
Collection Development

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Policy Statement

The BCIT Library acquires and provides access to materials in a manner that makes effective use of available funds and achieves the widest possible access to information resources. The Library collection is managed to support BCIT's activities in teaching, research and operations.

Purpose of Policy

- to provide guidelines to be used in the selection, maintenance and de-selection of library materials
- to ensure that the collection is developed in a planned and systematic way that makes the best use of allocated funds
- to inform the BCIT community of the standards and principles used to develop the BCIT library collection
- to inform the BCIT community about the duties, responsibilities and complexity involved in managing the collection

Definitions

Appraised value: An estimate of the fair market value of an item on the date that legal ownership is transferred from the donor to the recipient.

Collection: All materials in all formats acquired by the Library for the Institute.

Collection Development: The planned selection and evaluation of Library materials according to clearly stated policies and priorities.

De-selection: The removal of material from the Library collection.

Fair market value: The price a willing buyer and seller would arrive at, independent of one another and in full knowledge of all facts.

Related Documents and Legislation

[Canada Copyright Act](#)

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Application of this Policy

BCIT Employees

1. Introduction

1.1 Budgeting and Funding

The collections budget is included in the library's operating budget and is assigned annually by the Library Director.

The library holds endowments that allow for the enhancement of the collection.

1.2 Access to Materials

Access to electronic materials is made available through the BCIT Library website. Physical Library collections are accessible at the Burnaby, ATC and BMC campus libraries. Circulating material can be requested for pick up at the Burnaby, ATC, BMC, GNW and Downtown campuses.

1.3 Government Publications

BCIT Library is a selective (partial) depository for federal government documents. BCIT, in accordance with the *Depository Library Agreement* with Public Works and Government Services Canada, keeps depository hard copy material for five years; material is offered to other institutions through the DSP publication exchange listserv if it is de-selected after the five year time period. Depository government documents are increasingly available only online and these are made available through the BCIT Library catalogue.

1.4 Intellectual Freedom

The Library adheres to the principles of Intellectual Freedom set out in the [Canadian Library Association Statement on Intellectual Freedom](#).

1.5 Copyright and Licence Agreements

BCIT Library complies with the [Canada Copyright Act](#) and BCIT's [Access Copyright License Agreement](#). BCIT Library has contractual obligations with providers of electronic resources and audio visual materials.

2. Selection of Materials

2.1 Selection Guidelines

The following criteria are used to evaluate materials for purchase:

- **Relevance to the curriculum:** The Library collects and provides access to material that supports BCIT's curriculum.
- **Currency:** Emphasis is on current resources.
- **Level:** The level of complexity of the material is suited to the program supported. In most cases, this will be at the technical or undergraduate level. Some materials may be at the applied research level to support ongoing research by students or faculty.
- **Authority:** The reputation of the author, publisher or issuing body is a factor in material selection.
- **Textbooks:** Textbooks are purchased when recommended by faculty for the reserve collection. In addition, textbook titles that are considered the best sources of information on a particular topic are purchased.
- **Reference materials:** The reference collection consists of quick information sources which are relevant to the BCIT community, frequently used, authoritative, current and unique in coverage.
- **Duplication:** One copy of each item is purchased except when demand is sufficient to justify the purchase of additional copies or when more than one campus library will benefit from owning the material.
- **Cost:** The cost of purchasing, processing and making materials available is taken into consideration.
- **Language:** The Library collects English language materials unless there is sufficient justification to purchase in another language.

2.2 Format

The Library collects materials in formats best suited to the user and the content. The same criteria are used to select print, audiovisual or electronic materials. The needs of distance and part-time students are considered in the selection process.

Materials in electronic formats are preferred when they meet several of the following criteria:

- easy to use
- easy to access
- available through remote access
- current
- broad coverage
- full-text content
- content suitable to format
- reliable vendor
- reasonable cost

2.3 Selection Aids

A variety of resources are used to aid in materials selection including course outlines, reviews, professional journals, subject journals, vendor subject lists and publishers' catalogues.

In addition to using selection aids, Liaison Librarians consult with faculty in their program areas about appropriate materials to add and retain in the collection. Librarians also keep current with the curriculum in their subject areas.

2.4 Gifts and Donations

The Library accepts gifts deemed suitable to the collection.

As a general rule, gifts should be:

- clean, unmarked and in good repair
- relevant to the current needs of the BCIT community
- free of licensing, copyright or other restrictions

Gifts are evaluated for inclusion in the Library collection using the criteria outlined in this policy.

The library welcomes and accepts only unconditional donations. Once gifts are offered and accepted, they become the property of the Library. The library reserves the right to retain or dispose of donated materials according to the needs of the institution.

Procedural Guidelines for Gifts and Donations

For gifts valued at \$1,000 or less, Revenue Canada will accept an appraisal by a qualified staff member of the accepting institution, provided the staff member is knowledgeable in the field of the gift. Gifts valued in excess of \$1,000 must be assessed by an independent appraiser, but if finding one is difficult or involves unreasonable expense, Revenue Canada will consider an appraisal done by a qualified staff member. In appraising any item(s), staff members will combine their own expertise with that of others in the field and make use of any standard catalogues or price lists.

Once the gift has been appraised, the Development Office of the Institute will issue a tax receipt stating the fair market value of the donation. This value is not necessarily the insured value of the item, which may be higher or lower than the stated value. Tax receipts will not be issued for less than \$50, or for items received free by the donor.

2.5 Collection Evaluation

Frequent and ongoing review of library materials is necessary in order to maintain an active collection that is relevant to current users.

Librarians evaluate the BCIT collection in the following ways:

- by consultation with instructors
- through student and staff surveys, focus groups and other feedback mechanisms
- by assessing the relevance of the collection to the current BCIT curriculum
- by assessing if areas of the collection are sufficient to support new programs
- by analyzing utilization figures
- through cost/benefit analysis
- by considering the Institute's and Library Service's current strategic plans

Due to steeply rising costs, requests for subscriptions are carefully reviewed. An annual evaluation of current subscriptions is conducted prior to renewal.

2.6 De-selection

Regular and systematic de-selection of materials from the collection is essential to maintaining a current and germane collection. This is achieved by following the principle of continuous renewal.

Liaison Librarians consult with faculty in their areas to ensure that the collection continues to meet current curriculum and research needs.

Definitive texts and materials which continue to support current curriculum and practice will be retained.

Materials that may be removed from the collection or replaced include:

- items in poor physical condition
- material which is no longer relevant to the current curriculum
- superseded editions
- outdated materials
- duplicate copies
- items with low circulation

Subscription materials may be discontinued where the price has become prohibitive

Duties and Responsibilities

The Library Director is ultimately responsible for the Library and its collections. The expertise of Faculty is an essential component of the selection process and recommendations are encouraged. Recommendations are evaluated according to the selection guidelines outlined in this policy.

Collaborative collection decisions such as electronic database licensing are made by the Director and Librarians.

Selection and collection maintenance responsibilities are as follows:

- Reference Librarians, in their liaison areas
- Collections Coordinator, responsible for managing the library collection
- Technical Services Librarian, oversees the acquisition and processing of the collection
- Systems Librarian, provides access to the collection through management of the library website and catalogue

Forms Associated With This Policy

[Contact us: recommend a title](#) [online form, BCIT Library website]

Special Situations

None

Amendment History

1.	Created	1984 May 01
2.	Revision 1	1988 May 31
3.	Revision 2	1991 Nov 01
4.	Revision 3	1992 June 01
5.	Revision 4	2003 Nov 25
6.	Revision 5	2005 Sep 26
7.	Revision 6	2009 Apr 28
8.	Revision 7	2011 Apr 01

Scheduled Review Date

The Collection Development Policy will be reviewed biennially (every two years) by the Collections Coordinator and brought to the Library Services Planning Team for approval.

Other Information

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