

Number/Version	6.2.2/V01
Section	Library and Other Information Resources
Date of last revision	
Date of approval of current revision	23 May 2010
Post/Section with responsibility for the guideline, implementation and monitoring	University Librarian
Approved by	Teaching and Learning Committee
Review Date	As needed
Reference to the CAA Standard	9b
Cross Reference/Related Documents:	1.0 Policies and Procedures Manual 6.2 Library Collection Development Policy

1.0 INTRODUCTION

The library shall acquire materials in all the areas covered by each programme in accordance with demand and subject to the availability of funds. The general rules followed for selection are listed below:

- Demand shall be a major factor in selection
- More recent publications shall have priority over older materials
- The library will strive to balance opposing points of view on a subject, when possible

2.0 COLLECTION OBJECTIVES

The library recognizes itself as a teaching and research instrument of the University. Library resources are selected and acquired in support of the research and instructional programmes of the University. The objectives are:

- a. To select, acquire and make available to the community a sufficient number of relevant and up to date materials to support instruction and research in all modules taught in the University.
- b. To create an environment in which resources are made readily accessible.
- c. To provide learning opportunities for all users by acquiring these materials in all types of library media.
- d. To organize materials in a way to encourage their use and provide the bibliographic apparatus for the efficient utility of the collection.

3.0 SELECTION TOOLS

Staff will select materials from a range of professional sources including:

- a. professional journals
- b. standard bibliographies
- c. literature searches from bibliographic databases
- d. personal views
- e. publishers' catalogues

4.0 SELECTION CRITERIA

4.1 Multiple copies

- 4.1.1 Requests from academic staff for multiple copies of stock items will be individually considered but, in general, the duplication of titles should be avoided.
- 4.1.2 The main concern of the library is to provide support materials for the curriculum and to give all students a fair opportunity to examine needed materials. If need is established then multiple copies of certain books may be acquired in such situations. This is at the discretion of the Librarian with the delegated authority of the Registrar and/or the Vice-Chancellor.
- 4.1.3 Library funds will not be used to acquire multiples copies in lieu of textbooks which should be purchased by students for specific courses. However, the library will endeavor to have sufficient copies of titles which are assigned reading for classes, although this may be through a service such as short-loan rather than increase in holdings.

4.2 Foreign language materials

The majority of titles in the Library will be in English. Acquisition of titles in other languages e.g. particularly Arabic, will occur when research or the curriculum demands it, and funds allow.

4.3 Multimedia materials

The library recognizes the effectiveness of multimedia material in the learning process and will endeavor to ensure that a balance is kept between print and non-print materials.

The following criteria will be used to evaluate materials considered for addition to the collection:

- a. High standards of quality in terms of content and format
- b. Appropriateness for student use in general education and/ or specific programme
- c. Appropriateness of language level, where choices are available
- d. Author's expertise
- e. Publisher's reputation in the subject field
- f. Possibility of use for more than one programme/ module
- g. Timeliness/ permanence/ currency
- h. Positive reviews in one or more of the accepted reviewing media
- i. Scarcity of material available in the subject
- j. Relevance to instructional needs
- k. Demand
- l. Price/ relative cost in relation to the budget and other available materials
- m. Student interest if the subject is of general nature.

4.4 Electronic Resources

The Library offers access to a range of electronic resources to support research and complement the Library's printed collections. This includes indexes, abstracts, statistical data as well as full text databases and e-journals. Most of the subscriptions to electronic databases are maintained by the BUiD UK Associated Universities.

4.5 Audio-visual resources

The Library recognizes the need to build its collection of published audio-visual materials and encourages collection of relevant materials in this medium.

5.0 WISH LIST REQUEST

- 5.1 A "wish list" of materials may be kept by the library which includes either out-of-print materials or materials which may not fully meet the selection criteria but are nevertheless desirable additions.
- 5.2 Out of print materials may, at the discretion of the Librarian be requested from out of print specialists or used book dealers for searching and price quotation.
- 5.3 Items which are desirable, but not first choice selections may be purchased at the end of the financial period if budgets allow. This decision is solely at the discretion of the Librarian.