

**COLLECTION DEVELOPMENT POLICY
ANGUS L. MACDONALD LIBRARY
ST. FRANCIS XAVIER UNIVERSITY**

INTRODUCTION

This policy establishes guidelines for acquiring library materials for the Angus L. Macdonald Library collection, which supports the teaching and research goals of the University. The guidelines cover selection criteria, responsibility for selection or deselection, levels of collecting intensity, ways of evaluating the collection to identify its strengths and weaknesses, procedures for deselection, storing and preserving library materials, and the challenges and opportunities which come with merging electronic and print access. The policy will be revised regularly in response to changes in the curriculum, research focus and scholarship. There will also be changes to the policy if and when it becomes necessary to integrate new scholarly electronic publishing models such as Open Access and Institutional Repositories into the existing collection.

Terminology used in the policy is as recommended in the American Library Association Guide for Written Collection Policy Statements to ensure that all Collection Development policies are consistent and comparable. The Conspectus approach introduced by the Research Libraries Group (RLG) has also been adopted in standardizing terminology.

PHILOSOPHY/MISSION

St. Francis Xavier University is committed to maintaining excellence in teaching and research and to enhancing the social, spiritual, cultural and recreational life of its main constituency -- the undergraduate student. It has developed its reputation as a first-rate liberal arts university because of the commitment of its students, faculty, staff and alumni. The University seeks to create an atmosphere where the individual is free to read whatever he/she pleases and explore, discover and disseminate knowledge. As the centre of information-seeking activities at the University, the Angus L. Macdonald Library is fully committed to academic freedom, to the support of teaching and research, and to the provision of fair and equitable access to all materials in the collection. No item will be excluded simply because it is controversial in nature. (See Appendix A for the Canadian Library Association Statement on Intellectual Freedom).

RESPONSIBILITY FOR SELECTION

Allocation of funds -- Allocating funds for the purchase of library materials is the responsibility of the University Librarian. The primary responsibility for selection/deselection also rests with the University Librarian, who is supported in this role by Liaison Librarians who work with faculty to ensure a current and relevant collection. Recognizing that the Library's mandate is primarily to serve the needs of the undergraduate student, Liaison Librarians ensure that a balance is struck

between what is needed for instructional purposes and what is needed for faculty research and other needs. All material acquired with Library funds will be housed in the Library and not in departments/faculty offices.

CONSTITUENCIES SERVED BY ST. F.X. UNIVERSITY

The University's primary constituents are students and faculty. The majority of the students are engaged in full-time study at the undergraduate level. However, the number of part-time and extension students continues to grow. There are also graduate programmes, mainly in education and in a few science disciplines. A number of graduate courses, especially those in Education, fall under the University's Continuing & Distance Education Department. The Library's commitment to distance students, who are often mature students, is reflected in the services provided by its Extended Library Services.

Non-Constituent Clients

The Angus L. Macdonald Library, being the only comprehensive library in the area, holds a unique position in North Eastern Nova Scotia. Increasingly, high school teachers are requesting library orientation tours for their senior students; indeed, such students also frequently seek to use various library services. They and other members of the surrounding community are viewed as important non-constituent users of the Library. However, material collected and services provided are designed for our primary clientele. Thus, although such patrons are welcome to use the Library, they are not entitled to some services, such as Interlibrary Loan.

As a member of NOVANET (the Consortium of Nova Scotia Academic Libraries), ASIN (the Atlantic Scholarly Information Network), and because of the creation of Canada-wide Reciprocal, "in-person" borrowing privileges for faculty, staff and students (CURBA), the Library's clientele also includes patrons from other Canadian institutions.

SELECTION CRITERIA

Print – (books, periodicals/journals/magazines, continuations, Reference works). To avoid duplication, the purchase of multiple copies of books will not be undertaken unless heavy use of a particular work so warrants and if there is a need to have a copy of a book in more than one location. This might be the case for high demand titles which might also be on Reserve. The Angus L. Macdonald Library will not normally acquire a book already held by the Marie Michael Library unless it is absolutely necessary to do so.

Highly priced items for the benefit of a few users will have to be approved by the University Librarian. The purchase of such items will, as a rule, not be encouraged.

Whenever possible, the Library will acquire two copies of monographic publications by faculty. One copy will be kept in the main collection and the second will be considered an archival copy.

Book Formats – The internet has opened up many new and exciting opportunities for collection growth. Consequently, the collection is no longer limited to print formats, as the Library moves increasingly to the acquisition of scholarly resources in digital form, i.e., journals and e-books. The Library will consider factors such as currency, ease of access and cost when deciding on which format best meets the teaching and research goals of a discipline.

Book suggestions for the collection can be made from the Library website; however, only suggestions from the University community are guaranteed to be followed up.

Textbooks – The Library will not normally acquire textbooks.

Replacement Copies – The Library will endeavour to replace missing items that are of core importance to the collection, but only after an exhaustive search of the collection to ensure that the items are truly missing. For all other missing items, replacement will depend on factors such as cost, usage and currency.

Retrospective Collecting – While desirable for filling in the gaps in the collection, retrospective collection development will be undertaken rarely and only as funds permit. Expensive out-of-print books will not be an option except where an out-of-print book is regarded as being of primary importance to a discipline or to an academic library.

Language – Material collected will, generally, be in English. Foreign language materials will be collected to support the teaching of French, Gaelic, German, Greek, Latin and Spanish courses. Translations of works of seminal value will be acquired as necessary.

Serials – Periodicals/journals are the primary source of currency in academe. The Library subscribes to approximately 1000 print serial titles (including periodicals, magazines and newspapers). These use up a sizeable portion of the library budget. It is therefore important that there be some measure of commitment to continuation for every new serial title added to the collection. The Library's subscriptions to JSTOR and other digital archives obviate the need to purchase back-runs of print journals.

Through a number of licensing and resource-sharing agreements, the Library also has access to thousands of electronic serials. The high cost of serials, as already noted, makes it imperative that there be little or no duplication of serial titles; therefore, print titles will be cancelled when the electronic equivalents are provided by stable vendors. Each discipline will, however, be looked at carefully before any cancellation decisions are made because the research needs of disciplines can be quite different.

Reference – Works in this collection are for fast researching of important pieces of information. Reference works include a wide array of materials ranging from encyclopedias, directories, dictionaries, abstracts and indexes, to statistical and biographical information, concordances, guides and style manuals. The material in the collection is non-circulating. Some Reference works require constant updating to maintain currency. Many Reference sources are now available via the internet,

either free or for a fee. Updating is therefore automatic. The Reference Department will select and make these available as necessary. Other works, for example concordances, rarely need to be replaced. Some Reference books, even when they are superseded by another edition or year, remain invaluable as research sources, so the deselection (see section on deselection) of Reference sources must be undertaken with care. Librarians who remove material from the shelves because of its age must not assume the obsolescence of such material and must consult with the head of Research Services regarding the suitability of the material for integration into the circulating collection or for removal.

Reserve – Books/papers held on reserve, with a few exceptions, come from the main collection and are usually selected by faculty, although librarians may decide to put heavy-demand and at-risk books on reserve for protection or as a precaution against loss.

Rare Books – Rare Books are unique, unusual or uncommon books that are extremely valuable. They are usually older than most other books in the collection and often fragile. This, coupled with their uniqueness, is why they are usually kept away from the circulating collection and in a restricted area. The Rare Books at the Angus L. Macdonald Library are housed in the Bloomfield Room. This room is usually closed to the public. However, librarians from time to time provide guided tours of the room for those who wish to view the collection or use it for research. The library does not purchase rare books at this time. This could change if the need arises and when the decision is made to purchase a rare edition of a book or a facsimile thereof. The rarest item in the collection is a first edition of writings of the famous Latinist, the “Christian Cicero” (*Lucius Caecilius Firmianus Lactantius*, 260-c.340), published in 1524. There is also a valuable facsimile of the Gutenberg Bible. There is, as of now, no incunabula, i.e., pre 1500 material, in the collection.

Government Documents – The Angus L. Macdonald Library is a partial/selective depository library for Government of Canada publications and a full depository library for Government of Nova Scotia publications. Important publications from other Provincial governments, primarily in the Atlantic region, are also collected. U.S. government publications are not acquired. However, U.S. documents can be obtained through Interlibrary Loan. Also, the increasing availability of internet-based documentation makes it easy for many important U.S. as well as Canadian and Provincial Government publications to be accessed through this medium.

Theses/Dissertations – All senior class dissertations written at the University will be collected and recorded as and when they are received from faculty. All St. F.X. University graduate theses will also be added to the collection. Theses from other universities will not normally be collected. If for any reason such theses are acquired, the preferred format is microfiche.

Special Collections – The Fr. Charles Brewer Celtic Collection/*Cruinneachadh Ceilteach an Urramaich Maighstir Charles Brewer*, which is housed in a room off the Hall of the Clans on the third floor of the Angus L. Macdonald Library, is one of the most significant Celtic Collections in North America. The collection is largely representative of the Scottish Gael but also includes the literature of the Scottish, Irish, Manx, Welsh, Cornish and Breton peoples. There is also some Nova Scotiana which the Library collects regularly. Aside from supporting the Celtic programme at the

University, the Collection is also used during the summer months by visiting scholars and others who come to conduct genealogical research. Some of the material in the collection is rare and valuable and is, therefore, kept in locked cabinets and can only be accessed by special permission. The collection is non-circulating, although some items may be signed out for use in the Library. The room has a sizeable reading area which patrons can use for research purposes. Responsibility for acquiring Celtic/Gaelic material is split between the Library and the Celtic Studies department. For help with using this unique collection please contact the Celtic Collection Librarian.

Gifts – The Library reserves the right to accept or reject gifts/donations and to integrate such items into the collection as long as they meet the same selection criteria as for items purchased by the Library. In this regard, library staff reserve the right to check on the age and editions of potential donations to ensure that what is accepted is relevant. Large donations for which tax receipts are required will only be accepted if the donor complies with Revenue Canada regulations, which stipulate that valuations of such donations are the responsibility of the donor. The Library does not consider it an undue burden on donors to ask them in advance for a list of items they wish to donate, so that library staff can select those items which enhance the collection and contribute to the furtherance of the University's teaching and research goals. Memorial donations: The Library acknowledges the devotion and dedication behind memorial donations of books. Space constraints, however, make it imperative that such donations be subjected to the same selection/deselection criteria used for other items. The Library reserves the right to sell, exchange or discard gifts which, even after acceptance, it finds it cannot use. Monetary gifts are always welcome and are useful for filling in gaps in the collection. A detailed Gifts/Donations policy is available on the Library's website.

Archives – (See The St. Francis Xavier University Archives website for collection procedures for Archives -- <http://library.stfx.ca/content/archives/>).

Music/Microform Room – Music scores, CD's audio/video recordings and other non-text materials which support instruction/research in the music department are kept in the Music Room. The preferred acquisition format is CD and DVD. Audio and video recordings acquired to support instruction/research in other disciplines are also housed in the Music Room since the necessary equipment, i.e., record players, tape recorders and CD players, are only available in that room. Some of this material circulates. Requests for additions to the material come from faculty but are carefully scrutinized to ensure that each request complies with library selection criteria.

Microforms – The microform collection consists of both film and fiche. These materials are non-circulating. There are no filmstrips or slides in the collection at this time. Technological advancements in the future may make it necessary for the Library to review this area as sound, images and video increasingly become part of the library of the 21st Century.

Maps – A small but significant selection of maps and Atlases is kept in the Reference department and some Geological/topographical maps are also available at the Library. See Government Documents and Reference for what is available. The Library holds no sizeable map collection at this time.

Exclusions – Excluded from the collection are realia, i.e., objects used for instruction; for example, coins and costumes, posters, and paintings. Should the Library receive any realia by way of gifts, these will be housed in the Archives. Children's literature is also excluded from the collection.

RESOURCE SHARING/INTERLIBRARY LOAN

The research needs of students and faculty are many and varied. The Library acknowledges that a collection built mainly for an undergraduate student body cannot meet all these needs. Indeed, it is impossible for any one academic library to hold every available piece of knowledge or information. Resource-sharing arrangements are, therefore, constantly being made to fill in gaps in collections. Such arrangements are invaluable for providing quick and easy access to a vast array of discovery resources, which would otherwise be too costly to acquire. The Library has therefore entered into several cooperative and contractual resource-sharing agreements with various consortia. These include Novanet (the Consortium of Nova Scotia Academic Libraries), CAUL (the Council of Atlantic University Libraries), ASIN (the Atlantic Scholarly Information Network) and CRKN (the Canadian Research Knowledge Network). Some of these agreements have resulted in increased inter-university lending and borrowing; this has in turn resulted in some borrowing/lending procedures being synchronized with those of other institutions. Charges for all Interlibrary Loan and Novanet Express requests within Canada are currently waived for the University community. The cost of faculty Interlibrary Loan requests for material outside Canada and for which a charge is imposed will be charged to their departments or to their research grants.

CONSERVATION/PRESERVATION/RESTORATION

The role of the internet in increasing access to information has been acknowledged in other areas of this policy. The area of conservation/preservation of knowledge and the creation of digital text has also been significantly impacted by the internet. The Library has a small archiving/digitization unit which has started work on digitizing works of value in the collection. This is expected to increase access to the collection.

The binding of print runs of journals is performed by a commercial bindery which also repairs badly damaged but otherwise important books. Severely damaged and brittle books will be replaced, if necessary and if funding permits. Such replacements will normally be acquired from a second-hand book source. Relatively simple binding problems such as loose pages and loose covers will be handled in-house.

DESELECTION

The removal or withdrawal of library materials from the collection is a very important function of collection building. When properly carried out, it ensures an up-to-date and relevant collection, hence the need for it to be a well-planned activity. There are several factors which singly or in combination may influence the decision to withdraw an item from the stacks. These are:

- a) lack of use
- b) poor physical condition of the book
- c) space
- d) outdated/obsolete information
- e) age or imprint date
- f) new course and research directions

While removal of a book because of its poor condition or because of space considerations is simple, determining lack of use and obsolescence is more difficult and should be a shared, cooperative venture between the Collection Librarian, Liaison Librarians and departmental library representatives.

There are 3 main considerations after deselection has been done:

1. Should material be discarded and if so, how?
2. If material is removed because of space constraints, should it be placed in storage and for how long?
3. Should the material be sold or given to another library which may wish to have it?

The Collection Librarian and the University Librarian will establish guidelines for handling these and other crucial deselection issues.

Collection Assessment: Assessments will be performed regularly for purposes of external and internal departmental reviews, for library planning and to determine if the collection is meeting its stated goals. These assessments will be either collection-centred (based on usage patterns, usage data and observations) or client-centred (based on surveys of client/user opinions/observations of how well the collection is meeting their needs). The assessments will be conducted by Liaison Librarians.

LEVELS OF COLLECTING AT ST. F.X.U.

As noted in the Mission Statement, St. Francis Xavier University is a predominantly undergraduate institution. The Library's collection, naturally, reflects this focus. One would therefore expect collecting levels to be at the Instructional/study level (Level 3) of the RLG (Research Libraries Group) Conspectus Collection level codes. Determining collection levels for the various programmes at St.F.X., however, might not be so simple since there are varying programme depths in the curriculum. The Library's collection is also constantly changing to reflect changes in curricular and research focus. Collecting levels ascribed will, therefore, reflect both the existing strength of the collection and the desired strength. Section II of this policy will contain a collection statement, including collecting levels for each academic programme. (The statements will be added as they are developed by Liaison Librarians).

Collecting levels will be determined using the RLG (Research Libraries Group) Conspectus which is widely accepted in academic libraries as the most suitable standard for describing and assessing collections. Collection level codes in the conspectus range from 0 - 5.

0: - Out-of-scope: Material dealing with content outside the University's curriculum. No collecting is done for this area

Level I:- Minimal: Material collected at this level provides general information. It is usually multidisciplinary in scope. Basic reference works such as bibliographies, surveys, encyclopedias and dictionaries fall under this level

Level 2: - Basic Information Level: Material collected at this level introduces and defines a subject. As with Level 1 (above), it also includes dictionaries, encyclopedias, etc., as well as bibliographic databases, selected editions of major works and some major periodicals. This level of collecting is not enough to support graduate or senior level studies. The Conspectus leaves room to divide this level into

2a -- Basic Information Level -- Introductory.
For introductory level courses

2b -- Basic Information Level - Advanced.
A Collection for this level covers a wider range of topics and is more in-depth

Level 3 - Study/Instructional Support Level: For maintaining and imparting knowledge about a field. The material collected at this level is usually of less than research intensity, and is more suited to undergraduate study. This level provides access to a wide range of basic works, the complete works of important writers and to an adequate representation of journals and reputable computer-based data files in the field. As with level 2 (above), the conspectus also leaves room for this level to be divided into

3a - Study/Instructional Support Level - Introductory.
For mainly undergraduate study

3b - Study/Instructional Support Level - Advanced.
For undergraduate and Masters degree programmes.

Level 4: - Research: A research level collection is intended to support doctoral and original research and must include material which reports research, new findings, etc. and in all applicable languages. It must also include specialized monographs, major reference works, extensive journal holdings and provide access to the main indexing and abstracting services and to computer-based data files.

Level 5: - Exhaustive/Comprehensive: As far as possible, a comprehensive collection should include all major works in a discipline and in all relevant languages. The conspectus deems a "Special Collection" as one which is maintained at an exhaustive collecting level. Our library's Special Collection cannot, at this time, be described as comprehensive.

APPENDIX A

Canadian Library Association Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.