Adekunle Ajasin University Akungba Akoko

Library Collection Development Policy

2017

Introduction

Adekunle Ajasin University, Akungba Akoko (AAUA) is a growing university with six faculties at present but hoping to expand the number of faculties and courses offered in the institution as the university grows. The Library has been described as the heart of the university whose major concern is pursuance of knowledge. Since the collection of a library is its power, AAUA library presently maintains a Central Library with a strong book and journal collection that supports the programmes in its Faculties. This is with the hope of having faculty branches along the line, as situation permits. The library has a collection of over 57000 volumes of books that covers the entire programmes in the various departments of the university. The AAUA library collections aim to satisfy the reading, information, listening and viewing needs of all students and staff.

The main reason for a written collection development policy for AAUA library is to prevent the library from being driven by events or by individual enthusiasms and from purchasing a random set of resources which may not support the mission of the library. Collection development being an on-going process requires professional expertise and experience guided by established principles to make sound judgment in the face of competing needs and demands of the library. This policy document outlines the principles that guide in selecting and maintaining resources for the collection of AAUA library. It describes the measurement tools used to ensure standards are being met. It also takes cognisance of future developments and recommends a course of action for the future.

General Principles

The following general principles govern how the Library implements this Policy:

1. This policy document is developed in collaboration with stakeholders within the university system.
2. The library shall acquire only one set of materials that come in multiple volumes except where situations demand otherwise
3. The collection development policy shall concern itself with selection, acquisition and maintenance of the library collection.
4. The collection is regarded as single and integrated.
5. The Library centralizes purchase, organization and access to its information resources.
6. The Library shall maintain a hybrid of resources ranging from print to digitized materials
7. AAUA library shall use digital systems to manage all collections and ensure that all resource can be found by users via the library catalogue using OPAC
8. Electronic resources are acquired where they satisfy the agreed criteria, to complement print.
9. The Library collection shall not exclude resources on moral, political, religious, racial or gender grounds to satisfy the demands of sectional interest and general studies.
10. The Library shall as much as possible avoid duplication of materials.

11. The Library shall collaborate with other libraries, groups (local, national and international) and other relevant stakeholders to ensure easy access to information resources which may be found useful to its users.
12. The library supports the university's commitment to making publicly funded research available.
13. The University Librarian ensures compliance with this policy.

Collection Development guidelines
1. The development of collection in the AAUA library is maintained through the selection of new materials, the maintenance of existing holdings, but with main focus on current and recent publications. Collections may also be acquired retrospectively, as situations dictate, most especially when it concerns journals.
2. The Library shall collect resources in any format that meets the service obligations and operational capabilities of the Library and its users. The types of materials acquire ranges from monographs, periodicals, textbooks, electronic materials like e-books, e-journals. However, The Library will maintain an awareness of new formats and plans for collection growth and the purchase of equipment to support emerging formats. New formats will be considered for purchase as demand and use dictates.
3. The development of our collection shall be users' driven and users focused. As this direction states, the interests and needs of students and staff of the university direct the development and management of collections at AAUA. This is done through regular meeting of the Library Development committee and suggestions from users.

Acquisition of library materials

1. *The library will* acquire books and other printed materials on all subject disciplines relevant to the courses offered in the university and as may be useful for the all-round development of users.
2. *The method of acquisition of* books and other materials shall be through direct purchase from institutions, bookshops, book vendors and book agent. Materials could also be acquired through donations, bequeaths, gifts and exchanges.
3. Presently as much as four copies and minimum of two copies of any given title is acquired at a time.
4. The Library welcomes donations of information resources which enhance its collections in accordance with this policy. Donations are accepted on the understanding that they become the property of the University and the Library will organize and locate gifts according to the collection management criteria and will return or appropriately dispose of unwanted resource. The decision whether to accept donations rest with the Library. A register of donations is maintained by the Library. The Library may actively solicit donations when appropriate.

Selection of Library materials
1. Selection of materials shall be based on the use of library selection tools like collection guides, stock holdings of publishers, publishers' announcements, Publishers catalogue, and book reviews.
2. Valuable Internet sources of book vendors like Amazon, Peter Lang shall also be put into consideration in book selection
3. The library shall request for titles suggestions from lecturers and students through suggestions-to-purchase form (This will however be subjected to other criteria of

selection as put forward by the selection committee). The library will also take into consideration the needs assessments of users.

4. Resources, whether purchased, donated or freely available on the Internet shall be selected mainly based on relevance to the goals of the university

5. The decision on whether to acquire expensive items may be influenced by their availability in another library within the state.

6. The responsibility of selection of library materials shall rest mainly on the university library selection committee. This committee shall be headed by the University Librarian and shall include the Acquisition librarian and other subject librarians.

Collection Management (*Assessment and evaluation)*

Assessment and evaluation of all collections of the library is required in order to maintain the integrity of the collection. AAUA library shall conduct regular shelf checks in order to identify the weaknesses and strength of the collection, and also maintain catalogue / shelf concurrence. The Library shall also maintain accurate catalogue records and OPAC in order to assist in location of library materials. Selection committee shall assist in making decisions on the weeding, retention and replacement of materials where necessary.

Funding and Budget

The University allocates funds to the Library annually for the purchase of information resources. Expenditure target are to be set annually based on the allocated fund by the university. The Library shall endeavour to maximise the purchasing power of its funds through its membership of purchasing consortia and negotiation of discounts on materials to be purchased. The library shall also aim to maintain a balance of expenditure on prints and subscriptions of electronic resources.

Guide on Electronic resources

1. For the purpose of this policy, electronic resources contain digitised information or information in electronic form -books, video, journal databases and repositories- in relevant areas to the courses offered by the university, made available by the library or accessible through the library workstations.

2. The library shall strive to acquire electronic resources relevant to the needs of its users either through fee-based or open source subscriptions.

3. The resources shall be on renewable basis and could also be online or offline.

4. The acquisition of electronic resources shall be pursued side by side acquisition of print resources.

5. All registered users of the library shall have access to the databases provided by the library.

6. The access passwords (where required) shall be issued to the user community on individual basis with the understanding that on no account shall a user release the password to an outsider.

7. The library shall strive to continue to increase her access to available e-resources that are relevant to the activities of the university.

8. Library workstations are to be used for course-related activity, scholarly research, and other activities directly related to the educational, research and public service mission of the University.

9. Library's electronic resources are distributed via the university network. Therefore, all use of library-provided network connections falls under the campus-wide policy of computing, network access and use. Use of library workstations to access electronic services offered by the Library therefore takes precedence over other activities.
10. Software installed by users for personal use should be removed at the end of the session.
11. The primary user of the data base is the AAUA community (faculty, students, and staff).
12. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but may not be able to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.
13. Prohibited uses include, but are not limited to:
    i)   Systematic downloading using robots, scripts, or other software programs.
    ii)   Archiving substantial portions of databases, entire journal issues, and other excessive use commercial use and resale of resources.
    iii) Redistribution of materials beyond what is allowed by copyright and the license.
    iv)   Use that causes the university library to be in violation of a license.
14. Alleged violations will be pursued according to the affiliation of each individual involved.