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Section	Library and Other Information Resources
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Post/Section with responsibility for the review, implementation and monitoring	University Librarian
Approved by	Teaching and Learning Committee
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Cross Reference/Related Documents:	1.0 Policies and Procedures Manual 6.2.1 Library acquisition guidelines 6.2.2 Library selection guidelines and criteria LRC- 02 Book Request Form

1.0 RATIONALE

This Collection Development Policy sets out a general framework on how the University Library will acquire, manage, review and develop its collection of research, learning and teaching resources. The purpose of this policy is to provide the basis for the systematic development of The British University in Dubai Library collections. It sets out the criteria for selecting books, periodicals, audiovisual and computer-based materials.

This Policy caters to the following purposes:

- i. It is intended as a statement on collection development responsibilities.
- ii. It is intended as a guide for book selectors
- iii. It is intended as a statement on priorities in the selection and acquisition of library resources.
- iv. It is an instrument for informing administrators, faculty, students and others of the scope of library collections and the plans to continue developing such resources

2.0 SELECTION OF MATERIALS

Selection of library materials is a joint responsibility of the Faculty and Librarian. The selection process will be carried out in a co-operative and collaborative manner with regular consultation with Academic Staff. Professional judgment will be exercised in the choice of titles and subjects for acquisition.

2.1 Role of Library Staff in the selection process

The Library staff have the responsibility for the overall development of library collections and they have the following functions:

- a. Making judgments as to the completeness of the curricular collections.
- b. Considering every order in the light of the needs of the Library as a whole.
- c. Determining the relative importance of books, serials, periodicals and multimedia materials.

- d. Selecting, with or without academic consultation, materials such as works of a particular author, studies of contemporary issues related to the programmes offered, and other student interests and requirements that Library staff become aware of through their contact with the library users.
- e. Within the framework of this policy, Library staff might be assigned certain subject areas to develop in conjunction with academic staff in the selection and evaluation of current and retrospective materials. The library staff member will review the selection of titles requested by academic staff and may question the appropriateness of orders. Library staff will select materials for their assigned subject areas. It is essential that library staff establish and maintain a climate of co-operation with academic staff.

2.2 Role of Academic Staff in the collection management process

- 2.2.1 Any member of academic staff may recommend the purchase of books, serials, and multimedia resources in their subject area to the library staff. These recommendations will be reviewed by the library staff in terms of existing materials available in the library and will be ordered if considered to be an appropriate addition and within the authorized budget. If the cost is seen as excessive, as determined by an annual average item figure, the University Librarian will be the arbiter for referral to the Registrar and to the Vice-Chancellor.
- 2.2.2 Academic staff will ensure that the University Librarian is provided with copies of all module descriptors and assignment topics in all programme offered and under consideration for offer. This information will be given as early as possible so as to enable library staff to identify areas of need in existing or possible new subject areas and act to meet the need.

2.3 Role of Students in the selection process

Students, as primary users of the library, will be encouraged to contribute to the development of holdings by suggesting new titles and/ or subject areas, and by assessing weakness in the collection.

3.0 COPYRIGHT AND LICENSES

- 3.1 The Library complies with international copyright conventions in both intent and practice. Materials acquired by acquisition or donation must be legally published in the region in which they were originally obtained. Library services such as audiovisual recording, photocopying and the availability of computer software etc. shall comply with copyright principles.
- 3.2 Licenses and permissions granted by copyright owners to the Library will be kept on file whilst materials remain within the collection.

4.0 COLLECTION CATEGORIES

In support of instruction and research, the Library shall attempt to select and collect materials in the following categories.

4.1 Curricular Collections

Standard works in subject fields, titles directly related to specific modules taught in the University.

4.2 Reference Collections

Books for consultation and bibliographical investigation – encyclopaedias, dictionaries, atlases, indexes, abstracts, almanacs, yearbooks, bibliographies, etc.

4.3 Serials Collection

Materials to support advanced level study including, but not limited to periodicals/ journals, government publications, newspapers, brochures, leaflets, vertical files, photographs, pictures and charts

4.4 E-Resources

E-resources reflecting, supplementing and as appropriate, substituting for the above.

5.0 COLLECTION MAINTENANCE

To maintain a useful and relevant collection the library staff will undertake a continuous process or re-evaluation. The process will systematically examine parts of the collection assessing the currency, condition and usefulness of all stock.

5.1 Currency of collections

The University Library is committed to update the currency of library and learning resources centre collections. This is to ensure that students and staff have access to recent information and developments in their field of study and teaching.

5.2 Withdrawal and disposal

5.2.1 The University Library will maintain an up-to-date collection by undertaking a continuing programme of withdrawal and disposal.

5.2.2 Materials in multiple copy and/or are out of date shall be withdrawn from library collections, and may be sold.

5.2.3 Materials that are damaged or considered not in good condition shall be disposed on approval of the Teaching and Learning Committee

6.0 CENSORSHIP

The University library adheres to the censorship regulations as set out by the UAE Ministry of Information and Culture, Censorship Office.

7.0 NETWORKING WITH OTHER LIBRARIES

The Library staff shall make efforts to establish contact with colleagues in other Universities and allied libraries in UAE, the GCC area, and elsewhere. The purpose of these contacts is two-fold: to maintain professional links in order to keep aware of best practice; and to facilitate collaboration between institutions in the form of inter-library loans, catalogue access, the possible formation of purchasing groups, etc.