

 <b>BRANDON UNIVERSITY</b>	<b>John E. Robbins</b> <b>Library Collections</b> <b>Policy</b>	<b>Approved by:</b> Brandon University Senate  <b>Administered by:</b> Chief Information Officer
<b>Senate Policy</b>	<b>First Approved:</b> <b>June 14 2022</b>	<b>Updated:</b> <b>n/a</b>

## 1.0 Scope

The John E. Robbins Library provides access to library materials to support the teaching and research priorities of Brandon University. This access is provided via multiple avenues; first, through ongoing selection and acquisition of materials that are closely aligned with current curriculum and/or are of general research value to the University community and, second, through the provision of Interlibrary Loan services for items of high level or esoteric research interest.

This policy document supersedes the Brandon University Senate Policies on Collection Development, Library Donations, and Library Weeding (Deselection).<sup>1</sup>

## 2.0 Policy

### 2.1 Intellectual Freedom and Censorship

The John E. Robbins Library endorses the Canadian Federation of Library Associations/Fédération Canadienne des Associations de Bibliothèques (CFLA FCAB) [Statement on Intellectual Freedom and Libraries](#) and [Code of Ethics](#), and the American Library Association's (ALA) [Library Bill of Rights](#) and [Freedom to Read Statement](#).

The Library also recognizes that some library materials may be controversial and/or offensive to some BU community members. All BU community members have the right to express opposition to the inclusion of materials in the Library's collection. All concerns should be directed to the Chief Information Officer, or equivalent, who will address those concerns in a timely, respectful, and fair manner.

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<sup>1</sup> This policy was created after an analysis of Collections Policies at other Canadian universities. The John E. Robbins Library acknowledges that it has generally followed the structure and content of the [Policy of the Geoffrey R. Weller Library at the University of Northern British Columbia](#), which is a close cognate of our own Library.

## **2.2 Equity, Diversity, and Inclusion**

The John E. Robbins Library endorses the American Library Association's [Diverse Collections: An Interpretation of the Library Bill of Rights](#) statement and works in line with the [BU Statement on Inclusion](#). The Library actively seeks to include equitable, diverse, accessible and inclusive content where it is found to be lacking within its collections and encourages BU Community Members to suggest the selection and acquisition of library materials that meet this goal.

## **2.3 Truth and Reconciliation**

The John E. Robbins Library endorses the Canadian Federation of Library Associations/Fédération Canadienne des Associations de Bibliothèques (CFLA FCAB) [Truth and Reconciliation Report and Recommendations](#) and is committed to building and maintaining collections that support Indigenous BU community members, that are reflective of Indigenous pedagogies, research methodologies, ways of knowing, experiences, histories, and traditions particularly those of interest to the Dakota, Anishinabek, Cree, Oji-Cree, Dene and Métis peoples upon whose traditional homelands and Treaty Territories BU stands.

## **2.4 Academic Freedom and Collection Responsibility**

The John E. Robbins Library respects Academic Freedom and professional autonomy as outlined in and protected by the Brandon University Faculty Association (BUFA) Collective Agreement. As such, selection, analysis, and deselection of library collections is performed by Librarian Faculty Members. Recognizing the invaluable expertise of Teaching Faculty in their respective disciplines, Teaching Faculty are encouraged to participate in the selection process by suggesting and requesting new resources that support their teaching and/or broad research interests. The Faculty Liaison roles of the Librarian Faculty Members support this collaboration. Requests submitted to a Librarian Faculty member that fall within the Library's collection mandate herein defined will be given fair and reasonable consideration for acquisition. Teaching Faculty and other members of the university community are consulted on deselection decisions and are welcomed to submit recommendations for deselection at any time.

## **2.5 Types of Material Collected**

The John E. Robbins Library primarily collects materials that are academic/scholarly in nature and include the following:

a. One-Time Cost Resources<sup>2</sup>

One-time cost resources are anything that the Library pays for once and retains perpetual access to, without additional cost, for the lifespan of the resource. This

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<sup>2</sup> The annual Acquisitions budget allotted to the Library by the Board of Governors is currently allocated at 85% for continuous/ongoing resources and 15% for one-time cost resources. This allocation is subject to change according to need.

includes resources such as print books, music scores, CDs, DVDs, print grey literature, some periodical backfile or e-book packages, etc.

b. Continuing/Ongoing Cost Resources

Continuous/ongoing cost resources are anything that the library pays for on a subscription basis or as a time-limited (e.g., 3-year) license that can be renewed. If cancelled, we lose access to all or some of the licensed material, depending on the format and license. This includes resources such as e-books, periodicals (print and electronic), streaming video, streaming audio, databases, some periodical backfile or e-book packages, etc.

## 2.6 Types of Material Not Collected

The John E. Robbins Library does not collect materials if they are:

- a. Of limited and narrow research interest
- b. Of a consumable nature
- c. Designed for exclusive use by an individual or credentialed professional, except in use of curricular programming where appropriate licensing can be obtained
- d. Designed for exclusive use in a classroom or laboratory setting
- e. Non-conformant to usability and accessibility standards set out by COPPUL (Council of Prairie and Pacific University Libraries) and CRKN (Canadian Research Knowledge Network)

For example, fillable workbooks, fillable study guides, classroom decorating kits, kits containing chemicals or medical supplies, restricted testing instruments, etc.

## 2.7 Broad Collection Parameters

a. Selection Criteria

Selection criteria, including preference of format, will vary according to the specific needs of a given discipline. However, the following criteria may be used to evaluate resources for inclusion in the Library's collections, in addition to other considerations:

- i. Relevance
- ii. Currency or Timelessness
- iii. Authority/Quality
- iv. Source
- v. Cost (both immediate and ongoing)
- vi. Extent of current holdings
- vii. Accessibility
- viii. Long-term preservation

b. Language

The John E. Robbins Library primarily collects in the English language. Resources in other languages, including Indigenous languages, will be collected where needed for curricular support.

c. Number of Copies

The John E. Robbins Library will normally purchase and maintain a single copy of a given resource, unless Librarian Faculty members determine that multiple copies are warranted.

d. Out-of-Publication Materials

Out-of-publication materials (a publication that is no longer available through the publisher or our regular suppliers) will not generally be collected, unless the content is related to a special collection, such as our Indigenous Authors Collection. Access to out-of-publication works will be facilitated via Interlibrary Loan.

e. Replacement

Items that go missing from the collection or are damaged will be assessed according to the selection criteria outlined above. If the missing or damaged item does not fit within those parameters, it will not be replaced.

f. Textbooks

Textbooks are not generally collected, except for disciplines in which textbooks are also standard works.<sup>3</sup>

g. Theses/Dissertations

Theses written by Brandon University students will be collected and archived in the Institutional Repository (IRBU) as required in the IRBU Policy. Submission policy for this process will be enforced by individual Faculties and Departments. We do not normally collect theses or dissertations from other institutions.

h. Gifts and Donations

The John E. Robbins Library welcomes the offer of donations of materials that meet the parameters and criteria both outlined in this policy and within the Donations documentation. All offers of donation will be assessed for suitability for and need within the collection. The Library may suspend the acceptance of offers of donations at any time.

i. Exceptions

Exceptions to the Broad Collection Parameters may be authorized by Librarian Faculty Members on a case-by-case basis.

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<sup>3</sup> Further to section 2.6, equity in access to academic materials is a concern and is recognized as a shared responsibility between students, teaching faculty, and the Library. The Library collects material to support teaching and learning, not to supply teaching and learning. Frequent publishing cycles make textbooks high turnover items for academic collections. The Library Acquisitions budget does not include commitment to acquisitions of all textbooks equitably across all course offerings.

## **2.8 Collection Assessment**

Collection assessment is an ongoing activity in the Library. Normally, the Library assesses its entire collection, both physical and electronic, within a six-year cycle. Various assessment tools, documentation, and processes may be developed within the Library and used by Librarian Faculty Members to assist with collection assessment.

## **2.9 Deselection**

As the Library's collections are assessed, some items will be marked for deselection. As with collection assessment, deselection is an ongoing activity in the Library to facilitate collection use and to manage space and budget. Criteria for deselection may include, but are not limited to items that are:

- a. Unnecessary duplicate copies
- b. Superseded editions
- c. Incomplete sets
- d. Individual issues and short or scattered runs of periodicals
- e. Obsolete media
- f. Outdated
- g. Damaged
- h. Irrelevant to current curriculum or general research needs of BU
- i. Items that have not been used for a significant period of time

The Library does not deselect items that align with the current teaching and research priorities of the institution unless they are irreparably damaged and unusable. The Library works with its consortia, including COPPUL, to ensure that deselected items from our collection, where they do not meet institutional teaching and research priorities, are maintained in peer institutions for interlibrary loan access if and when required.

Librarian Faculty Members create deselection lists and submit them to the Chief Information Officer to be posted to the Library website for one month for feedback from the BU Community. Feedback is given due consideration, but final decisions regarding deselection remain with the Chief Information Officer, in consultation with Librarian Faculty Members.

## **2.10 Conservation and Preservation**

The John E. Robbins Library may undertake conservation or preservation activities for items within the collection on a case-by-case basis and as-identified by Librarian Faculty Members, with a focus on preserving scarce local, regional, and Indigenous materials held by the Library.

### **3.0 Review**

The Collections Policy is a unit level policy developed and updated as follows:

- a. The Metadata and Collection Management Librarian drafts the policy or policy update every 2 years, or sooner if significant changes necessitate earlier revision.
- b. Library Committees review, discuss, edit and vote to accept the draft policy at the following internal Collegial Governance levels:
  - i. Collection Management Committee
  - ii. Library Council
- c. Senate Library Committee gives input/feedback on, and votes to recommend to Senate, the draft policy.
- d. The finalized policy is passed by Senate and administered by the Chief Information Officer or equivalent.

### **4.0 Referenced Policies**

Brandon University Collective Agreement

Senate approved June 14, 2022