

SUBJECT: Library Collections & Acquisitions Policy

1. Purpose

The Geoffrey R. Weller Library has a mandate to acquire library material to support the teaching, learning and research at UNBC. The ongoing collection development is closely aligned with the teaching and research programs of the University and will take into consideration the building of special and retrospective collections.

No university library is able to meet all the needs of a scholarly community. Part of the Geoffrey R. Weller Library's commitment is to provide rapid and reliable access to a wide variety of national and international resources, through agreements with other libraries and consortia. The corollary to this vision is the need for a balance between ownership and access. The Geoffrey R. Weller Library is committed to acquiring those materials specifically required for academic programs as well as providing access to a wide range of material for research purposes. The Geoffrey R. Weller Library supports the research goals of the University, either through the purchase of special materials or, where these are deemed too costly or specialized, through the use of interlibrary loan or other online services.

The Northern BC Archives and Special Collections is an administrative unit of the Geoffrey R. Weller Library. Guidelines for the acquisition of material for this unit are detailed in the "Archives and Special Collections Acquisitions Policy".

2. Intellectual Freedom

The Geoffrey R. Weller Library endorses the Canadian Library Association (CLA) [Position Statement on Intellectual Freedom](#), as well as the [Library Bill of Rights](#), the [Code of Ethics](#) and the [Freedom to Read Statement](#) from the American Library Association (ALA). Selection and withdrawal decisions will be made in conjunction with the above-mentioned statements.

The Geoffrey R. Weller Library is aware that some resources may be controversial and may offend some library users. The Library also recognizes the right of individuals to express opposition to the inclusion of resources in the collection. Concerns about material in the collection should be directed to the University Librarian and will be handled in a respectful and fair manner.

3. Selection of library material

The University Librarian has ultimate responsibility for ensuring that adequate collections are acquired in support of the University academic programs within the funding available.

3.1 Types of material

The Library acquires library material to support the teaching, learning and research at UNBC, including print material (books, periodicals, pamphlets, maps, government documents, etc.), audio-visual material (microforms, audiocassettes, videocassettes, DVD, etc.) and electronic resources (periodicals, bibliographic indexes, data files, etc.).

3.2 Responsibility

Selection of material is carried out by selection librarians who are responsible for specific subject areas based on the University's teaching and research areas. Teaching faculty are encouraged to participate in the selection or deselection of resources. Suggestions for purchase are accepted from all Library users.

3.3 Broad selection criteria

Resources considered for inclusion in the collection are evaluated based on:

- Relationship of material to library objectives and goals,
- Relevance of the material to academic curriculum and research needs
- Timeliness or timelessness of the information content,
- Authoritativeness of the author and/or the information content,
- Availability of funds
- Extent of the current holdings on the subject
- Lasting qualities and accessibility of the format of the resource
- Cost of hardware, software and ongoing support to access (where applicable)

3.4 Number of copies

The Geoffrey R. Library will normally purchase only a single copy of any item, except where the selection librarian deems that multiple copies are warranted (i.e. high demand for titles, to support off-campus courses, to preserve items of historic or regional value).

3.5 Languages other than English

Selection of material written in or about a language other than English shall be limited to titles that support the curriculum. Exceptions to this criterion may be made at the discretion of the appropriate selection librarian or archivist.

3.6 Out of print material

Out of print material will not normally be purchased except at the specific request of a faculty member, librarian or archivist.

3.7 Textbooks

The Geoffrey R. Weller Library does not automatically purchase books which are being used as course textbooks and which are of a general survey nature. However, if the item is considered a standard work in the discipline and meets the general criteria, a selection librarian may consider it.

4. Periodicals

The Periodicals collection will include publications in any medium that is issued in successive parts bearing numerical or chronological designation and which is intended to continue indefinitely. This will include (but is not limited to) periodicals, newspapers, annuals, numbered monographic series, and the journals, memoirs, proceedings and transactions, etc. of societies.

In addition to the selection criteria stated earlier, periodicals will be considered for inclusion in the collection based on:

- Bibliographic accessibility through indexing and abstracting services available through the library
- Accreditation requirements for new courses or programs

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- Approval by the selection librarian

The first preference of format for periodical subscriptions will be online; however, financial constraints will have an impact on the format decision.

Cancellations of periodical subscriptions may be required from time to time due to the changing needs of the academic programs and the inevitable rise in periodical subscription prices. Where possible, such cancellations will be done in consultation with the programs. However, where financial constraints dictate the need for cancellation, the Geoffrey R. Weller Library reserves the right to make final cancellation decisions.

5. Gifts and Donations

Gifts and donations form an integral part of any library collection. All gift donations will be assessed as to their suitability to the teaching, learning and research mandate of UNBC. The procedure for accepting donations is outlined in the ["Acceptance of Gifts and Donations to the Geoffrey R. Weller Library"](#) policy.

6. Collection Assessment

Assessing the collection is a continual process whereby existing items are re-evaluated for usefulness or potential usefulness to the university community. This process also involves evaluating the collection to determine how well it supports the academic programs and research needs of UNBC and to determine any areas in which the collection is lacking information.

6.1 Weeding

Weeding is a quality control action performed on the collection in order to withdraw or store specific items. This process will be a continual exercise performed throughout all areas of the collection. An item may be considered for exclusion based on:

- Physical condition
- Being a superseded issue (if the library has a newer or revised edition, or the information is in another format)
- The relationship of the information to other information in the subject area
- Lapsed or permanently terminated run of serials
- Lack of circulation for 20 years or longer (five years for disciplines where current information is paramount)
- Lack of access through indexing
- Content being out-dated or erroneous
- Duplicate copies seen as unnecessary
- Cost of replacement
- Status listing as missing for three years
- Review requested by a faculty member

The selection librarian for the specific area of the collection will implement this function in his/her area. Materials targeted for withdrawal by faculty members must be reviewed by the selection librarian.

6.2 Replacement

It is not the policy of the Geoffrey R. Weller Library to automatically replace missing or withdrawn items. Criteria for replacement evaluation will include:

- Existence of adequate coverage in the collection
- Number of copies held
- Demand for the specific title or subject

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- Value of the specific title (literary, subject appeal, edition, authority or significance of author)
 - Availability of newer or better material in the field
 - Availability elsewhere
 - Cost of replacement
 - Format
 - Cost of hardware, software and ongoing support to access (where applicable)
 - Current and/or future needs

Responsibility for determining whether an item needs to be replaced lies with the selection librarian or archivist.

6.3 Conservation and/or preservation of physical items

Conservation and preservation activities may be performed on an item within the collection to maintain its physical condition. Criteria to determine whether an item may be preserved are:

- Whether the library has the facilities required to perform the preservation/conservation activities
- Cost of preservation/conservation activities

Responsibility for determining whether an item needs conservation/preservation activities performed on it will lie with the library staff under the direction of a librarian.