	OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC AND STUDENTS AFFAIRS)		
Title:	**LIBRARY COLLECTION DEVELOPMENT POLICY**	**Reference**	PU/DVCASA/POL/023
		Issue/Rev	01/00

LIBRARY COLLECTION DEVELOPMENT POLICY
PU/DVCASA/POL/023

Approval and Issue

Approved...Date.............................
Prof. M. S. Rajab, PhD
Vice-Chancellor

Activity	Responsible	Signature	Date
Preparation			
Review			

Controlled copy: Circulation authorized by DVC (ACADEMIC AND STUDENTS AFFAIRS)

Amendment Record Sheet

This policy is revised regularly to ensure relevance to the systems and guidelines it defines.
A record of contextual additions or omissions is given below.

Date	Page No.	Subject of review/modification	Revised by	Approved by

Mandate
To provide quality education, training, research, outreach and opportunities for innovation for the advancement of the individual and society.

Mission
To generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research.

Vision
A world class University in socio-economic and technological advancements.

Philosophy Statement
Pwani University will strive to be dynamic, responsive and provide quality education, training, research, outreach and opportunities for innovation for the advancement of the individual and society. The institution is committed to invest its infrastructure and human resources so as to enhance the discovery, transmission, preservation and enhancement of knowledge and to stimulate the intellectual growth and participation of students in the economic, social, cultural scientific and technological development of Kenya.

The University will offer disseminate knowledge in all disciplines relevant to the daily life of Kenyans for the purpose of enlightening and enabling students and others to improve their standards of living, provide for intellectual advancement and uplift their spiritual and moral status.

General statements should include the development of inclusionary practices, catering to diverse students.

Motto
Shajiisho la Maendeleo Endelevu (Empowerment for sustainable development).

FOREWORD

PROF. MOHAMED S. RAJAB, Ph.D.
<u>**VICE CHANCELLOR**</u>

ABBREVIATIONS AND ACRONYMS

CUE	Commission for University Education
OCLC	Online Computer Library Centre
OPAC	Online Public Access Catalogue
SGS	School of Graduate Studies
URL	Uniform resource Locator

INTERPRETATIONS

1.0   INTRODUCTION

1.1   Background of the Policy

Librarians working in 21st Century academic libraries are vested with the responsibility to build and shape collections that not only demonstrate contemporary relevance, but are sufficiently responsive to the information needs of tomorrow's scholars.

They should provide a level of assurance to the University Administrators that the funds entrusted to the research library for the purpose of collection development continue to advance the institution's mission and strategic goals.

The challenge of the modern academic librarian is aptly summarized by James Neal (2011) who observes that, "The academic library needs to be present to anyone, anywhere, anytime and anyhow" highlighting the ongoing tension to improve access to content at lower cost, whether it be print collections or through web-based portals in a juxtaposed and fast expanding virtual world.

Whilst the variety and accessibility of information content for today's users has become one of preference, convenience, improved capability and speed, the core activities of collection development and management have not fundamentally altered in the academic library.

Throughout this policy, we are cognizant that the focus remains on identification, selection, acquisition, organization, maintaining, and in the last instance, preservation of the societal record, in all its formats, for future generations of scholars, researchers and learners.

Collection Development and Management at Pwani University remains a key cross-functional activity that depends on sound relationships with the user community and open channels of communication between user services and technical library teams.

When we set out to review the policy, the deliberations were shaped by both the building of a new user-oriented academic library

The opportunity afforded by a climate of revitalized thinking gave over to significant scrutiny as to how collection building might flourish as a collaborative partnership that better supports users' research and learning goals in advancing the institutional priorities.

This strong user focus informed all levels of deliberation with user communities across the campus, both collectively and individually, in respect of rapid technological innovation on shaping collections, effective ways to manage information resources funding and, most importantly, appropriate structures that put the user community centre and front in providing a rich information content environment.

Perhaps the fullest expression for the revitalization of collection development and management at Pwani University has been the achievement of establishing user-oriented structures in the form of Faculty Liaison Librarians who work in close collaboration with the academy and a Library Management Committee which strategically connects the user community with the Library Services to ensure that the collection continues to support the goals of the academy and research in a collaborative, rather than competitive, environment where spending decisions are increasingly taken across disciplinary boundaries.

1.2   Basis

Good Collection Development and Management practices facilitate the efficient services to

library users which in return contributes to the quality of the University products, and ensure that users are served with high quality information and knowledge resources for learning, teaching, research, extension and scholarship. The effective collection development and management of library resources ensures that our students and staff remain well informed and competitive in the academia world and that the existence of the library place in the university as center of academic excellence is justifiable in this regard.

1.3   Scope of the Policy

This policy applies to all employees of the University, and all library collection received or maintained by staff of the institution in the course of carrying out their teaching, assessment, research, scholarly, administrative or management functions.

Collection Development is the means by which the library provides high quality information resources of print and non-print materials and provides access to electronic resources that will meet instructional requirements. Through collection development, will also undertake to meet the cultural and recreational needs of the university community. Collection development is an ongoing process, undertaken by librarians and library services staff, with input from faculty, administrators, staff, and students.

1.4 Objectives

The objective is to provide guidance on the management of the University Library resources for the purpose of ensuring that accurate and reliable information is created, collected, maintained, used, preserved and disposed of as a continuum of societal improvement.

1.5   Guidelines of Policy

This policy is guided by the University Charter 2013, and other relevant statutes rules and regulatory framework and CUE, University Library Standard.

1.6   Management of Oversight

This policy shall be made available to all process owners who will provide library services

1.7   Implementation of the Policy

Implementation of this policy shall be vested in the University Librarian.

1.8   Validity of Policy Provisions

The provisions of this policy become valid with effect from the date the policy is approved by the relevant authorities.

1.9   Revision of the Policy

This policy shall be reviewed from time to time to incorporate emerging issues but not later than every five years.

2.0 Collection Development and Management

2.1. Responsibility for Collection Development and Management

The Technical Services Librarian is responsible for Collection Development and Management a function regarded by the Library Services as a collaborative partnership to build the University's collections. It is considered an important responsibility that requires good relations building with the user community, particularly academic and research staff across all Faculties.

2.2 The Library Collection Development Sub-committee (User level)

The Sub-committee performs at a strategic level to ensure that Collection Development at Pwani University remains a collaborative partnership between the user community and the Library Services and that the collection remains relevant to the academic programmes and research enterprise of the institution. They are responsible for ensuring that the collection is built and maintained according to sound governance practices & cost-effective information resources management guided by the knowledge and expertise of professional Librarians.

2.3 Information Resources Budget

A proposal on the allocation of funds for subscriptions to (databases and individual print and electronic journal titles) and the purchase of monographs is made by the Collection Development Librarian who forwards it to the University Librarian. The Library Technical Services Division receives an annual approved Acquisitions of Resources Budget based on a Library procurement plan for the year and the final decision on the amount to be allocated to the budget made by the University's Budget Committee and approved by Council.

The Faculty Liaison Librarians are the direct contact between the Library and academic departments for building the collections. Academic staff recommend monograph, individual journal title and online database purchases to the liaison Librarian, who will check for duplicates and pricing and authorize for orders to be placed by Technical Services. Proposed purchases should be discussed to enable Liaison Librarian to gain oversight and develop skills in building research collections. Journal collections need to be managed by E-resources Librarian, in collaboration with the academic departments, e.g. for purchases, cancellations etc.

2.4 Funding

An annual allocation is made to the Library Services which is managed by the Finance Department. This allocation is to be used by the library procure resources to support Faculty and Academic Departments for existing and new courses and programmes; Fill gaps in existing holdings; Purchase expensive new works of reference.

The Head Librarian through the liaison librarian requests in each year for reading lists and course outlines from the Heads of Departments that form the basis on which resources need to be procured afresh, increased or replaced from the collection.

2.5 Access to Collections

Pwani University Library is committed to fair access to its collections. The bulk of the print collections are on open shelves and available for loan. Exceptions are the Library's Special Collection which is only available for in-house usage to protect and preserve the items, and the Library's Reference collections which need to be kept in the Library for ready- reference purposes.

Bibliographic access to the Library's print monograph and serial collections, and electronic books, is provided through the OPAC (Online Public Access Catalogue).

The Library aims to provide catalogue records according to international standards. Where available records are downloaded from OCLC's WorldCat database, minimal editing of the records is performed to ensure that the material is made available to the Library's users as quickly and cost-effectively as possible. The Library of Congress Classification Scheme is used to classify collection.

The Library subscribes to a number of electronic resources, including databases, journals and e-books. Most of these electronic resources are accessible to the University community

anywhere on the campus and most from off-campus locations as well. Users wanting to access these resources from off campus need to be registered with the Library and have set up an OPAC login

High demand materials are temporarily kept in the Short Loan Collection. The materials are available for a one-hour loan period during the Library's opening hours and may be booked for overnight loan. The Library also makes some high usage materials available on a 48-hour loan basis and these are housed alongside the Short Loan collection. High usage material can also be placed on the open shelves with a Limited Loan status (2-week loan) or High Demand status (2-week loan, non-renewable).

The Library is not able to purchase all research material, especially where demand is limited to a small number of users. Document delivery of print versions of articles accessed through electronic databases that the Pwani University Library does not subscribe to is sometimes feasible, depending on licence agreements.

2.6 Selection Guidelines
General Criteria for Selection of all Materials
The following criteria for all resources, regardless of format, are selected when selecting resources for the Library:
a) Where a choice must be made between different formats for the same material, consideration is given to cost, ownership or access, anticipated level of use, availability in preferred format, and space requirements
b) Resources should be relevant to the teaching, learning, research, innovation and scholarship at the University and support the institution's strategic and academic priorities. Subject content should be at an appropriate academic level. The quality of scholarship, research, the accuracy and currency of the content of any new resource should be verified.
c) New resources should balance the collection or fill identified gaps in the collection. Flexibility to develop collections for new programmes and to expand existing collections to meet curriculum changes should be maintained.
d) Most of the University Library resources are purchased in English language works, except for materials needed for the study of other languages and literatures taught at the University
e) Duplication of any resource should be avoided, except in certain circumstances listed in the policy on duplication Relevance to and consistency with the general educational goals of the university and the objectives of specific courses.
f) Relevance to the instructional and work related needs of the library's primary users.
g) Anticipated demand for the material.
h) High standards of quality in content, accuracy, validity, and presentation of information.
i) The most appropriate physical format will be selected, considering both the intended use and the cost.
j) Strengths and weaknesses of the existing library collection in the subject area.
k) Accessibility and comprehensibility of the information for the user.
l) Evaluations of the material from standard or knowledgeable reviewing sources.
m) Whether the source is full-text, abstracted, or bibliographic.
n) Timeliness or permanence of the material, including the frequency of updates for serials.
o) Author, publisher, or producer reputation.
p) The selection of materials on controversial issues will be directed toward maintaining a balanced collection that represents various views. The entire range of human cultural practice and social expression is welcome in our collections. Materials representing alternative points of view not embodied in mainstream literature will be sought.

2.7 Library Materials and Collections

2.7.1 Audio-visual Material

The Library acquires a wide range of audio-visual material, including sound recordings, in a variety of formats including DVDs, audio CDs and CD-ROMs.

In addition to being subject to the general criteria, selection of audio-visual material will also be subject to the following criteria:

Preference is given to resources based on newer technology, for example, DVDs are favoured over video cassettes.

Availability of equipment to support the format and the potential redundancy of the format and its supporting equipment needs to be considered when selecting audio-visual material.

2.7.2 Electronic Resources

The Library subscribes to a large number of electronic databases, e-journals and e-books, spending a substantial amount of the Information Resources budget on these important online resources to support teaching, learning and research at the University. Increasingly the international trend is towards access to, rather than ownership of, information resources.

In the case of journals preference will be given to electronic over print format. Where access to the full-text articles of a journal is available through an online publisher database that the Library subscribes to, the print title subscription is cancelled. With regard to monograph acquisitions, investigations need to be made into e-book options and serious consideration given to purchasing an e-book version, if available, in place of the print copy. This is especially important in the case of monographs that will be in high demand by student users, in order to reduce the Short Loan collection, and facilitate easier access to the content.

2.7.3 Government Publications

Publications of the, Kenya Gazette, Kenya national legislature, County legislatures and government departments are collected, when sent to the University Library as gifts. Preference is given to providing online access to Government publications, where available. Access is provided through the Library's subscribed databases and links on the Library's website to free online Government publications.

2.7.4 Loose-leaf Publications

Publications in loose-leaf format will be collected and updates are treated as subscriptions.

2.7.5 Maps

Academic departments that require topographical maps for teaching and research purposes, such as Geology and Geography, are responsible for purchasing and housing their own maps.

2.7.6 Microforms

Microforms will be considered only if no other format is available.

2.7.7 Monographs

A monograph is a publication, regardless of format, which requires a once-off payment. Books and audio-visual material are regarded as monographs.

The following criteria apply to the purchase of books:

The availability of an e-book format will be investigated and, where feasible will be purchased

The most recent edition of a publication will usually be purchase

The paperback edition of a publication is normally purchased, if available, unless high usage is anticipated in which case the hardcover edition will be purchased.

2.7.8 Music Scores

Music scores in the form of sheet music and other formats required for the academic programme of the University's Department of Music or Music Clubs may be collected. Newly purchased scores will be bound and catalogued, but due to budgetary and staffing constraints donations of old scores and backlogs of scores not on the OPAC will be processed only when required by users.

2.7.9 Newspapers

The Library has a number of subscriptions to daily and weekly newspapers. These are housed in the Library

2.7.10 Out-of-print Materials

The Library will not normally purchase out-of-print materials. However, if the materials are urgently required for the University's academic programme, the Library will attempt to purchase them within reasonable limits, both in terms of price and staff time.

2.7.11 Purchasing Principles and Evaluation Criteria:

Due to the high cost of these resources the Library, in consultation with academic departments, will arrange trials and evaluate the resources before any purchases are made. The following principles and criteria will guide the evaluation and purchase of the resources:
Cost of the resources, and availability of funding, especially with regard to the maintenance of ongoing subscriptions

2.7.12 License Conditions

Access, including number of simultaneous users, campus and remote access (preferably IP-authenticated); option to select collections and/or titles; archival policy; provision of perpetual access

2.7.13 Subscriptions
2.7.13.1 Electronic Resources

Subscriptions include periodicals (print and electronic), newspapers, electronic databases, standing orders (monographic series), proceedings, transactions and updates to loose-leaf publications. In the case of monographic series, preference is given to purchasing the volumes as once-off purchases unless a regular publishing cycle has been established.

Subscriptions are ongoing financial commitments. The Library has a limited subscription budget which cannot keep pace with either publisher increases or the devaluation of the KES. Subscriptions therefore require a higher degree of selectivity and will be evaluated on an annual basis. In addition to being subject to the general criteria, selection of new subscriptions will also be subject to the following criteria:
Relevance to research, teaching and learning curriculum of the motivating department
Potential multi-disciplinary usage
Current holdings in the subject area, and the assessed usage of these (to the extent that usage can be measured)
a) Cost of the subscription
b) Cost effectiveness of ownership versus access
c) Accessibility via Inter-Library Loans or document delivery
d) Recognized impact factors as a criterion of scholarly impact and usefulness

The annual review of subscriptions will consider year-on-year price increases, cancellations and changes from print to electronic format. Requests for new subscriptions must be fully

motivated by the academic Head of Department or the appropriate Dean of Faculty, using the form provided, and submitted by June of each year to the appropriate Faculty Liaison Librarian. All requests will be carefully scrutinized by the Library Committee's Collection Development Sub-committee at their July meeting. A "buy one, cancel one to more or less the same value" policy may be applied, but even such a policy may not be stringent enough depending on price increases and the devaluation of the KES.

2.7.14 Theses and Dissertations

All Pwani University theses and dissertations are statutory acquisitions. The University requires Master's and Doctoral students to submit one hard cover print copy and an electronic version (in PDF format) of their theses. The University's rules governing the submission of theses are available in the University SGS policy, under the General Rules. The Library is responsible for an archival copy (housed in the Library) and the other a loan copy.

The electronic version is archived in the University's open access digital repository, with the option of restricting access for a period of up to two years, in which case only the metadata (bibliographic information) will be available and the print copy only will be available during this period. Retrospective digitization of theses, where no electronic version is available, will be considered when or if funds become available. All reasonable attempts will be made to contact the author to get permission to create and make available a digital copy. In the event of the print loan copy being lost, the Library will make a digital copy available, where possible.

2.7.15 Provision of Purchasable Back Files

Preference will be given to resources that adhere to international standards, e.g. open URL compliant

Provision of usage statistics, which comply with international standards i.e. COUNTER compliant

Support and ongoing training provided by the vendor

Content, including interdisciplinary coverage, number of peer-reviewed titles and overlap with existing database subscriptions

Preference to user friendly search interface, including ease of use, advanced search facilities, efficiency of retrieval and speed.

An annual assessment of electronic resources to which the Library subscribes will be conducted by the Faculty Liaison Librarians, using the above criteria, to make decisions regarding renewal or cancellation.

2.7.16 Prescribed and Recommended Material

The Library recognizes that the cost of many prescribed and recommended books makes it prohibitive for some students to purchase these books. The Liaison Librarian will liaise with academic departments to obtain lists of prescribed and recommended books.

The Library will generally purchase only one copy of current prescribed and recommended titles and place them along with other high demand materials in the Short Loan collection or make them available either on 48-hour loan or limited loan (2 days' period).

2.8.1 Reference Collection

The Reference collection contains materials in both print and electronic format and includes atlases, bibliographies, dictionaries, directories, encyclopedias, statistical compilations and yearbooks, as well as core academic subject reference works. Preference is now given to electronic format when available.

2.8.2 Short Loan Collection

The Short Loan collection contains material that is in high demand for undergraduate and post-graduate programmes for a specific period (usually one semester). The loan period is limited to one-hour and the material is used within the University Library, although overnight bookings and loans are available. Preference is given to providing e-access to journal articles, where available, rather than photocopies. If photocopies are placed in the collection, a copyright clearance certificate must be obtained and provided with the material. Academics are encouraged to place material on Short Loan timeously for assignments. Material is normally from the University Library's collections but personal books belonging to academic staff may be placed in the collection temporarily on request.

Academic staff members are required to inform the Library the period of time that is required for the materials they want to place in the Short Loan Collection. This is usually one semester and at most for the academic year. Library staff will remove the material regularly at the end of the semester and/or academic year, either returning it to the open shelves or, in the case of personal or photocopied material, to the relevant individual or department. The Library considers the placement of materials in the Short Loan Collection a collaborative relationship between the Library and academic staff and procedures to be followed are attached in Appendix F.

2.8.3 Special Collection

The Library has a small special collection, which is housed in a closed access store. The collection is a non-circulating one and users will be assisted by the Liaison Librarian to retrieve the material. Use in the Library will be under supervision of staff members who will provide guidance to users on how best to handle the materials.
The collection mainly consists of Nineteenth and early Twentieth Century books published in the Kenya on Kenya. Africana material is mainly housed in the Library for Historical Research.

2.9 Material the Library generally will not Purchase:
   a) Expensive materials that are likely to be infrequently used
   b) Application software
   c) Laboratory and instructor's manuals
   d) Study guides and solutions manuals
   e) Second hand items offered by private individuals

2.10 General Guidelines for Collection Management and Maintenance

2.10.1 Location and Organization of Materials

Information resources purchased with Library funds or donated as gifts become part of the Library's collections. The Head Librarian: User Services & Research Support Services, with the Faculty Liaison Librarians, will determine the location of the materials depending on subject coverage, and in some cases format.
The monographs and current print periodicals are housed on open stacks and arranged in Faculty sections. The periodical volumes of titles that the Library no longer subscribes to (in print or cancelled altogether) are housed in an open access Periodicals Store, on level 1 of the Library. The Library also has offsite storage for monographs in low demand.
Library, along with subscriptions requested by the Department. Guidelines for limited library materials, for example materials to support laboratory and practical work, to be housed in academic departments and the Education Faculty's Teacher Resource Centre are provided.

2.10.2 Duplicates

Duplicates are not normally purchased and not encouraged due to budget and space considerations. The Library recognizes that duplicate copies may be needed to meet special teaching and learning requirements and provides the following criteria for their purchase:
Heavy and continuous usage, once placed on Short Loan, 48-hour Loan or High Demand (2-days loan limitation)
No more than 5 copies will be purchased and the number of copies will be dependent on student numbers requiring use of the title
Requests will require supporting justification and must be approved by the relevant Faculty Liaison Librarian

2.10.3 Replacements

The Library will not automatically replace all materials that have been lost or withdrawn because of damage or wear. Replacement will be based on the following considerations:
Current level of demand for the title Number of copies held, and their condition Relevance to current curricula or research needs Existing coverage of the subject within the collection Availability of more up-to-date or better materials on the subject
Cost and effort to replace out-of-print titles

2.10.4 Acquisitions for new Courses and Research Programmes

Departments are encouraged to order monograph materials for new courses and research programmes on their annual department's monograph grants, and to use the Fisher Bequest Fund for requesting the purchase of more expensive materials. Should a department's annual grant not be sufficient to cover the purchase of the materials required, applications should be made to the relevant Faculty Liaison Librarians for the purchases to be made on the Library's General Grant. Requests for subscriptions to new journals will need to be motivated and processed as outlined. Subscription requests have to be approved by the Library Advisory Committee's Collection Development Sub-committee.

2.10.5 Disinvestment

Disinvestment (also referred to as weeding or deselection) of materials forms an integral part of the maintenance of an excellent academic library collection. Disinvestment is a process regularly undertaken by the liaison Librarian, in consultation with the academic departments most directly concerned with their possible future use. The following criteria will be used as guidelines for the disinvestment of monographs and periodicals:

2.10.6 Criteria for Monographs:
2.10.6.1 Superfluous Multiple Copies
superseded editions of materials that are not considered classics nor needed for historical purposes
material superseded by, or cumulated in, more comprehensive publications material containing outdated or inaccurate information material not suitable for academic libraries worn out, badly marked or irreparably damaged volumes material that has not circulated for more than ten years may be deselected, based on consideration of the long-term usefulness of the work text books and instructional material more than ten years old.

2.10.7 Criteria for Serials:
superseded editions of annuals and yearbooks incomplete or short runs of titles that the Library no longer subscribes to, depending on the availability of the Library's holdings through stable electronic databases or Inter-Library Loans titles that the Library no longer subscribes to where

the holdings are available on JSTOR (stable and secure access guaranteed)

titles containing information that is not useful in the long-term, for example newsletters and trade magazines. These titles will usually only be retained for one or two years and the period retained will be indicated in the OPAC record for a particular title.

Materials deselected from stock will be placed on book sales, normally held annually in the Library, along with gifts not taken into stock. Library materials are not donated to schools, public libraries or charitable organizations, though gifts not required will be considered for donation.

2.10.8 Gifts and Donations

Gifts of materials that meet the same selection criteria used to purchase Library materials are welcomed. All gifts will be evaluated by the relevant Faculty Liaison Librarian, using the selection criteria outlined of the Guidelines, in consultation with academic staff where necessary.

The Library reserves the right to reject materials that do not meet these criteria. Material not needed will be disposed of by sale, donation or discard, or, if requested, returned to the donor. The Library does not appraise gifts for tax, inheritance or any other purpose. Letters of acknowledgement are sent to donors where appropriate or necessary.

Gifts should be delivered to the Library by the donor or posted to the Library at the donor's expense unless otherwise varied by UMB.

2.11 Binding

The Library Services Division receives a limited annual budget to cover the costs of binding or mending Library materials. Materials to be bound are selected by the Liaison Librarian, to ensure that the budget is used effectively and efficiently. The librarians follow internal guidelines, compiled by the Library's Collection Development and Management Team, when selecting materials for binding.

2.12 Classification and Reclassification

The Library uses the latest edition of the LCC Scheme to classify the majority of its print collections. Exceptions include the Pwani University thesis collection, music scores and the periodicals to which the Library no longer subscribes, i.e. closed holdings titles, or titles that are no longer received in print (these periodicals are arranged alphabetically by title).

Due to staffing capacity the Library generally will not re-classify material that is affected by changes in the updated LCC schedules. This will result in some instances in materials being placed in different locations and shelf browsing should not be relied on by users to locate materials on the same subject (OPAC browsing by subject or keyword is preferable and users should ask for assistance if required).

2.13 Inventory Control and Shelf Maintenance

Re-shelving of loan material is coordinated by the User-Access Services section of the Library. Returned material is re-shelved by trained librarians. Shelf-reading is the responsibility of the librarians according to the work plans is scheduled as a daily activity, with Librarians & Assistant Librarians tasked to spend an hour each on this activity every working day. Missing items: Items which should be in place on the shelves, but are not there, should be sought actively. Inventory Control: An agreed portion of each faculty collection will be checked each year, by using the KOHA library management system. This should be scheduled after a thorough shelf-reading exercise has taken place during a long vacation period.

2.14 Evaluation and Assessment

The regular review of the Library's collection is essential for the maintenance of a research collection that is relevant to the information needs of the Library's users and University community. The Liaison Librarian will be responsible for carrying out the evaluation of the relevant sections of the collection in consultation with the academic departments. The review applies to both the print materials and electronic resources. Subscriptions to individual titles and databases will be reviewed on an annual basis, due to the high cost of these resources and the need to contain the subscription budget. The evaluation of the collection will be based on both quantitative (statistics collated by staff) and qualitative (feedback from users) measures. In its evaluation the Library will be guided by the Measures for Quality. Reports on the evaluation of the collection will be submitted to the Collection Development Sub-committee and to the Library Advisory Committee, Deans Committee, Senate and University Management Board as part of its reporting function.

2.15 Stock-taking/Collection Maintenance and Weeding/Deselection

Systematic and regular withdrawal of materials from the collection benefits the Library by ensuring that the collection accurately reflects the current needs of the college community. Selection and de-selection(weeding) are two aspects of the same continuous process of collection development and maintenance.
Librarians evaluate the collection periodically for library materials that have become obsolete, are physically unusable, or have low circulation.
As part of their review, they consult faculty with expertise in the relevant disciplines for advice concerning withdrawal of the material.

Books and materials selected for removal must meet at least one of the following conditions before being discarded:
a) The material contains outdated or inaccurate information.
b) The material has been infrequently used for an extended period of time.
c) There is other material in the collection that fulfills the same need more adequately.
d) The physical condition of the material is such that it cannot be utilized, and repair
e) would be impractical.
f) The age of the material is such that it is not useful for either current or historical
g) purposes, or is no longer within the scope of the current collection development policy.
h) Duplicate copies of the title exist, and use does not mandate retaining more than one copy.
i) The material supported a course/curriculum no longer offered at the college and does not meet the needs of any other course/curriculum.

In examining the collection, faculty liaison librarians periodically reconsider each item to determine whether or not it deserves a place on the shelf.
The following categories apply:
1.Retain.
2.Withdraw: subject matter out-of-date; no longer consistent with curriculum.
3.Withdraw and Replace: poor physical condition but the material is still useful; old edition to be replaced with new edition.

Withdrawn library materials are discarded.
The University Librarian or her/his designee shall be the sole judge of the final disposition of discarded materials, in full compliance with the library collection development policy.

2.16 Reclassification/Weeding or Deselection of Reference Materials

Books are removed from the Reference Collection for the following reasons:

1. They have been superseded by newer, more up-to-date editions. When the library acquires a new edition of a previously-held title, the older editions are evaluated on an individual basis and retained; reclassified from reference to circulating; or withdrawn, as appropriate

2. Their value as ready-reference sources has decreased to the point where they are no longer in constant demand, or they are no longer contributing to the overall comprehensive nature of the reference collection.

3. Books which have been removed from reference but which still retain informational value may be reclassified for transfer to the general circulating collection