the development of a strong collection rests with the University Librarian and the library staff. While faculty members are experts in their particular field, the library staff is better placed to maintain the balance of the collection across all subject areas. The establishment of effective two-way communication channels between the librarians and the faculty is essential for successful collection development.

I. Our Research Mission

The mission of the Alfaisal University Library is to serve the Alfaisal University students, faculty, staff, and the community. It is the intent of the library to provide access to the information needed to support and develop learning, teaching, and research. In support of this mission, Alfaisal University Library integrates print and electronic resources, and provides a comprehensive program of service which allows broad access to information in all

formats. It is the aim of Library to develop, monitor and evaluate services to match changing information needs in higher education; to enable the user to understand and utilize effectively the full range of information services; to foster the acquisition of skills necessary for independence in lifelong learning; to maintain and develop relationships with other library services and institutions within the county and abroad; and to facilitate cooperation and collaboration.

This policy provides a framework for the underlying principles and guidelines in the selection, acquisition, evaluation, and maintenance of library resources. It also helps to communicate the Library policies concerning goals and methods to faculty, students, staff and users. As academic programs, information needs, and technology change, the libraries remain committed to meeting new information demands.

II. Balancing the Collections

Until the last decade of the twentieth century, academic library collections primarily comprised print materials. The advent of electronic resources and the rising demand for access to them has shifted the focus of library collections. However, the basic goal remains: to provide Alfaisal community with the resources it needs to pursue academic excellence. The library collection development program has always strived to provide information in the most appropriate formats. When scholarly materials are available in multiple formats, the Libraries will normally acquire the material in only one format to efficiently steward the University's resources. There are instances, however, when having resources available in more than one format allows us to make the material accessible to library users when and where they need it.

III. Access vs. Ownership

Understanding that no one library can acquire materials to satisfy all of the needs of its users, Alfaisal Library is committed to providing access to materials we do not own through resource sharing and cooperative collection development agreements with other libraries. Integrating access to resources that are not part of the Libraries' collection is a necessity and provides the university community with access to a wider range of materials than the Libraries could ever hope to provide within our materials budget.

Alfaisal Library goal is to continue to integrate an approach to materials that includes a balance of traditional, locally owned materials along with access to materials that are not owned. Cost-efficient and best practice models will be incorporated into the decision-making process regarding access to information in all formats.

IV. Collection Development Guideline

The Library adheres to the guidelines below:

- Develop high quality, relevant and balanced collections to support and strengthen teaching and research.
- Implement collection management policies to build and maintain print, electronic, and media resources to support information needs of the University.
- Provide leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies.
- Communicate with faculty to build on existing collection strengths where those align with current research and curricular needs and to develop awareness of new and evolving areas of scholarship.
- Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally, and worldwide.
- Share with faculty how they can make a difference with new scholarly communication models.

V. General Criteria

The following criteria apply to all materials. Particular criterion may assume greater or lesser importance depending on the type of materials under consideration or the subject matter covered.

- Curriculum and research need.
- Scope and content – comprehensiveness and depth of coverage.
- Scholarly value.
- Currency and timeliness. Selection of older editions would only occur with valid reasons.

- Relevance to existing collections.
- Physical quality and/or special features.
- Availability of materials through Interlibrary Loan or document delivery.
- Inclusion in major indexing and abstracting tools or professional organization indexes.
- User-friendly search interface.
- Suitable for use on available hardware and platforms.
- Consistently reliable response time and overall technical performance.
- Cost – the purchase price as well as any on-going expense of maintaining access. Excessive cost may limit access.
- Mode of access available from the vendor (e.g., Internet, LAN, single workstation) .
- Size of the potential audience.

VI. Resources Collected

Alfaisal Library collects all manner of formats and materials which support the University's teaching and research. These materials may be physical (e.g., books, paper journals, maps, pamphlets, and music or video recordings) or digital (e.g., online access to citation and full-text databases, e-books, and spoken-word, music or moving images).

VII. Resources Not Collected

Alfaisal Library does not collect materials in certain categories. These include but are not limited to: classroom texts, large-print books, or individual software packages.

Material in outdated formats (e.g., VHS tapes, floppy disks) is generally not collected. In limited cases, notably in conjunction with faculty requests, materials are accepted or purchased which require external support not provided by the library.

VIII. Faculty Members' Role in Collection Development

Each department is asked to designate at least one faculty member to serve as the liaison to the library for that department. The department chair is asked to ensure that every year a faculty library liaison(s) is elected or appointed, as each department sees fit, preferably on a rotating basis. Each department chair is asked to notify the University Librarian of the current faculty library liaison(s) at the beginning of the Fall semester.

Faculty library liaisons are expected to recommend purchases that reflect the needs of all course offerings in their subject area and to support the curriculum (on all levels) as well as the educational mission of the University. In addition, faculty library liaisons are asked to encourage the active participation by all the members of their department, college or program in the selection process.

The faculty library liaisons are also asked to work closely with the library subject selector assigned to their area by sharing information about:

- Their discipline
- Student needs (e.g., course assignments, reading lists, etc.)
- Accreditation requirements
- Curriculum changes
- Perceptions of the collections' strengths and weaknesses.

In general, requests for new purchases by faculty members should be submitted to the library through the faculty library liaison(s) designated for that subject area. The faculty library liaison(s) will review these recommendations and forward approved requests to the appropriate library subject selector for additional review. Faculty suggestions for purchases can also be made via the book recommendation form available on the library's Web pages. These recommendations will be reviewed by both the faculty library liaison(s) and the library subject selector for the appropriate subject area. The University Librarian reserves the right to refuse a recommendation for budgetary reasons or failure to meet the general selection criteria.

IX. Collection Maintenance and Evaluation

A. Preservation

The collections of Alfaisal Library, in addition to their intellectual and aesthetic value, represent a substantial economic investment. The responsibility to build research collections carries with it the obligation to ensure that these collections are permanently accessible. The Library is committed to the retention, preservation, and long-term access of the collections they hold in perpetuity, regardless of format.

Active participation and leadership in preserving the Libraries' collections is the responsibility of Library staff. Decisions on preservation of damaged materials and replacement of lost, stolen or damaged materials are based on use and condition of the materials, availability of the information in the same or other formats, and within the overall context of the Library's Collection Development Policy, balancing the constraints of cost, historical and aesthetic and scholarly value, and user accessibility.

Preservation of library material is accomplished through storage of materials in proper conditions, through careful handling and housing, through use of security systems designed to eliminate mutilation and theft, through commercial binding and rebinding, through commercial microfilming, through refreshment and migration of electronic files, and through repair or replacement of damaged materials. The Libraries' disaster response plan is reviewed and updated annually, and a team of library personnel is trained for disaster response and salvage.

Materials of unique aesthetic or historical value should be preserved in their original form. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. Continuing access to electronic titles cannot be guaranteed once the format in which they are published becomes technically obsolete. However, the Libraries support and participate in digital preservation research programs in order to address this issue in the longer term.

B. De-selection (Weeding)

Weeding is an integral part of the collection development process. Weeding helps keep the collection up-to-date by removing older editions, so there is room for newer materials that ensure the collection remains responsive to user needs and to optimize the use of space. The following factors are generally considered in the weeding of library materials:

1. Retention

- Past usage of data
- Value for historical research
- Last copy with archival value

2. Discard

- Multiple copies of older editions
- Superseded volumes of reference works
- Physical condition

C. Duplicates

Decisions to purchase multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, status of a title or author, or high circulation of a title.

D. Replacement

1. Monographs

Library liaisons are responsible for making decisions regarding replacement of lost, damaged, missing, or worn-out Library monographs as funds permit. It is the responsibility of the appropriate subject selector to decide, within the guidelines of this policy, whether to replace a specific monograph or purchase a comparable one, and in what format.

Replacement is always preferred over rebinding for inexpensive in-print titles. Current editions are preferred over

previous ones, unless the earlier edition has special distinguishing characteristics. It is usually desirable to replace monographs or serials in their same format; however, electronic or microform versions should be considered for extensive serial replacements.

2. Serials

Staff will identify lost, damaged, missing, or worn-out serials and notify Acquisitions. Decisions to replace annual, biennial, and irregular serials will be handled according to criteria set forth in this policy. The following serial items will not be replaced:

- Newspapers or newsletters unless a special need exists;
- Titles that are not retained permanently;
- Titles that are not indexed;
- Titles routinely replaced by microfilm.

E. Withdrawal of Materials

An item is discarded if it is worn, mutilated, or defective, and/or a decision has been made not to retain it.

F. Lost or Missing Materials

An item is declared officially lost and entered into circulation records as such after it has been reported lost by a borrower or presumed lost by the library. If a lost item is returned or a missing item is located after its records have been withdrawn, a decision concerning its addition to the collection will be made by the selector within the guidelines of this policy.

G. Gifts

The Library welcomes donations of all types of recorded information which support the university's curricular and research programs. Gift materials, both individual items and collections, can be valuable additions to the Libraries' collections.

Because of space limitations in our libraries, we encourage donors to consult with library liaisons when planning to donate books and other printed or recorded material. Depending on the number of volumes being offered to the library, the Library may request an on-site evaluation of the collection by the appropriate subject specialist before a determination to accept can be made. Materials that are judged to be more suitable to our special collections are referred to the Libraries' Special Collections department.

All offers of gifts receive careful consideration and are evaluated in terms of the collection development goals of the Libraries (see especially sections IV-VI of this policy). Materials appropriate for the collection include: hardbound or good quality paperback scholarly monographs; music compact discs and scores; videos and DVD's. Materials that do not meet the Library's collection development goals will be disposed of through sale, exchange, donation, or discard.

Upon receipt, donated materials become the property of the Library. The decision to add gift materials to the collection will be made by subject specialists. In general gifts to which the donor has attached conditions, such as those concerning retention, housing, classification and use, will not be accepted for inclusion in the Library collection. Exceptions may be made for materials, primarily manuscripts and personal papers, which would be appropriately housed in the Library Special Collection.

With the exception of unsolicited materials, gifts to the Library will be acknowledged in writing.

Effective date
November 6, 2012

Review and Amendments
