

1. Collection Development Policy

1.1 Introduction

Technological advancements have generated unbridled creative abilities leading to the authoring of a milieu of knowledge content by both experts and novices. With the burden of information overload and the difficulty in ascertaining the veracity of published content timeously, libraries are also deploying technologies that will shift focus from a holdings (just in case) paradigm to an access (just in time) paradigm to deliver their core mandate of selecting, maintaining, and providing access to relevant and representative information resources. To be successful in this regard, a framework to guide decisions and actions is indispensable. The collection development policy, therefore is to serve as a guide in the management of the entire life cycle of library resources (print and non-print) from selection and acquisition to preservation and archiving or disposal (where necessary). This policy takes cognisance of the altruism that the University is an evolving organism and so as the university's curricula evolve, so shall the collection development policy be updated.

1.2 Mission Statement

Partnering with faculty to advance teaching, learning and research by providing global access to library and information resources and ensuring their effective exploitation and use.

1.3 Vision Statement

Providing academic leadership and support services for excellence in health sciences education and research.

1.4 Purpose of the Policy

The purpose of the Collection Development Policy is to give direction for selection, acquisition, and maintenance of resources by clarifying principles and objectives of the library to its staff and patrons. The policy is to serve as a reminder in keeping with the supportive role the library plays in facilitating the delivery of the overall university mission of *“providing quality educational opportunities to students and healthcare professionals, advancing knowledge through scholarship and research, and providing patient care and services that improve health and quality of life”*.

A guideline of this sort will check individual enthusiasm and:

- i. get the library to develop a balanced collection, taking cognisance of the needs of the wider spectrum of the academic and research community.
- ii. carve objective selection criteria for acquisitionists.

1.5 Objectives of the Policy

The goals of this policy include:

1. To acquire and maintain library resources that support and enhance the curricula and research needs of UHAS.

2. To promote library resources and inspire their use by faculty and students of UHAS.
3. To assist students, faculty and staff in the effective use of the library and to provide tools to access the contents of the collections.
4. To keep abreast of changing curricula of the university and to provide relevant materials to match as well as develop time-efficient access to information and services.
5. To deliver multichannel reference and research services to the UHAS community.
6. To create user-friendly interfaces to receive suggestions on acquisitions.
7. To develop a comprehensive guide for auditing collections and deciding on budgetary allocations and depth and width of specific areas of the collection.
8. To partner and share resources with other academic and research libraries.

1.6 Types of Materials Selected

- i) Research materials
- ii) Supplementary reading materials
- iii) Various reference materials
- iv) Selected periodicals
- v) Non-print resources including analogue and digital formats.

1.7 Selection Responsibility

Collection development is the primary responsibility of the Acquisitions Librarian. Other librarians as well as faculty and students are also expected to contribute to the ultimate collection development process. Faculty recommendations are solicited to ensure relevance and currency. Faculty requests are prioritized.

1.8 Selection Criteria

The Acquisitions Librarian selects library materials (print and non-print) using both manual and electronic selection tools, including publisher's catalogues, professional journals, bibliographies, and user recommendations and requests. Collation of titles to be considered for selection goes through the simultaneous processes of:

1. Assessing UHAS Library's existing collection;
2. Soliciting faculty recommendations;
3. Reviewing of professional literature;
4. Checking up publication updates from publishers and
5. Investigating current trends in curricula and research.

1.9 Selection Pass

Identified materials are rigorously evaluated before selection. Items that make the ultimate acquisitions list must satisfy the following criteria.

1. Relevance to curricula needs of the university.
2. Currency.
3. Appropriateness to qualification or readership level.
4. Correlation to, and enhancement of the existing collection.
5. Support of research needs of students.
6. Favourable review in professional journals or high impact factor in the case of e-journals.
7. Authorial repute.
8. Binding format, quality of paper, typeface, etc.
9. Availability of material on the subject.
10. Cost of the material.
11. Demand for the material.

Requests for materials by faculty and staff of the university for personal development and research needs shall not be procured if they do not satisfy the criteria applied to all other selections. In such cases, interlibrary loan services options may be explored.

1.10 Resource Types

The Library shall generally collect monographic materials, reference materials, periodicals, theses and relevant grey literature.

1.11 Special Collections

In keeping with the vision and mission of UHAS, the Library shall develop special collections in health information, health learning materials and Cochrane library.

1.12 Linguistic Scope

Books and other information resources to be acquired by the Library shall largely be in the English Language.

1.13 Binding Formats

Preference shall be given to hardbound editions of books over the paperbound editions unless there exist significant price differences between the two that make the paperbound edition more cost-effective. Where a selected title is available only in paperbound edition, it shall be acquired.

1.14 Multiple Volumes

As much as practicable, not less than two (2) copies of a book shall be acquired. Exceptions may be granted by the Library Management, where a particular text is recommended for general consultation and the user population makes it expedient to circulate more copies.

1.15 Replacement of Materials

Resources that are missing from the collection, declared lost, or severely damaged for further circulation shall not be automatically replaced. Decision to replace such materials shall emanate from user demand, superior alternative resources on the same subject, or updated and better editions of the material in question.

1.16 Textbooks

Textbooks for individual courses, generally, shall not be acquired by the library. A limited number may, however, be purchased if they are determined as the only publication on the discipline or the only trusted general rendition of the subject. A textbook provided by a course instructor for students' consultation shall be put in the reserve collections.

1.17 Periodicals/Newspapers

Intrinsic to periodicals is their recurrent and steadily increasing cost. They involve subscriptions that are renewed regularly. Selection of periodicals shall therefore be in strict compliance with empirical evidence of relevance, patronage, and availability of funds.

1.18 Non-print Resources

1.18.1 Electronic Resources

The library shall purchase electronic sources in the form of e-book collections, online libraries and journal databases that are required to support the university's curricula and the library's mission. Factors to be considered when selecting these materials include:

- i. Authorial responsibility
- ii. Appropriateness to educational goals
- iii. Currency
- iv. Review policy
- v. Potential use
- vi. Balance of collection
- vii. Subject matter
- viii. Cost
- ix. Format restrictions.

1.18.2 Digital Media

Offline digital/electronic information resources including audio tapes, compact disc recordings, digital versatile disc recordings, etc. shall be purchased if determined to supplement the library's collection or offer a handier rendering of aspects of the collections. Considerations regarding potential use, reviews, quality of recording, cost, items already owned by the library related to the topic, and requisite complementary media components for digital delivery, shall inform the acquisition of digital formats.

1.19 Gifts and Exchange

Gifts in this context shall refer to materials donated willingly by individuals or organisations to the Library excluding legal deposits. Generally, the Library will accept donations of books and information resources from people and institutions. Gifts, however, may not necessarily

be added to the library's collection. A written acknowledgment shall be sent to the donors, indicating acceptance of gifts.

1.19.1 Gift offers

Gifts solicited or unsolicited. In either case, the library needs to critically examine the nature of the offer before going ahead with acceptance. Factors such as the donor's wishes and cost/benefit to the library need serious consideration. Gifts that require library expenditure in receiving, transporting, postage, or clearing at the ports need to be thoroughly assessed in relation to existing collections prior to acceptance. All gift offers to the Library must be made through the Acquisitions Department, furnishing it with relevant bibliographic description of all the gift items including age and physical condition. The Library will use these data to determine acceptability and communicate to the donor(s), those items it is prepared to receive. A written statement of consent shall be issued to the donor(s) to sign in order that the Library can dispose of irrelevant titles through exchange or any other means it deems appropriate.

1.19.1.1 Restrictive Gifts

Restrictive gifts are those that come with conditions from the donor that impede Library handling discretion. Such gifts must go through rigorous review for relevance and appropriateness prior to acceptance.

1.19.1.2 Unrestrictive Gifts

These are donations made without conditions, thus the Library is not bound to contort to any donor demands in terms of processing or providing user access.

1.19.2 Exchanges

Exchange of library materials is the giving out of some resources to a partner library or another institution and taking in replacement library materials from that library or institution. Exchange of books and other library materials shall be based on the principles of barter. The Collections Librarian is responsible for such decisions but must seek the approval of the Library Management to effect such exchanges. An exchange may be considered if:

- a) the incoming resources are relevant and needed by the library.
- b) the outgoing resources are no longer needed or are in excess of the library's collections.
- c) the cost of acquiring new titles makes exchange a cost-efficient choice.

1.20 Consortia

The Library upon effective cost analyses and due diligence, and with the approval of the Library Board and Business and Executive Committee, shall form co-operative relationships with other libraries – academic and research – for resource sharing purposes. Affiliation with national and international library associations especially those relevant to the curricula and research interests of UHAS, shall be encouraged to enable the Library acquire materials at reduced costs and share the resources of other well-endowed libraries.

NOTE: Co-operative agreements may influence local policy direction.

1.21 Collection Maintenance

There shall be periodic evaluations conducted by the Acquisitions Librarian and his/her department staff, in consultation with other sections of the library, of the state of existing collections to determine strengths and weaknesses and to inform collection development decisions.

1.21.1 Weeding

A careful collection assessment will be conducted, applying the same parameters to existing collections as to new titles. Materials that fall short of the criteria shall be withdrawn from the collection. Other conditions that may instigate the withdrawal of materials include:

1. Superseded editions.
2. Mutilated or excessively marked (worn-out) items.
3. Scarcely consulted materials.
4. Unnecessary duplicate titles.
5. Outdated and/or inaccurate information.

1.22 Subject Profiles

Key to collection development is assessment of existing collection to determine current strengths and weaknesses as well as justify collecting intensity. A well assessed collection produces subject profiles. The Library shall adopt the Research Library Group's (RLG) Conspectus model for collection mapping and subject profile building. A Conspectus of the Library's collections shall comprise a collection analysis consisting of:

- Subject Area(s)
- Class Ranges (per Classification Scheme)
- Current Collecting Intensity (using Collecting Level Codes)

Collecting Level Codes range from **0** (out of scope materials) to **5** (comprehensive collecting level). See Appendix B.

The Library shall pursue a hybrid classification scheme, using the National Library of Medicine (NLM) Classification Scheme predominantly and the Library of Congress (LC) Classification Scheme for a minority of non-medical subjects.

1.23 NLM Classification Scheme

- QS: Human Anatomy
- QT: Physiology
- QU: Biochemistry
- QV: Pharmacology
- QW: Microbiology and Immunology
- QX: Parasitology
- QY: Clinical Pathology
- QZ: Pathology
- W: Health Professions
- WA: Public Health
- WB: Practice of Medicine

WC: Communicable Diseases
WD: Disorders of Systemic, Metabolic
or Environmental Origin, etc.
WE: Musculoskeletal System
WF: Respiratory System
WG: Cardiovascular System
WH: Hemic and Lymphatic Systems
WI: Digestive System
WJ: Urogenital System
WK: Endocrine System
WL: Nervous System
WM: Psychiatry
WN: Radiology. Diagnostic Imaging
WO: Surgery
WP: Gynecology
WQ: Obstetrics
WR: Dermatology
WS: Pediatrics
WT: Geriatrics. Chronic Disease
WU: Dentistry. Oral Surgery
WV: Otolaryngology
WW: Ophthalmology
WX: Hospitals and Other Health Facilities
WY: Nursing
WZ: History of Medicine

1.24 Subject Profile by School/Programme

School of Medicine

- General Medicine
- Anaesthesia
- Internal Medicine
- General & Allied Surgery
- Psychiatry
- Pathology
- Haematology
- Radiology
- Obstetrics & Gynaecology
- Sports Medicine

School of Allied Health Sciences

- Medical Laboratory Science
- Speech and Language Therapy

- Dietetics
- Physiotherapy

School of Basic and Biomedical Sciences

- Anatomy
- Cell Biology
- Microbiology
- Molecular Biology
- Parasitology
- Pharmacology
- Physiology
- Physics
- Chemistry
- Biology

School of Public Health

- Disease Control
- Environmental Health
- Health Information
- Health Systems
- Nutrition
- Mental Health
- Health Promotion
- Public Health Nursing

School of Nursing and Midwifery

- Fundamentals of Nursing
- Paediatrics
- Geriatric Nursing
- Medical-Surgical Nursing
- Obstetrics & Gynaecology
- Ambulatory Care

School of Pharmacy

- Pharmacology
- Toxicology
- Clinical Pharmacology
- Pharmaceutical Chemistry

General Works

- Medical Dictionaries
- Encyclopaedia
- Dictionaries of English

- Medical Terminology
- African Studies
- Medical Sociology
- Academic Writing
- Scientific Publishing
- Medical Research
- Social Science Research Methods
- Information Literacy

1.25 Collection Assessment Methods

Two fundamental approaches to assessing library collections, namely: collection-centred and user-centred, shall be pursued. Collection-centred methods analyse the content and characteristics of materials in the light of current trends in a subject discipline. This may include comparing a library's holdings against core lists, the physical assessment of a collection for age, condition and availability, or comparing the number of titles in a collection with that of another library or a group of libraries, usually peers. User-centred approaches on the other hand, investigate how a collection is being used as well as the library users' behaviour, and perceived preference or use of materials in the collection. In other words, user-centred assessment methods help a library to gain insight into the perceived needs of a library user, or perceived demand. For effective and representative assessment results, a combination of the methods above shall be employed by the Library in its collection assessment exercises, if feasible.

1.25.1 Data collection

Collection assessment staff shall map out quantitative characteristics such as size, age, cost, volume count, circulation statistics, in-house use statistics, and shelf availability statistics among others. Qualitative measurements involving the professional opinions of librarians and subject experts' recommendations as well as user appraisals, user observations, interviews and physical inspection shall be necessary in the data gathering process.

1.25.2 Collecting level indicators

The numerical labels developed by the Conspectus model will help to make decisions on the depth of collection in a specified subject area. The assignment of an indicator is a function of a careful consideration of three crucial aspects of collection management:

- i. Current collection level,
- ii. Acquisition commitment, and
- iii. Collection goal.

1.25.3 Collection depth indicator definitions (see Appendix)

0 = out of scope

1 = minimal information level

2 = basic information level

3 = study or instructional support level

4 = research level

5 = comprehensive level

1.25.4 Control

All collection development activities shall be in strict compliance with the approved policy and this includes future acquisition prospects as well as collections and subscriptions in retrospect. Items that do not meet current collection development goals will be phased out.

1.26 Acquisitions Procedure

1.26 .1 Ordering

The Acquisitions Librarian is responsible for placing orders with book vendors and following through with a series of actions including liaison and negotiation to receive library materials into a specific collection.

Initiators of Purchase Orders

The Collections Librarian shall be the principal initiator of orders. However, the Acquisitions Department may also receive order requests from faculty and other users as well as from the Preservation Department which may identify books for replacement (in the case of severely damaged materials or those too brittle to be circulated or shelved). Such requests must be referred to the Collections Librarian for financial clearance and other due diligence such as verifying that requested materials are not already in existing orders or collection. Funding authorization for all orders emanate from the Collections Librarian.

Basically, two types of orders shall be pursued: firm orders and approval plan orders. Firm ordering is the requesting of specific titles to be supplied by a vendor. An approval plan is an acquisitions method under which a library receives regular shipments of new titles selected by a dealer, based on a profile of library collection interests, with the right to return what it decides not to buy.

1.26.1.1 The Ordering Process

1. **Collection Assessment:** Usually instigated by the introduction of new programmes or programme accreditation, the collection development team which comprises Library collections and acquisitions staff, other library department staff, subject liaisons and faculty, shall evaluate and fine tune a subject profile to be used in selecting titles for acquisitions purposes. A subject profile is acquisition map identifying various subject areas relevant to a collection, defining the scope of each subject area, and the collecting intensities of each area. The tools to be deployed in building a subject profile shall be the subject headings of the classification scheme in use and the Conspectus.
2. **Title selection:** The list of titles produced shall be generated from various sources, including:
 - i. Faculty-recommended titles.
 - ii. Subject librarian's selections.
 - iii. Collection-deficit titles discovered through list-checking and collection comparison during the assessment phase.
 - iv. Titles generated from online selection aids such as ProQuest's OASIS and the selection and acquisition module of the Library's management system.

3. **Validation of Titles:** After selection, the titles shall be shared with relevant faculty for their critique. An avenue will be given for them to indicate a replacement for titles they consider inadequate in content and or scope.
4. **Procurement:** The Acquisitions Department shall follow established procedures as stated in the Interim Statutes of the University of Health and Allied Sciences, Statute 11 (1) to float Tenders and select qualified book vendors to supply specified titles. Vendor order slips will then be filled and invoice taken for specified titles. The Acquisitions Librarian will be responsible for leading staff on periodic visits to booksellers' warehouses/stores to handpick relevant titles for direct purchase.
5. **Emergency buying:** Buying under emergency conditions are catered for under the Procurement Act (ref. Statute 11 (1) above), however, faculty members who may use this option must fill blank order/requisition forms available at the Circulation desk and submit same to their Head of Department and Dean of School for approval before forwarding to the Library for a special buying dispensation.
6. **Receiving supplies:** The procurement process ends with the receipt of consignments of library materials ordered from the vendor or supplier. The receiving process involves:
 - i. Checking packages received against accompanying waybill or packing list to ensure that the contents match the descriptions on the list.
 - ii. Checking received items title by title against order list to verify that items supplied are exactly those ordered.
 - iii. When the supplies are passed, the Acquisitions Librarian shall write a Received note indicating the date and time of receipt as well as the invoice amount of the consignment and any other details regarding variations or incomplete packages. This shall be forwarded to the Collections Librarian for payment processing.
7. **Accessioning:** Received items must be physically added to the existing collection. A number of sequences showing the chronology of addition of title to the collection shall be assigned to each volume; and pages within the volumes shall be stamped with the Library's stamp. The Accession stamp should be placed right on the verso of the title page where the cataloguing-in publication information of the material usually appears. Bibliographic records of individual titles should also be entered into an Accession Register, in which accession numbers of multiple volumes of a title are written as ranges with a single entry of the title in the records.
8. **Transfer to Cataloguing Department:** Accessioned materials shall be transferred to the Cataloguing Department for further processing.