



## **Collections Management Policy**

### **Library Mission Statement**

"The Library Learning Commons is an innovative hub of learning and research that provides access to information resources, facilities for learning, technology, and expertise required by our diverse learning community."

### **Purpose of the Collection Development Policy**

The Library Learning Commons develops collections of print, audio-visual, and electronic resources that support student inquiry and faculty teaching and research related to an academic program leading to a college credential.

The Collection Management Policy for the Library Learning Commons at George Brown College outlines the collection goals, and practices of the library and reflects the goals of the Mission Statement cited above. It outlines the principles and procedures used when allocating funds for collection development and details selection criteria and priorities to assist with collection decision-making. The policy also communicates the criteria to be used for the de-selection of materials from collections.

### **Purpose and Scope of the Collection**

The library supports academic programs and individual information/research needs of the College community. Due to fund limitations and space constraints the Library is unable to accumulate all available materials in all subject areas and is unable to serve as an archive for historical material. The primary goal of the collection is to provide thorough and balanced coverage of materials in support of the College curriculum. More generally, the library collection also strives to support the individual research and inquiry needs of its users.

To better reflect the information seeking behaviour of our students and faculty, and to provide more equitable access to resources, the Library Learning Commons will seek out electronic formats whenever possible.

The Library Learning Commons is dedicated to providing equal access to resources to all its users. Our goal is to ensure that the library's resources are accessible to all library users, including people who have disabilities and those who are Deaf, deafened or hard of hearing. Library materials must be available to users with disabilities in a variety of formats, or upon request with accommodations. In an effort to meet this goal, the Library Learning Commons has designed accessible library services and policies; for example, an extended loan policy, *Accessible Library Services* research guide in ASL, assistive devices, computers with adaptive technology. As well, all audio-visual material will be captioned or the publisher has given permission for an item to be captioned. Please see research guides: [Accessible Library Services](#) and [Captioned Media & E-text Policy](#).



## **Collections Management Policy**

### **Responsibility for Collection Development**

The Librarian for Collection Management, in conjunction with the Director of Educational resources, is responsible for the collection management program. Collection Development is conducted by individual librarians assigned to specific college programs. Liaison Librarians consult with faculty coordinators to better understand the research and program needs of students and faculty. Input is welcomed from all faculty, students, and library and college staff in order to ensure the collection accurately reflects the learning needs of our entire community. Although recommendations are encouraged, final responsibility for the selection of library resources remains the provenance of the Liaison Librarian.

### **Resource Selection Tools**

Selection tools including professional reviewing periodicals, trade publications, library catalogues, listings of items missing from the collection, bibliographies, publisher's catalogues web sites, and recommended reading lists for courses, are used by the Liaison Librarians to assist with the evaluation of potential purchases.

Book suggestions for the collection can be made from the Library website; however, only suggestions from the George Brown College community are guaranteed to be followed up. The Library will consider but not necessarily acquire all suggestions.

### **Selection Criteria**

The Library is committed to maintaining a collection that is accurate, current, balanced and reflects changes to the curriculum. Primary consideration for the purchase of all materials is its relevance to new and existing programs. In order to encourage critical thinking and to support intellectual inquiry, where budgets allow different viewpoints on high-interest topics will be acquired.

Canadian material on all subjects is given priority.

Current materials are preferred. The professional judgment of Subject Librarians is respected in regards to the purchase of classic materials that support and add value to college programs.



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### Selection Considerations by Format

**Print:** (books, journals/trade publications/magazines, Reference works). Unless an item is expected to be heavily used, or there is a need to have a copy of a book in more than one location, multiple copies of books are not purchased. Decisions on the purchase of multiple copies are left to the discretion of the selecting librarian. The library does not acquire "class sets." Workbooks are not purchased or added to the library collections due to copyright considerations.

Whenever possible, the Library will acquire at least one copy of book publications by faculty.

**Book Formats:** The Library Learning Commons holds that access to information resources is of greater importance than physical ownership of materials. To that end, books will be purchased in digital format whenever possible. The Library will consider factors such as currency, ease of access, cost and image-based content when deciding on which format best meets the teaching and information needs of a particular program.

**Textbooks:** In so far as collection budgets allow the Library will strive to purchase, in the absence of digital editions, reserve copies of textbooks for use in the library. Given the large number of textbooks required annually, priority for purchase will be for frequently requested items required by programs and courses with the highest enrolment. Due to copyright restrictions course-packs and custom publications cannot be purchased.

**Reference:** Reference books are intended for quick research on specific topics and are not designed to be read from cover to cover; this collection does not circulate. Reference works cover a wide array of materials including but not limited to: encyclopaedias, dictionaries, directories, handbooks, statistical information, guides and style manuals. In order to maintain currency and to provide greater access it is preferred that reference material be purchased in digital format

**Audio-Visual and Multimedia Resources:** the acquisition of audio-visual resources is subject to the [Captioned Media & E-text policy](#). Specifically, the college will only acquire media that is captioned or for which the copyright holder has granted the College permission to caption as a condition of purchase. Moreover, in compliance with copyright law, appropriate public performance licensing is required for all purchases of audio-visual resources. VHS and audio cassette formats are gradually being phased out of the collection and are no longer acquired.

**Journals:** Selection of new journals is based on program relevance, demand, cost and format. Electronic full-text journal subscriptions are given priority over printed formats. Print subscriptions are purchased when the digital content does not contain images or other material integral to the use of the journal or when digital access is not available. However, key journal titles should be retained in print format.



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**Replacement Copies:** The Library will only replace missing items that are of core importance to college programs. For all other missing items, replacement will depend on factors such as cost, usage and currency.

**ESL- IEP Programs:** Students in the ESL IEP programs have access to an ESL Library. Materials collected for this library augment classroom teaching and learning in order to assist students quickly learn English. The Library provides access to listening, grammar, pronunciation and accent reduction software. Print materials include but are not limited to, grammar, punctuation, pronunciation, writing guides, and cultural studies. TOEFL materials are also collected. The library supports the recreational reading needs of students at all levels. Popular fiction, and graded readers are collected- some with accompanying audio CD. Class sets are not purchased by the library.

**ESL- non IEP:** The Library recognizes that for many George Brown students English is not their first language. ESL materials are collected that support other college programs and services. These include grammar, punctuation, pronunciation and writing guides.

**Fiction:** A small collection of fiction is included in the regular collection primarily in support of literature courses taught at the College. Additions to this collection are generally made by request.

**Popular Reading Fiction:** The Library purchases a small collection of paperback popular reading fiction. This material is not housed in the general collection and is intended for browsing. The Library strives to select materials that reflect the diverse backgrounds and interests of the College community. Other additions to this collection are generally by donation.

**Government Documents:** The Library is a selective depository for government documents. Selection is limited to statistics and reports from the Federal and Ontario governments relevant to the College Curriculum. Unless otherwise unavailable digital formats are given priority over printed editions.

**Language:** Material collected will primarily be in English.



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### **Digital Formats**

Digital Formats refer to those materials that require computer access and have been licensed for use by the Library community. Any type of electronic resource may be considered for inclusion. These may include but are not limited to:

- Full-text (aggregated) databases
- CD-ROMs, DVDs, Streaming Media
- Multi-media and audio-visual resources
- e-Journals
- e-Books
- Reference databases (directories, dictionaries, encyclopedias, etc.)

### **Criteria for the selection of Digital Formats**

All policies and guidelines in the Collection Management policy equally apply to electronic resources in accordance with the Request for Database Evaluation Form. Due to the costs and technical supports required the criteria for the selection of digital materials also includes the following considerations:

- The interface should be intuitive, accessible and user-friendly with a powerful comprehensive search capability. It may also include on-line tutorials.
- Databases must provide full-text content.
- It is preferred that electronic resources are available for remote access. Stand alone CD-ROMs are acquired where remote access is unavailable or not cost-effective.
- Material should be compatible across different platforms (PC, Mac, etc.)
- Materials must be compatible with existing hardware and software.
- The vendor should be established and reliable.

### **Software**

The Library is mandated to provide all software taught within the instructional labs except where denied by licensing restrictions. Examples of software include but are not limited to: CD-ROM directories, grammar and pronunciation programs, AutoCAD for architecture engineering and design.



## **Collections Management Policy**

### **Donations**

The Library welcomes monetary donations, and gifts-in-kind that relate to the library's Collection Development Policy and Donations Policy. Please see the "[Donations Policy](#)" with the "Donor Agreement Form" and "[Gift Periodicals Subscriptions Policy](#)."

### **Budget**

Purchasing is subject to the availability of funds in the Educational Resources Department's annual budget. Educational Resources has two acquisition budgets: the first funds the acquisition of resources for non-degree programs; a second budget funds the acquisitions of Resources for the college's degree programs. Allocations to individual programs are based on an acquisitions formula that takes into account the number of students registered.

### **Costs**

Where choice exists, the Library will purchase the most cost-effective formats and items available. All choices are assessed on merit and the value they add to the collection. Requests for expensive items will be considered and purchased at the discretion of the selecting librarian.



## **Collections Management Policy**

### **De-Selection of Materials**

Space constraints at the College necessitate the regular weeding of the library print collection. The primary goal of the library collection is provide up-to-date materials for Library users. The Library does not serve as an archive for historical material; exceptions are made where information cannot be retrieved from other sources and has continued timeless value. Moreover, as an institution of applied learning the library sets as a target that 50% of all holdings should have a copyright date more recent than 10 years.

Weeding the collection is seen as a professional responsibility of the College Librarians. Liaison Librarians are responsible for the maintenance and weeding of collections related to their specific program areas.

The George Brown Library adheres to the [CREW](#) method for the de-selection of materials- Continuous Review Evaluation and Weeding. Regular maintenance and de-selection of materials serves multiple purposes: it saves space, saves time of library users, makes the collection more appealing, improves the library reputation by having current and relevant materials, and it allows for the continuous assessment of collection strengths and weaknesses.

Considerations that influence the decision to withdraw any item from the library collection may include the following:

- Material is unused- this can be determined by checking circulation reports.
- Item is in poor physical condition
- Lack of space
- Material is readily available elsewhere or electronically
- Information is outdated/obsolete; newer information is readily available
- Changes to curriculum and program needs

### **Reference and General Collections**

The weeding of general materials not falling under the aegis of specific librarians is a shared responsibility. In order to avoid the loss of valuable and irreplaceable materials weeding needs to be well planned and carefully considered. Determining obsolescence is often difficult and should be a shared, cooperative venture between the Liaison Librarians and program faculty. Material is not assumed to be obsolete solely on the basis of its age. That being said primary consideration for keeping materials in the collection is determined by its continued relevance to our users.

Items that have been weeded may be offered to specific programs, discarded or sold.





## **Collections Management Policy**

### **Collection Assessment**

Assessments are performed regularly to assist with library planning and to determine if the collection is meeting its stated goals. These assessments will be either collection-centred (based on usage patterns, usage data and observations) or user-centred (based on surveys of user opinions/observations of how well the collection is meeting their needs). The assessments are conducted by Liaison Librarians.

### **Intellectual and Academic Freedom**

The Library supports the following statements on Intellectual Freedom:

- [The Canadian Library Association on Intellectual Freedom](#)
- [The Canadian Library Association and Telecommunication Access Principles](#)
- [The Canadian Library Association Code of Ethics](#)
- [The Canadian Library Association Statement on Internet Access](#)

To underlie the importance of intellectual inquiry the library supports free access to a wide and diverse range of ideas and freedom of expression. Library users who wish to challenge any item in the collection are free to contact the [Collections Management Librarian](#). The material in question will remain in the collection until a review has taken place.

### **Collection Management Goals**

The George Brown Library Learning Commons is committed to ensuring that the collection remains current and relevant to the needs of our users. As part of the allocation budgeting process, annual goals for the management of the collections will be set by the librarian for Collections Management in conjunction with the Manager for Library Technical Services and the Director of Educational Resources.

### **Policy Review**

The Collections Management Policy is reviewed annually by the Collections Management Librarian and the Manager for Library Technical Services.