



University of Bahrain Library & Information Services

Collection Development Policy

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1. Introduction

Collection development in the university library is focused on the Literature and information needs of the university population. As a priority, the library aims to provide from within its own resources, the literature and information resources to support undergraduate and postgraduate course study. In addition, the library aims to provide, as resources allow, literature and information to support university research activity.

In order to achieve these aims the library actively seeks and encourages the full participation of all members of the university, and particularly of academic and research staff and librarians, in the selection of materials for addition to the library stock.

2. Purpose of Collection Development:

- 1) Encourage librarians to be more informed about the value of collection evaluations.
- 2) Allow librarians to evaluate, in a more thorough manner, with knowledge of what already exists, what may be needed, and whether collection development goals are being achieved. Evaluation will provide useful information to them in their library setting. Implications for successful future collection management, financial resource management, and effective format selection are discussed.
- 3) It encourages librarians to recognize their major and minor collections, creatively assess those collection areas, and involve techniques or individuals who might guide them to specific subject materials. (Golden, Lunde, & Skrade, 2007)
- 4) Collection development will help compare between the Library's stated objectives and development of the Collection. In order to maintain currency and accuracy, the resources will be periodically updated.
- 5) Assist in studying the collection level of library resources available.
- 6) The library collection moves beyond core curriculum courses to also support any smaller or extraordinary programs. For example, a university with both undergraduate and graduate programs is supporting users in the community, requires adequate library holdings to support students and faculty members regardless of significantly larger history, literature, or arts program enrollments.

3. User groups

In keeping with the University's mission, the Library works to support teaching and research by offering resources to all members of the University of Bahrain. Visitors to the Library use the Collection with the Director's permission.

4. Description of the collection

The collection includes books, journals, theses, maps, reports, audio-visual, microfiche, microfilm and guides and manuals. The collection contains both electronic and printed material.

5. Interdisciplinary relationships

When the subject of a book is relevant to multiple colleges, multiple copies are purchased. With the help of subject librarians the library will offer a number of copies.

6. Scope

6.1 Languages

Non-English and Non-Arabic Language Material

As a general rule, materials will be limited to languages taught in the university. Selection of materials for other languages may be purchased.

6.2 Types (formats)

Format priorities

1st priority of selection is given to electronic version

2nd priority is given to paperback version

3rd priority is given to hardcover editions

6.3 Publication dates

For purchasing new materials, we should select the latest publication year available. When requests for an old edition are made, consult with the requestor to confirm requests for older editions.

6.4 Number of copies and distribution by location

Number of copies

English books: One copy, except when a reference item needs to be duplicated in one or more branch libraries.

Reserve books: Multiple copies depending on teacher's request and on the number of the students attending the course.

Arabic books: Two copies, and depending on teacher's request and on the number of the students attending the course.

6.5 Special considerations

Textbooks The library purchases textbooks for courses taught at UOB when requested by academic staff. Copies of textbooks are also acquired when their price is too high for students to purchase themselves and in coordination with the Bookshop. Textbooks are located in Reserve.

Theses and Projects Theses are collected by the library. Student projects will not be collected.

The Library will provide access to master's theses donated to the Library by University of Bahrain students and faculty. Theses/dissertations from other universities will be made available online via Proquest and other databases like al Manhal etc.

Tests and Examination Review Guides/Student Solution Manuals/Workbooks

The library collects past tests, student solution manuals and workbooks when these are available and these are kept in reserve.

Recreational Reading Materials

Cookbooks, popular fiction and books about hobbies are part of the collection according to faculty and user demand.

Periodicals 1st priority of selection is given to electronic. Print versions are only subscribed to if there is no electronic version of the journal.

Reference Collection

Replace print encyclopedias with electronic versions. In case there is no electronic version, replace encyclopedias every five years.

Replace yearbooks and almanacs annually preferably with the electronic version.

Books Requested by Inter-Library Loan

ILL requests of new edition books are purchased for the collection.

Out-of Print books

The Library purchases Out of Print books.

Maps

The Library collects maps, especially of Bahrain, to be located in Special Collections.

A/V collection

Assess periodically to ensure that items are fit for viewing.

Microfiche and microfilm is located in Periodicals Unit.

E-content & databases

The priority is to purchase e-content as required and to minimize the subscription model unless it is the only available model for that particular resource. When possible, always start with a trial period (60 days) and if the feedback is positive and the usage statistics are high, start the purchasing process if funds are available. The library will always take into consideration usage levels and will only renew subscriptions when it is clear that the renewal will be cost-beneficial to the UOB. If not, the subscription will be cancelled and any requests will be procured via document delivery (ILL). The evaluation process will be conducted in coordination with the academic departments.

6.6 Handling of Gifts and Donations

Acceptance of a donation is with the understanding that the library is free to use the gift in the most useful and beneficial way. Gifts will be evaluated on an individual basis and accordance to the library's selection criteria. Once donated, all items become the property of the library.

7. Collection Evaluation and weeding procedures

7.1 Collection Evaluation

The Library purchases resources to support the level of instructional programmes of the University of Bahrain. Strong consideration is given to titles fulfilling the accreditation needs of colleges and departments.

Within the Library, selection and evaluation responsibilities are shared among the Library Director, Head of Technical Services, Collection Development Coordinator, and Liaison Librarians. Outside the Library, selection assistance and advice is sought from academic department heads, academic staff, and students. Therefore, Liaison Librarians serve as coordinators for faculty in each department. Tasks such as point of contact for passing requests, circulating catalogues, and BIP lists are to be carried out by the LL to ensure ongoing selection activity by departments.

General Considerations

- 1) Library materials support and are consistent with the general goals and objectives of the university.
- 2) Library materials meet high standards of quality in both content and presentation.
- 3) Library materials are appropriate for their subject area and for the needs, abilities and interests of those for whom the materials are selected and in order to support the teaching, learning, and research programmes.
- 4) Library materials are authored and prepared by competent and qualified authors and publishers.

7.2 Weeding procedures

7.2.1 Objectives of Weeding:

- A way of developing the collection such as acquiring latest/recent editions of older books on demand in any bibliographic resources.
- Creating more physical space for new items based on prediction.
- Identify unused and redundant books/items
- Verify the strengths and weaknesses of resources for specific subjects (find out where more books are needed).
- What books/items are on demand.
- Faster and easier access to resources

7.2.2 Weeding Procedure:

7.2.2.1 Who will manage and implement the Weeding procedures:

Liaison Librarians, Information Specialists (from Circulation Unit, Information Unit,) Student Assistants, Collection Development coordinator, academic staff coordinator, Cataloguing staff, System Librarians.

7.2.2.2 Criteria for weeding:

Book age (publication year) since 1990 or less unless:

It is on demand

History books

Mathematics

Social studies

Humanities

Physical status of the book unless it is out of print

Worn out

Damaged

Missing pages

Low Demand/usage: retrieved from the circulation records

The last time the books were borrowed (date) 10 years or more since borrowed.

Old or unused Books with more than one copy: retain one copy for Circulation and send the others to Archives, the rest will be discarded.

Date of purchase

7.2.2.3 Procedure

Create a printed list of suggested weeded items/books and send it to the Academic Coordinator.

Get the Academic coordinator approval prior any withdrawing or record change. Books are returned to the shelves if an acceptable case for retention is made by academic staff. New edition of some books can be ordered if it is requested by the academic coordinator.

A final approval is needed from the director of the library before the books can be sent to technical services to change their location.

7.2.2.4 Record maintenance:

Change the weeded books/items status in the bibliographic records (i.e. Library Catalogue) such as location "A" for Archived instead of "B" for Book

Stamp the weeded books with Withdrawn or Archives.

The Weeded list must get the Director's approval.

Following the list's approval, coordinate with the Cataloguing Unit for a location change in the catalogue record.

The Weeding Procedure should take place between May and September.

7.2.2.5 Weeding Needs:

Shelves

Allocate space

Boxes

Trolleys

Barcode readers

Borrowing Statistics from Circulation

The books are then sent to the Technical Services Division (Cataloguing) in order to change their labels. Then the Head of Library Services, Central Library, will arrange for the books to be added to the Archives collection.

7.3 Binding

Binding priorities are determined by level of use, current form, and expected period of retention. Out of print book titles that are still in demand are bound. Other damaged books are bound if it is cost-effective e.g. If only a hardback replacement is available.

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Appendix

List of colleges and their Liaison Librarians

College of Applied Studies

College of IT

College of Science

College of Engineering

College of Business Administration

College of Health Sciences

College of Arts

College of Physical Education & Physiotherapy

College of Law

Bahrain Teachers College