

COLLECTION DEVELOPMENT POLICY JOHN E. ROBBINS LIBRARY

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Introduction

The current collection development practice in the John E. Robbins Library (hereinafter referred to as “the Library”) is fragmented and unsustainable. Contrary to common practice in most institutions, just over 76 percent of the baseline budget for Acquisitions is under the control of individual entities other than the Library, specifically Faculties/Departments. This emanates from a time when print acquisitions dominated the Library collection. Over time, the Library has augmented its share with additional monies from other sources, but still does not have the same spending power as the Faculties/Departments. Its purchasing ability is further eroded by the necessary acquisition of increasingly popular and expensive online resources – which serve the needs of a broad cross-section of users and whose cost is borne by the Library. In addition, the Library has been thrust into the role of monitor of an array of corporate and academic agreements governing the use of these resources.

The goal of this pilot project is to restructure a partnership that allows both Librarians and Faculty members to utilize each of their specialized skill-sets, resulting in greater efficiencies and ultimately a better collection. This relationship posits an 80/20 split (80 percent for ongoing purchases, 20 percent for one-time acquisitions). The Library will undertake responsibility for ensuring ongoing purchases are managed to serve the needs of the University community, freeing Faculty to engage their subject-specific knowledge for one-time acquisitions.

Preface

Librarians, with input from Faculty members, will purchase databases, e-journals, e-book packages, and ongoing print subscriptions from a central fund. In consultation with Faculty members, the rest of the collection development budget will be allocated for purchasing non-electronic resources. Funding for electronic collections will be centralized and managed by the Library.

Each Faculty member brings invaluable subject-specific knowledge to the collection development process. The Library is best situated to see the whole—to evaluate the possibilities and balance the process so that all partners benefit. Librarians can navigate the increasingly multidisciplinary nature of academic resources and the legal, licensing, copyright, and consortial complexities associated with them.

A. Collection Development Mission Statement

A Collection Development Policy guides the assessment of, provision to, and management of a spectrum of resources and services which facilitate ownership and access to teaching and research collections as a means of supporting the mission statement of the Library.

B. Collection Development Policy Guidelines

This policy is a guide for those involved with Collection Development at Brandon University. It aims to provide consistency in the Collection Development process. The goal is a collection that meets the present and future needs of our users. This policy:

1. Supports the Library Mission Statement,
2. Identifies areas of responsibility,
3. Outlines the Scope of the Library collection,
4. Outlines priorities and guidelines for the:
 - a) Acquisition of resources, and
 - b) Maintenance of the collection.

C. Who is Covered

1. Library
2. Faculties/Departments
3. Individuals who purchase or otherwise acquire items for the Library.

D. What We Collect

1. Scope:

The Library mainly collects materials supporting the curriculum of Brandon University. As the Library cannot acquire all materials users may desire, InterLibrary Loan Services are made available to Library students, Faculty members, and staff.

2. Preferences - Overall:

- a) Digital over print where digital options:
 - i) Offer permanent hosted access where the rights are owned in perpetuity.
 - ii) Offer consistently reliable response time and overall technical performance.
 - iii) Allow that the Library is able to provide the technical and other support necessary for maintenance, storage, access, and long-term preservation of the resource.
- b) All resources in any media should be complete, readable, searchable, up-to-date, current, supportable, accessible, user-friendly, and relevant.
- c) In the case of print books, consideration will be given to cost-differential and content relevance over time. Where there is a substantial difference in price, preference is given to trade paperback rather than hardback copies.
- d) In the case of physical resources, the preference is one copy – additional copies will be held at the Library's discretion.
- e) In the case of journals, the preference is for scholarly journals.
- f) Brandon University's primary language of instruction is English and resources will focus on this language. Materials in other languages may be acquired.
- g) Materials shall comply with any copyright, Open Access, Institutional Repository (IRBU), and/or Public Performance Rights considerations.

3. Specific considerations and exceptions to Scope and Preferences/Overall.

- a) **Print Books:**
 - i) Printed works acquired using acquisitions funding shall focus on scholarly materials supporting the curriculum of Brandon University.

- b) **Ebooks:**
 - i) Ebooks should be selected from publishers or vendors who provide the largest range of accessibility and the fewest restrictions (e.g. unlimited users, authentication requirements) in licensing.
 - ii) Ebooks should be readable, multi-device compatible, in standardized file type, cost-effective, compliant with intellectual property standards, searchable, transferable, and preferably hosted.

- c) **Journals:**
 - i) In the case of e-journals, preference should be for collections of content available via consortia.
 - ii) Journal back-fills will be in electronic format. In exceptional cases, individual issues of periodicals in print or electronic form may be ordered at the discretion of the Library.

- d) **Scores:**
 - i) Print is the preferred format.
 - ii) Study scores only will be collected for large symphonic/choral works (ie. performance scores + parts for large works will not be collected by the Library).

- e) **Audio:**
 - i) Brandon University Live Concert recordings (ie. performances by School of Music group ensembles, faculty, and selected others) should be stored in Brandon University's Institutional Repository (IRBU) upon availability and made accessible to patrons.

- f) **Microforms/microfilm/microfiche:**
 - i) Will be considered only if it is the solely available format.

- g) Government Documents:
 - i) Collection emphasis is on Canadian Federal and Manitoba Provincial publications, with a secondary emphasis on other Canadian Provincial documents. These are supplemented by Selected Foreign Documents and International Organizations.
 - ii) Background resources supporting Government Documents may be acquired.
 - iii) Availability of format may affect the acquisition.

- h) Maps:
 - i) The Library will endeavour to maintain the collection as it was acquired, and on an individual basis may acquire resources that support the curriculum.

- i) Curriculum Materials:
 - i) The Library will acquire the most current curriculum resources (as well as support materials) relevant to Manitoba's standards/requirements.

- j) Ephemera:
 - i) Librarians retain the right to designate resources as ephemera. Non-permanence is implied, so ephemeral resources supporting the curriculum will be held as part of the collection at the discretion of Librarians.

- k) Newspapers:
 - i) The Library will endeavour to make available national newspapers, and to preserve archival copies of the Brandon Sun and Winnipeg Free Press.

- l) Theses/Dissertations:
 - i) Theses written by Brandon University students will be collected and archived in the Institutional Repository (IRBU). Submission policy for this process will be enforced by individual Faculties/Departments.
 - ii) The Library does not actively collect theses from other institutions.

- m) Databases:
 - i) Databases will be acquired at the discretion of the Library, in consultation with Faculties/Departments, where appropriate to the curriculum, suitable for the needs of Brandon University Faculty members and Students, and affordable.

E. How We Collect

- 1) Where applicable, Acquisitions policies will govern the Library acquisition of resources.
- 2) Any licensing procedures/stipulations are subject to review by Library personnel.
- 3) The Library may accept or reject donations and gifts.
- 4) The Library may opt to make purchases with consortia or other partners as opportunities to do so arise.
- 5) The Library supports Open Access Initiatives and will endeavour to provide access, services, policies, and resources in that regard.
- 6) The Library may opt to include content in its Institutional Repository (IRBU).

F. Maintenance

A Collection Development policy must consider maintaining the integrity and usefulness of resources within the Library. This involves:

- 1) Preservation, Replacement, and Repair,
- 2) Migration Procedures for outdated format types, and
- 3) De-Selection:
 - a) Resources may be deselected as outlined in the Library policies for Weeding and procedures for Repair.
 - b) The Library takes responsibility for identifying resources within its collection which are in outdated or unusable formats. Such items may be candidates for:
 - i) Digitization, or
 - ii) Replacement by a more current / useful medium, or
 - iii) Removal from the Library collection at the Library's discretion.
 - c) Library consortial purchases may be cancelled at the discretion of the Library.
 - d) Library non-consortial purchases may be cancelled at the discretion of the Library.
 - e) Ongoing costs may be cancelled or adjusted at the Library's discretion.
 - f) Non e-resource purchases made by Faculties/Departments may be cancelled by them.
 - g) If a Faculty/Department opts to purchase a digital version of a journal where print back issues are held by the Library, the Library may acquire permanent access to a digitally archived version of the journal to replace print back issues.

G. Creation of a Standing Committee for Collection Development

The Library shall create and maintain a Standing Committee for Collection Development.

H. Revisions to Collection Development Policy

Suggestions for revisions to the Collection Development Policy shall be made in writing to the Collection Management Committee.

I. Review of Collection Development Policy

- 1) This policy will be reviewed by the Standing Committee for Collection Development on an ongoing basis, at least every two years.
- 2) That policies impacting the Collection Development Policy be created and/or updated and reviewed in conjunction with the Collection Development Policy as part of the process. This includes policies for Special Collections, Digital Preservation, Fair Dealing, Copyright, Open Access, the Map Collection, Weeding, Repair, and Donations.
- 3) The review shall be submitted to the University Librarian.

J. Referral Documents

- 1) Library Mission Statement
- 2) Special Collections Policy
- 3) Archives Policies (pending)
- 4) Open Access Policy (pending)
- 5) Partnership Agreements
- 6) Acquisitions Policies
- 7) Map Policy (pending)
- 8) Weeding Policy
- 9) Donations Policy
- 10) Fair Dealing Policy
- 11) Curriculum area Policies (pending)
- 12) Institutional Repository (IRBU) Policy (pending)
- 13) Indigenous Curriculum Collection Policy (pending)

K. Recommendations for Policy

- 1) That the Library control and review purchasing of e-resources, including patron-driven acquisition.
- 2) That the Library review, secure funding for, and participate in any collection-related Partnership agreements that would facilitate in the holding, preservation, and retrieval of both digital and hardcover library resources.
 - a) That the Library either create policies (e.g. Digital Preservation) or revise existing policies (e.g. Weeding) that impact this aspect of Collection Development.
- 3) That a Curriculum Area Policy be developed by the Library in conjunction with the Education Faculty and any other interested parties.
- 4) That an Indigenous Curriculum Collection Policy be developed by the Library.
- 5) That items that are part of Special Collections but housed in the Rare Book collection be renamed and possibly rehoused.
- 6) That Brandon University develop a policy and procedure whereby Brandon University Faculty members notify the Library when they publish works.

1) Library Mission Statement

To collect, preserve, interpret, and provide access to information resources in all formats in support for the University's teaching and research mandate." With a vision that the "Future is one of seamless access to resources 24/7."

2) Special Collections Policy

3) Archives Policies (pending)

4) Open Access Policy (pending)

5) Licensing Agreements

6) Acquisitions Policies

7) Map Policy (pending)

8) Weeding Policy

Senate Library Policy on Weeding

Weeding or de-selection, the process whereby items are removed from the library collection, is an important part of collection management and is done in order to facilitate collection use and to use shelf space efficiently.

Items which will be considered for weeding are the following:

1. Multiple copies
2. Superseded editions
3. Incomplete sets
4. Individual issues and short or scattered runs of periodicals
5. Outdated material
6. Obsolete media
7. Works which are irrelevant to the curriculum

Criteria to be considered when evaluating items for removal are:

1. Value to the collection
2. Physical condition
3. Age

Weeding will be done on an ongoing basis. The library staff will select items for weeding. All items selected for weeding will be posted on the website for one month. Faculty will be notified by email and will have an opportunity to present reasons why an item should not be weeded. Final authority to weed will rest with the University Librarian.

Approved by Senate, June 15, 2004

9) Donations Policy

Senate Library Donations Policy

The John E. Robbins Library welcomes gifts of books and other information resources that extend and complement existing collections. Materials, which the Library needs, may include any of the following if they support current teaching and research undertaken at the university:
recently published scholarly monographs

- older works of lasting importance in good condition
- compact discs
- DVD's
- Scores
- Archival material
- Back runs of scholarly journals if the volumes fill gaps in the collection.

Because of the high cost of processing and storing material, the Library is unable to accept all offers of donation. The following materials are not normally suitable for donation:

- Textbooks and workbooks
- Popular paperbacks
- Inspirational literature
- Duplicates of material already held in the collection
- Outdated, superseded titles
- Self-published material
- Popular magazines
- Newspapers
- Scattered or single issues of periodicals
- Material in poor condition including material with highlighting or underlining
- Material with annotations unless the annotations are of scholarly interest
- Offprints of journal articles
- Materials requiring technology which the library no longer supports (LP's)
- Any material which has been copied
- Material to which the donor has attached restrictions
- Computer software

Obligations of Donors

Donors are asked to contact the appropriate Library staff before sending any items to the library.

- To enquire about donating materials to the Library contact libdonations@brandonu.ca or 726-9688.

If the collection being offered includes more than 20 items, donors will be required to provide the Library with an itemized list. In the case of very large collection, it may be necessary to examine the collection in situ.

All donors must complete a donation form, which can be obtained from the Library's Donations Coordinator.

If an income tax receipt is required, the Donor should indicate this at the outset of the donation. Tax receipts will be issued only for material that the library adds to the collection. No tax receipts will be issued for material purchased with University funds or for complementary copies.

Collection appraisals are based on Fair Market Value as set out in the Gifts and Income tax act. For gifts valued at \$1,000 or less the Library can determine fair market value. However, donations in excess of \$1,000 require an arms-length appraisal. Donors will be required to fund any such appraisals. For more information on the tax implications of donations check <http://www.rc.gc.ca>

Library Obligations

Where possible the Library will determine fair market value in accordance with requirements set out by Revenue Canada.

Tax receipts will be issued in accordance with the Revenue Canada Guidelines.

A letter of acknowledgement will be sent if

- The donor is a faculty member
- A tax receipt is required
- Acknowledgement is required by the donor

All donated materials become the property of the Library. The Library reserves the right to keep items or to dispose of items as deemed appropriate. Items that are not added to the collection may be sold to a bookseller, discarded or disposed of by other means.

The Library reserves the right to refuse any gift or donation that requires space, processing or preservation that the library deems prohibitive.

Anyone having questions or concerns should contact the University Librarian at 727-9688.

Approved by Senate November 18, 2003

10) Fair Dealing Policy

I. Copying Guidelines

1. Except where otherwise stated, these guidelines apply to the making by a university a single copy from a work protected by copyright for the purposes of private study or research in circumstances in which the consent of the owner of copyright has not been secured and is not required by reason of the fair dealing exception in the Copyright Act. Permission from a copyright holder may be required where the copy falls outside of these guidelines.
2. Single copies that are permitted to be made pursuant to this policy must be made only from publications, namely book, journals and other periodical publications, newspapers, magazines (“Published Works”) and only if the copy is made from a lawful copy of the work in the possession of the university, and if the lawful copy is in electronic form, the contractual terms relating to the copy do not prohibit the doing of the act sought to be done pursuant to these guidelines.
3. No copying may exceed 10 per cent of a Published Work, other than a textbook produced primarily for the post-secondary education market, or the following, whichever is greater:
 - a) an entire chapter from a book provided that it does not exceed 20 per cent of the book;
 - b) an entire article from a periodical publication;
 - c) an entire short story, play, poem or essay from a book or periodical publication;
 - d) an entire entry from an encyclopedia, dictionary, annotated bibliography or similar reference book;
 - e) an entire reproduction of an artistic work from a book or periodical publication; and
 - f) a single musical score from a book or periodical publication.
4. No copying may exceed 5 per cent of a textbook produced primarily for the post-secondary education market, or the following, whichever is greater:
 - a) an entire chapter from a textbook provided that it does not exceed 10 per cent of the textbook;
 - b) an entire short story, play, poem or essay from the textbook provided that it does not exceed 10 per cent of the textbook; and
 - c) an entire reproduction of an artistic work or a single musical score from the textbook provided that it does not exceed 10 per cent of the textbook.
5. Notwithstanding any of the other provisions of these guidelines, no copies may be made of the following:
 - a) any of the works referred to in paragraph 3 of these guidelines where the publication containing the work does not contain other works;
 - b) unpublished works;
 - c) workbooks, work cards, assignment sheets, tests and examination papers;
 - d) instruction manuals;

- e) newsletters with restricted circulation intended to be restricted to fee paying clientele;
or
 - f) business cases which are made available for purchase.
6. All copies made pursuant to these guidelines shall contain on at least one page the copyright symbol ©, the name of the author or artist (where known), the title of the publication from which the copy was made, the name of the publisher of that publication and the following statement:
- This copy is made solely for the use by a student or faculty member for research or private study. Any other use may be an infringement of copyright if done without securing the permission of the copyright owner.
7. If a fee is charged for making a copy the fee is set at an amount to cover the actual cost of making and delivering the copy.
8. University staff shall use reasonable efforts to guard against systematic, cumulative copying from the same work and to ensure that the number of copies made complies with this policy. If university staff suspects that a student or faculty member is engaged in systematic, cumulative copying the matter must be referred to the university staff member responsible for administering this policy or his or her delegate for review, and any further requests from that student or faculty member for a copy may be refused.
9. Requests for the making of copies which fall outside these copying guidelines may be referred to the university staff member responsible for administering this policy or to his or her delegate for evaluation of all the circumstances relating to the requests and may ultimately be refused.

II. Interlibrary Loan

10. This policy on interlibrary loan applies to a loan from one university library in Canada at the request of another university library in Canada for delivery to that library or for transmission to a student or faculty member of that other university. This policy does not apply to a loan from a university library to a public or commercial library or to a library located outside of Canada. Depending on the circumstances surrounding the request for the loan, this policy may apply by analogy. Specific consideration of all the circumstances would have to be given to determine whether this policy would apply by analogy.¹

Paper Copies

11. A single copy may be made onto paper pursuant to the Copying Guidelines for interlibrary loan subject to the following safeguards:

¹ This policy has been written to clarify fair dealing for access to university library resources. Fair dealing of course has wider application and is legitimately and reasonably called upon in other contexts and circumstances. While this particular policy does not specifically address all such circumstances it can, as noted in clause 10 of the policy, apply by analogy in certain situations. It is not unreasonable to expect for example that, subject to a consideration of the facts, fair dealing would apply in the context of an ILL request from a local public library to a university library.

- a) the library making the copy has previously received written confirmation in paper or electronic form from the library requesting the copy or from the patron of that library that the patron requires the copy for private study or research and that the patron is a student or faculty member of the university requesting the copy; and
- b) where the purpose of making the paper copy is to use it to make an electronic copy for use in interlibrary loan, the paper copy is destroyed immediately after the electronic copy is made.

Electronic Copies

12. A single copy may be made in electronic form pursuant to the Copying Guidelines and may be transmitted to the library requesting the copy using Ariel or similar technology subject to the following safeguards:

- a) the library making the copy has previously received written confirmation in paper or electronic form from the library requesting the copy that the patron of that library requires the copy for private study or research, that the patron requiring the copy is a student or faculty member of the university requesting the copy and that once that library received the electronic copy and makes a copy onto paper it will delete the electronic copy;
- b) the library making the copy has received written acknowledgement from the library requesting the copy that it will only use the electronic copy transmitted to it for the purpose of making a copy onto paper for the patron of that library that required the copy and will delete the electronic copy once it has furnished the paper copy to its patron; and
- c) the Ariel or similar technology used to transmit the copy is set or configured so that the copy is deleted once the transmission is completed.

13. A single copy may be made in electronic form pursuant to the Copying Guidelines for interlibrary loan and may be transmitted to a patron of the library requesting the copy in electronic form by desktop delivery subject to the following safeguards:

- a) the library making the copy has previously received written confirmation in paper or electronic form from the library requesting the copy that the patron of that library is a student or faculty member of the university requesting the copy;
- b) the library making the copy has, before transmitting the copy, received written confirmation in paper or electronic form from the patron of the library requesting the copy that the patron requires the copy for private study or research, that the patron will only use that copy for private study or research and that the patron will not transmit the copy to any third party;
- c) the electronic copy is made available to the patron requesting the copy either by email sent directly to the patron, or from a secure server protected by a technological protection measure that ensures that the copy is only made available to the patron requesting the copy;
- d) the electronic copy is transmitted to the patron requesting the copy in PDF format or a similar format that restricts the copy from being altered by the patron; and
- (e) if transmitting the copy by email, the library deletes its sent email once the email has been transmitted, and if making the copy available from a secure server, the library deletes the copy stored on its server once the patron requesting the copy has downloaded one copy from the server.

III. University Library Reserve

Paper Copies

14. Up to two copies may be made onto paper pursuant to the Copying Guidelines for each ten students enrolled in a course of instruction for library reserve subject to the following safeguards:
- a) the copies are made at the request of a faculty member in respect of a specific course of instruction offered by the university;
 - b) the copies are made principally as a supplementary source of information for students and must be a small proportion (less than 20 per cent) of the total assigned reading for a particular course;
 - c) the use of library reserve must not substitute for the purchase of books, course packs or other published materials;
 - d) prior to loaning the copy to a student the library receives from the student a written acknowledgement in paper or electronic form that he or she is a student enrolled in the course of instruction for which the copy was made, that the student requires the copy for private study or research and that the student will not use the copy for any other purposes;
 - e) the copy is loaned to the student for a period of limited duration;
 - f) the copy is destroyed once the course of instruction for which the copy was made has come to conclusion; and
 - g) where the purpose of making the paper copy is to use it to make an electronic copy for use for library reserve, the paper copy is destroyed immediately after the electronic copy is made.

Electronic Copies

15. A single copy may be made in electronic form pursuant to the Copying Guidelines and may be transmitted to a student from a university server as electronic library reserve subject to the following safeguards:
- a) the copy is made at the request of a faculty member in respect of a specific course of instruction offered by the university;
 - b) the copy is made principally as a supplementary source of information for students and must be a small proportion (less than 20 per cent) of the total assigned reading for a particular course;
 - c) the use of library reserve must not substitute for the purchase of books, course packs or other published materials;
 - d) prior to providing a student with access to the copy the library receives from the student a written acknowledgement in paper or electronic form that he or she is a student enrolled in the course of instruction for which the copy was made, that the student requires the copy for private study or research, that the student will not use the copy for any other purpose and that the student will not transmit the copy to any third party;
 - e) the copy is made available to the student from a secure server protected by a technological protection measure that ensures that the copy is only made available to the student requesting the copy;
 - f) the copy is transmitted to the student in PDF format or a similar format that prevents the copy from being altered by the student;
 - g) the copy is only downloaded by the student once during the course of instruction for which the copy was made; and

- h) the copy made by the university is deleted once the course of instruction for which the copy was made has come to conclusion.

IV. Document Delivery

16. This policy on document delivery applies to copies made by the university library from Published Works for a patron of the library.

Paper Copies

17. A single copy may be made onto paper pursuant to the Copying Guidelines, for a patron of the university library who is a student or faculty member of the university subject to the following safeguards:

- a) the library has received written confirmation in paper or electronic form from the patron that is a student or faculty member of the university and that the patron requires the copy for private study or research; and
- b) where the purpose of making the paper copy is to use it to make an electronic copy to provide to the patron, the paper copy is destroyed immediately after the electronic copy is made.

18. A single copy may be made onto paper pursuant to the Copying Guidelines, for a patron who is not a student or faculty member of the university subject to the following safeguards:

- a) the library has permitted the patron to have access to its premises and the patron requests the copy while on the premises of the library; and
- b) the library has received written confirmation in paper or electronic form from the patron that the patron requires the copy for private study or research.

Electronic Copy

19. A single copy may be made in electronic form pursuant to the Copying Guidelines for a patron of the university library subject to the following safeguards:

- a) the library has received written confirmation in paper or electronic form from the patron and the patron is a student or faculty member of the university and that the patron requires the copy for private study or research, that the patron will only use that copy for private study or research and that the patron will not transmit the copy to any third party.
- b) the electronic copy is made available to the patron requesting the copy either by email sent directly to the patron, or from a secure server protected by a technological protection measure that ensures that the copy is only made available to the patron requesting the copy;
- c) the electronic copy is transmitted to the patron requesting the copy in PDF format or a similar format that restricts the copy from being altered by the patron; and
- d) if transmitting the copy by email, the library deletes its sent email once the email has been transmitted, and if making the copy available from a secure server, the library deletes the copy stored on its server once the patron requesting the copy has downloaded one copy from the server.

- 11) Curriculum Area documents (pending)
- 12) Institutional Repository (IRBU) Policy (pending)
- 13) Indigenous Curriculum Collection Policy (pending)