

LIBRARY SELECTION AND ACQUISITION PROCEDURE

Procedure Section & Number:			Effective Date:	
Policy Owner:	Vice President Academic		Last Revised:	June 1, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	June 1, 2025
Approver:	Executive Committee			
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>				

A. PROCEDURES

The Librarian holds the primary responsibility for the development of all collections. The Librarian will seek input and feedback from the library staff, faculty, students, and other members of the College community to assist in developing the collection. In particular, the Librarian actively seeks faculty input, on a regular basis, as a part of their continuing collection development activities and responsibilities of the position. Liaising with faculty enables the Librarian to build a balanced collection reflective of the needs of College programs, students, and other scholarly pursuits. Both faculty and staff are encouraged to become highly involved in the process of collection development, including making suggestions for the acquisition of materials in their area of expertise. They may submit suggestions for purchase anytime. The selection of materials is also supported through the reference of subject-specific catalogues, electronic distribution lists, consortial offerings, and other scholarly selection aids.

All requests for purchase will be reviewed by the Librarian to ensure that the material requested falls within the guidelines of the Collection Development Policy.

1. Selection and Acquisition Criteria

- 1.1 The following general criteria are considered in the decision of selection and acquisition of library materials (books, media, periodicals, technology, databases, etc.):
 - a. Current holdings and identified gaps in the existing collection
 - b. Relevance of the subject, style, and language to the intended program, curriculum, and audience
 - c. Scholarly value and academic level
 - d. Comprehensiveness and/or specialization of content for specific or multiple programs/groups

- e. Stature/significance and reliability of the author and/or publisher
- f. Quality of material (physical, technical, and accessibility)
- g. Date of publication and currency of the collection
- h. Enduring or archival value
- i. Factual accuracy, bias, integrity, stimulating presentation, imagination, and creativity
- j. Instructional, intellectual, aesthetic, literary, and social merit
- k. Cost, readability, and organization of content
- l. Anticipated demand and availability elsewhere
- m. Canadian content
- n. Treaty 8 content
- o. Métis Nation of Alberta, Region 1 content
- p. Black, Indigenous, and People of Colour (BIPOC) authors and content
- q. Statistics (such as usage and circulation of materials in each subject classification)
- r. Reviews from library collection development tools

1.2 In addition to the above general criteria, the following specialized criteria are also considered:

- a. Languages
 - i. The primary emphasis of the general collection is on the English language. Dual language materials, such as dictionaries, that support programs, such as Language Instruction for Newcomers (LINC), and English as a Second Language (ESL) learners are selectively acquired and purchased.
- b. Technical Criteria for Electronic Resources
 - i. Trial period for technical and content evaluation
 - ii. Remote access via IP authentication
 - iii. Discoverability of content
 - iv. Compatibility with campus equipment standards
 - v. Availability on all workstations (no stand-alone requirement)
- c. Open Access
 - i. The Librarian, with support of the Cataloguing and Subscription Technician, curates and facilitates access to quality open access scholarly information resources. To support open access acquisitions, collections funds may be used to support the following:
 - 1.2.1.1 Indexes that enhance discovery of open access materials
 - 1.2.1.2 Platforms that host open access journals, books, and other scholarly content
 - 1.2.1.3 Initiatives that support the migration of journal and book publishing to sustainable open access models

- 1.3 To expend the budget judiciously, multiple copies are not generally purchased. An additional copy or an alternate format may be purchased where the need is clear or when there are compelling program requirements. Items that are more appropriately purchased by other types of local libraries, such as the Wood Buffalo Regional Library, are normally not acquired.
- 1.4 Out-of-print books may be purchased in electronic or print format, as available, and at a moderate cost. The search for an out-of-print publication will cease if standard out-of-print sources are unable to supply the item within a reasonable time.
- 1.5 In terms of controversial and/or ethical issues, efforts are made to maintain a balanced collection by selecting factual material that supports different viewpoints.

2. Overview of Collection

- a. The library collects all relevant and contemporary formats that support the College's teaching, learning, and scholarly activity. These include books, e-books, print and online journals, DVDs, databases, and streamed video. Non-standard formats may be purchased, if appropriate.
- b. Obsolete formats are not collected and are removed from the collection as necessary. It may be permissible to convert library-owned materials in an obsolete format into a currently used format, if the process complies with copyright or other relevant laws and agreements, and the item cannot currently be purchased.

2.2 Books

- a. Collection emphasis is on current imprints. Materials are acquired from around the world but mostly from Canada and United States. As well as selecting from the standard commercial publishers, the Library prioritizes titles from university presses, scholarly societies, and specialized professional publishers. Apart from monographs, research reports, codes and standards, and bulletins are acquired as appropriate for each discipline.
- b. The majority of the monograph collection is in print format, but the eBook collection is growing rapidly. In some disciplines, the eBook is the preferred format. In others, a mix of print and eBooks are acquired.
- c. The Library establishes publisher agreements for blanket purchases of eBook collections, wherever appropriate and cost-effective, based on an assessment of needs and value.
- d. The Library purchases selected current material requested via interlibrary loan (ILL) that is within our collection development policy parameters.

2.3 Serials

- a. Electronic serials are the preferred format; print serials are only acquired if the title is not available electronically, if there is a significant embargo period, or for reasons of discipline-specific format requirements.
- b. The Library continues to endeavour to cancel print subscriptions as online format becomes available. Interlibrary loans may also be requested to fulfill requests for serials not in the collection.
- c. Backfiles may be purchased only if a current subscription is in place, to ensure the completeness of the scholarly record. Missing print files may be replaced at the discretion of the Librarian.

2.4 Video

- a. Streamed video files are the preferred format for acquisition. Streamed video is acquired through subscription or demand driven acquisition databases, and individually purchased titles (where possible). DVD continues to be collected for reasons of availability, faculty preference, or cost. The collection is not evenly divided among subject areas as some subjects are more frequently represented in video.

2.5 Textbooks

- a. The Library does not purchase and/or collect textbooks on a regular basis, unless there is a collection gap to be filled and the textbook fills this gap. However, we may purchase or add donated textbooks on an occasional basis, as appropriate. Study guides and materials accompanying textbooks, such as instructor guides and workbooks, are rarely purchased.
- b. A faculty member may have textbooks placed in the Reserve Collection. These copies are provided by the faculty member and not by the Library.

2.6 Reference Works

- a. Online reference resources, in full text availability, are preferred over print, wherever available. Print materials are acquired when online is not available, on a very selective basis. Basic print reference works such as dictionaries, bibliographies, encyclopaedias, codes, standards, and handbooks are acquired as appropriate.

2.7 Oversized Materials

- a. Books that are greater than 32 cm in height are shelved in the Oversize Collection. Items that are too wide or awkward to fit on regular library shelving may also be considered for placement in this collection, in

consultation with the Librarian, Cataloguing and Subscription Technician, and Circulation Support Specialist.

2.8 Theses and Dissertations

- a. A select number of dissertations produced and voluntarily submitted by Keyano faculty are available in the collection. Theses and dissertations from other institutions are purchased only if requested by an instructional faculty member.

2.9 Archival Materials

- a. The Archives Collection contain unique books and archival materials which need to be preserved and kept apart from the general collection, because of age, format, content and historical value. The use of these materials is supervised, with their protection being a prime concern.

3. Selection and Acquisition Process

- 3.1 All print monographs and DVD materials selected by the Librarian, are logged for processing for purchase by the Acquisitions and Access Technician. Final approval of cost must be first provided by the Librarian prior to submitting purchase.
- 3.2 All serials, print and online, databases, and eBooks selected by the Librarian, are logged for purchase processing by the Cataloguing and Subscriptions Technician. Final approval of total cost (licensing, fees, etc.) must be first provided by the Librarian prior to submitting purchase.
- 3.3 When determining whether an item should be purchased in print or electronic format, the Librarian should follow an e-preferred approach as outlined in the Collection Development Policy. However, some disciplines may require a print format over an eBook format overriding other selection factors (e.g., cost or access level).
- 3.4 Advice and opinions are sought and accepted by experts in the field (e.g. faculty, reviews, librarians at other institutions). While the Librarian endeavours to liaise with all instructional faculty regarding discipline-specific information needs, individuals may also submit their suggestions in writing to the Librarian via e-mail or online form. All recommendations are evaluated by the Librarian following the selection criteria prior to purchase by the Acquisitions and Access Technician.
- 3.5 The Librarian is the contact for electronic resources and is the institutional representative on the TAL (The Alberta Library) consortium, for the NEOS Library Consortium (NEOS). As such, in consultation with the Faculty and Library Staff, this

role is primarily responsible for electronic database selections both reflecting subject-specific and multi-disciplinary packages of online journals, transactions, conference proceedings, data sets, etc. They are also responsible for selecting research support tools. Where curriculum needs dictate and consortia arrangements cannot be made, the Librarian, with the support of the Cataloguing and Subscriptions Technician, negotiates with vendors directly to acquire licensing and access to electronic products specifically for Keyano College.

4. Collection Assessment

4.1 The currency, relevance, and usability of the collection is assessed on an ongoing basis. Assessment activities may include the following:

- a. Database usage and content overlap analysis
- b. Stakeholder consultation pertaining to library resources
- c. Resource cost analysis including return on investment principles
- d. Large-scale analysis of collection holdings including associated strengths and weaknesses, age, use, and projected need
- e. Circulation review of the physical collection

4.2 Deselection

a. Collection management practices include assessment of the collection and removal of materials to maintain currency and relevance; liberate space for new materials; remove obsolete information and materials; withdraw damaged or worn material; and, in the case of electronic resources, rationalize costs. For physical items, removal typically depends on the following criteria:

- i. is in an obsolete format
- ii. does not support current curriculum
- iii. has not circulated within a specified time
- iv. is factually inaccurate or contains outdated information
- v. is one of multiple copies
- vi. has been superseded by a newer edition
- vii. is in poor physical condition and is beyond repair

4.3 Deselection criteria can vary between disciplines. Materials for programs with a high need for currency, for example, should be withdrawn and replaced regularly with up-to-date content (within parameters of budget).

4.4 If a physical item withdrawn from the collection is a last copy in the NEOS consortium, it is evaluated regarding its condition and enduring value, and may be

offered to the University of Alberta Libraries, acceptance of which will be contingent upon NEOS criteria.

- 4.5 In addition to criteria established above for physical items, electronic resources may be cancelled or removed from the collection due to the following criteria:
- a. has low demonstrated demand and use
 - b. is no longer needed for course support or e-reserves
 - c. has problematic licensing terms
 - d. has a high or unjustified cost
 - e. has significant content duplication with another database
 - f. has issues with discoverability, with indexing not available through any source
- 4.6 The library may consult with faculty members in matters of deselection, as appropriate.

B. DEFINITIONS

- (1) **Collection:** means the collection itself includes both physical and electronic resources as well as loanable technology. The collection is comprised of Keyano owned and licensed materials and resources that are accessed due to the college's consortium partnerships.
- (2) **Collection Development:** means material selection and acquisition, the replacement of worn or lost materials, the removal (weeding) of materials no longer needed in the collection, the planning for new collections or collection areas and how all these aspects incorporate the institutional.
- (3) **College:** means Keyano College.
- (4) **E-preferred:** means to place preference on selection of electronic resources over print, when possible, so to increase access of resources to online learners and to reflect the primary format preference of users.
- (5) **Faculty:** means Keyano Faculty.
- (6) **Library:** means Keyano College Library.

- (7) **NEOS:** means a Library consortium consisting of 17 Canadian university, college, government, and hospital libraries with 49 sites between them. NEOS’s holdings consist of books, electronic books, databases, and journals. Requests for physical materials are received through SirsiDynix Symphony’s Workflows platform. SirsiDynix Symphony is the library’s integrated library system (ILS).
- (8) **Reserve Collection:** Means materials identified for a higher control of circulation and limited use to in-library use only. Materials placed in the reserve collection consist of both library materials as well as instructor copies of materials to facilitate access and support learning in specific courses and/or programs.
- (9) **Selection:** means material selection and the acquisition of new materials for the Library collection.
- (10) **The Alberta Library (TAL):** means a province-wide consortium that now serves 48 member libraries in over 300 locations across the province, including public libraries, regional library systems, academic libraries, technical institute libraries, and special libraries.

C. RELATED DOCUMENTS

- [Library Collection Development Policy](#)
- [Library Weeding Procedure](#)

D. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/01/2021	New	All	Librarian	Director, Student Services