

**SUBJECT: ACQUISITIONS**

The Library of the University of Northern British Columbia has a mandate to acquire library material to support the academic programs of UNBC. In keeping with the spirit and goals of the Academic Plan (January, 1992), the Library has been building an opening day collection for the past two years. This collection has been targeted at 150,000 volumes and volume equivalents. The special funding for the opening day collection ceases in August 1994.

Beginning in April 1994, funding for continued development of the Library collection will come from the regular capital funds of the University. The ongoing collection development will be closely aligned with the teaching and research program of the University and will take into consideration the building of special and retrospective collections.

No University Library is today able to meet all of the needs of a large scholarly community. Part of the Library's commitment is to provide rapid and reliable access to a wide variety of national and international resources, held by libraries far afield which work cooperatively through high speed communications networks and document transmission devices to meet the needs of their academic communities. The corollary of participating in this vision of the virtual library is that there be a good balance between ownership and access. The UNBC Library is committed to acquiring those materials specifically required for academic programs while providing electronic access to a wide range of material for research purposes.

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

**1. Circulating Collections**

- 1.1 Books, audio, video and software materials will be acquired to support the teaching program of the University.
- 1.2 The selection of these materials will be done by the instructional programs with assistance and advice from the Library.
- 1.3 Additional materials will be added by the Librarians to maintain a current general collection.
- 1.4 Materials will be acquired to support the research goals of the University.
- 1.5 The Library will support the research needs of the faculty either through the purchase of special materials or where these are deemed too costly or specialized, through the use of ILL, and other on line bibliographic services.
- 1.6 Materials will be purchased in multiple copies when these are required to support the delivery of courses on and off campus.

**2. Other Materials****2.1. Newspapers**

As a general rule, newspapers will be kept for three months and then discarded. Where there is an

academic need for long runs of newspaper files, these will be acquired in microfilm format. If microfilm format is not available other arrangements can be made.

## 2.2 Government Documents

British Columbia and Canadian documents will be collected on a regular basis. The Library has applied for depository status with the Canadian government. There is presently no depository program in British Columbia presently.

Government documents from other countries will be acquired as needed to support the academic program.

As a general rule, government documents will be added to the collection as monographs or periodical titles to provide full accessibility to library users.

## 2.3 Maps

The Library will build a collection of maps that support the teaching program of the University.

## 3. Periodicals

3.1 Periodical subscriptions will be added where these are needed to support a) student course needs, b) general curriculum development needs of the academic program, c) research and professional development needs of faculty and staff.

3.2 Periodicals required for academic or research support will be selected on the basis of frequency of use and demand, relevance of subject matter to the academic program of the University, availability of indexing, cost, and availability of other titles in the subject area.

3.3 Back files of periodical holdings will be acquired in two formats, paper and microfiche or film. As a general rule back files of periodicals more than five years old will be acquired in fiche or film format when this is available. Back files less than five years old will be acquired in paper if paper runs can be located through commercial sources or through gift donation. Otherwise fiche or film format will be acquired.

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

3.5 Periodical subscriptions available in alternative formats (online or on CD-ROM in full text) will be reviewed as an alternative to print and fiche or film, particularly where they may fill a special use in assisting in the regional course delivery program.

3.6 Periodical indexes will be acquired in CD-ROM online formats wherever these are available. Print format indexes will be acquired if the paper version represents a significant saving over the price of other formats (or if electronic formats of the particular index do not exist).

## 4. Gifts

Gifts form an integral part of any library collection. All gift donations will be assessed as to their suitability to the teaching and research mandate of UNBC. The procedure for accepting donations is outlined in the Gifts and Donations policy.