



Sur University College

Learning Resources center

Collection Development Policy

Purpose

The purpose of the Collection Development Policy is to draw a framework to LRC staff to determine the considerations, procedures and responsibilities for the selection and de-selection of library materials. It provides guidelines for allocating funds fairly to build the LRC collections to serve study, teaching, research and other needs of its users.

Objectives

The Collection development policy is a written guideline for the Learning Resources Center for continues development. Such policy will help LRC staff to grow and refine the library's collection to meet the faculty, administration staff and students for their educational and research needs.

The main goal of the collection development policy is to guide our decisions in purchasing, accepting donations and weeding in order to support teaching, learning, and research at Sur University College in accordance with the HEI guidelines in this regard. The policy allows individual judgment and special situations. It is also subject to review and interpretation to reflect new ideas and trends, evolving technologies, and change in curricular programs.

Scope

This policy applies to all information resources whatever print or electronic resources in different types (books, journals, CDs, DVDs ... etc.), that can satisfy the needs of members of Sur University College. The selected information materials should be relevant to the curriculum topics and users' interest

Definitions

Collection development: To meet the LRC users' needs in a timely and economical manner with the information resources.

Selection: The process of deciding which materials should be added to a library collection.

Responsibility

Collection Development Policy is governed by **goal 6** in the strategic plan (2009-2014), in the **section 6.3. "Library"**, of the action plan. According to the action plan, the Director and the



Manager of LRC is the professional responsible for collection development with coordination of Dean and HODs. The Library welcomes recommendations for the selection of library materials from faculty, staff, and students.

Intellectual Freedom & Diversity

LRC staffs are keen to follow the principles of intellectual freedom and diversity to the development of academic library collection that meets the education and research needs of the college and its community. According to those principles, the selection of LRC items to be added to the collection (physical and electronic) is a shared responsibility of the library and teaching faculty (action plan 2009-2014, point 6.3.1).

Selection Criteria

Materials should follow one or more of the following criteria:

- Serve to support the current curriculum.
- Choose materials with high potential usage.
- Relevant to the curriculum topics and users' interest.
- Up to date titles to reflect the recent
- Add value to students and faculty teaching and learning.
- Enhance the instructional program and/or self learning for students.
- Represent cultural diversity of SUC college community.
- Represent diversity in the resources types, formats and languages with special interest to the electronic resources and the English language.
- Serve the different level of users in order to meet their needs.
- To get the best and competitive price.
- To have the positive impact on the library collection.

Purchase Recommendations

SUC users are welcomed and encouraged in developing the collection. Faculties and students may submit requests to LRC Director or Manager or online. The requisition form



is available at library web site. The requestor will be notified about the LRC decision regarding their request as early as possible.

Criteria for Gratis

Learning Resources Center welcomes gifts or gratis to enhance its collection. The criteria for purchase and donation are similar in the following points:

- The gift should fall in the scope of LRC collection development policy.
- The gift should represent as an added value to the library.
- The gift shouldn't be against the culture and values of the college community.

Withdrawing of Materials

Withdrawing should be done annually for damaged or obsolete materials from the Library's collections. It is an important part of collection development and maintenance (up to 3% of materials).

Criteria for Withdrawing include:

- Out dated publications especially for information technology materials.
- Space considerations.
- Changing curriculums needs.
- Lack of use according to the collection usage reports.
- Physical conditions of materials.