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Policy Statement

To ensure essential collections are available to serve and support students, staff, and faculty pursuing education and research at Ascenda School of Management (ASM).

Purpose

Purpose of the Collection

The purpose of the ASM Library collection is to support and anticipate the curricular, research, and/or scholarly activity needs of students and faculty at ASM. The Library contributes to the learning, teaching, and scholarly activity missions of Ascenda School of Management.

Undergraduate Collection

At the undergraduate level, the goal is to build dynamic, current collections that provide students with the necessary resources to complete their course work, and to expose students more broadly to academic writing and other scholarly output in their chosen disciplines. Other than textbooks specifically requested for course reserve by professors, the Library does not normally collect undergraduate textbooks.

Graduate and Research Collection

At the graduate level, the goal is to collect materials that support graduate programs, areas of research, and scholarly activity. The Library also provides access to the secondary collection of materials in libraries in Canada. Access to the secondary collection is provided through the provision of interlibrary loans and document delivery, and by forming cooperative relationships with other libraries.

General Collection

ASM Library develops general collections to support academic work. Materials of general interest, such as popular fiction, feature films, travel books, how-to manuals, etc. are not collected, unless they support the topic of teaching or research at ASM. The ASM Library refers readers interested in these materials to local public libraries.

Scope

While the ASM Library endeavours to provide the most robust research and academic collection available, all collection development activities must adhere to resource limitations. These limitations include, but are not limited to, economic, equipment, staffing, publishing, media, format, language, relevancy, and currency.

Languages: Materials in English are collected. Other languages may be collected to fulfill special needs.

Geographical Areas: A global curriculum is encouraged in ASM courses. With electronic subscriptions, materials are collected pertaining to international and national subject matter throughout the world.

Chronological Limits: The present is emphasized, but materials pertaining to the subject areas covered by currently approved and running programs at ASM at any point in history are collected. In all instances, relevancy of the material will be considered on a case-by-case basis.

Type of Material Collected:

- *Books*: monographs; bibliographies; conference proceedings, audio-visual; etc.
- *Serial Publications*: series; periodicals
- Research & Development reports
- Pamphlets
- Government documents
- Corporate reports
- Indexing and abstracting services **Note: any of the above may be in print, microform, or electronic format**
- The Library will acquire or license electronic resources and make these accessible through the Library web pages when possible. Priority will be given to electronic resources that include full text. The Library will select Internet resources for the Library Resources page on ASM’s web platforms.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Monograph	More commonly known as a 'book' but includes audio-visual materials as well. A monograph is a publication complete in one volume or a finite number of volumes.
Serial (journal, magazine or periodical)	A publication normally published on an ongoing basis, with regular or irregular frequency (as opposed to a monograph publication that is complete as issued). Serial publications are normally subscribed to, or licensed for use, on an annual basis.

Related legislation

No current legislation exists for collection development. Collection development is guided by the Association of College & Research Libraries (ACRL), the Canadian Librarian Association (CLA), the British Columbia Library Association (BCLA), the Special Library Association (SLA), and in collaboration with other academic libraries.

Related policies

Policy Number	Policy Title
6003	ASM Library Gifts Policy

Responsibility

Manager, Library & Instructional Services is responsible for the developing, maintaining, upholding, and following the Collection Development Policy.

Deselection Policy

Deselection is an integral part of the collection development process. Through periodic deselection, obsolescent, damaged, and ephemeral materials which are no longer in scope or used are identified and withdrawn. Deselection helps to keep the collection updated in areas where newer material is needed when older editions have been removed, to ensure that the collection remains responsive to student and faculty needs, and also to optimize the use of space. Materials deselected may be relegated, used for gifts

and exchange, or discarded, at the discretion of the librarians. The following factors are generally considered in the deselection of library materials:

- Past usage data
- Value for historical research
- Last copy with archival value
- Accuracy & timeliness of information
- Physical condition
- Responsibility
- Systematic deselection of the collection is the responsibility of the Librarians
- Guidelines for deselection
- Materials non-circulated for discretionary number of years
- Multiple copies of older editions
- Superseded volumes of reference works
- Materials damaged beyond repair
- Outdated or inaccurate materials
- Materials of minimal value or deemed out of scope

Exceptions

Archival copy -- one copy of superseded editions may be kept for research purposes and to show the continuous development of the subject over time.