



LIBRARY COLLECTION DEVELOPMENT POLICY

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1.0 Introduction

1.1 Purpose

The purpose of this Collection Development Policy is to provide a framework for the maintenance and development of the University Library's collections, to indicate priorities, to establish selection criteria across different courses, languages and media. It also establishes a consistent and coherent basis for the future development of the collections.

The policy is an inclusive statement of broader objectives rather than a description of the collections which have been built up in the past, or needs to be built in the future. It sets out the Library's aspirations, which are intended to be as realistic as possible. Implementation is dependent on the availability of resources.

This policy will provide information to staff, suppliers, supporters, and to readers about the principles on which the library collections are acquired, to create an awareness of the objectives. It also establishes the basis for future developments and modifications as circumstances may demand.

1.2 Background

Starting in the humble structures that were once chicken coups in 1985 with a few donated books, the library has gradually grown to have its own building. The total holdings are over 55,000 volumes, subscription to over 190 journal titles and several online databases. The university is rapidly expanding in terms of the number of students and diversity of courses. Although the main focus is graduate studies, the introduction of a few undergraduate courses also requires that the library resources be developed to cope with the information demand from the students.

The current building was dedicated in 2002 and named *Tony Wilmot Memorial Library* in honour of the first principal of the school.

2.0 Academic Programmes

Current Academic programmes include the Doctor of Philosophy in Biblical Studies and Translation studies. Other programmes are Master of Arts and Master of Divinity in Christian Education, Missions, Translation, Biblical, Church History and Pastoral and Theological studies. The undergraduate programmes are also growing very fast in different disciplines.

2.1 Objectives

- To support academic programmes of AIU by selecting and acquiring relevant information resources of diverse formats within the scope of courses taught;
- To organize and disseminate the information resources in support of the school's mission of "Promoting Excellence in African Christian scholarship, leadership, and discipleship".

3.0 Language

Materials for graduate and undergraduate levels shall be mostly in English, with those for doctoral level including German and French. Although not on a first priority level materials in other languages shall also be acquired as long as they meet other academic/teaching requirements for AIU.

4.0 Copyright

Most library materials are protected by the copyright law, which makes deliberate infringements, such as unauthorized copying a criminal offence. Permissible copying limits of less than 10% of a book, 1 article from a journal shall be made for academic purposes. All users of library materials and equipment shall observe these limits.

5.0 Format

Collecting is done in journal, monographic serial, monographic, working paper, microfilm, audiotape and electronic formats.

5.1 MICROFORMS (including microforms of manuscripts)

Microforms of collections of printed works or individual monographs, produced by commercial publishers, are considered for purchase when this is the only realistic way of acquiring the material. However, electronic resources are preferred.

5.2. Audio and audio-visual materials

25.1 The University Library does not actively collect material issued in any of these formats, but cassettes, videos and computer disks are often received in conjunction with a printed item.

5.3 Electronic

The electronic collection aims to support research and teaching by providing access to information resources including bibliographies and full-text.

The Library will not normally acquire both the electronic and print versions of publications where the content is substantially the same, except where the print version is already in the collection and access to the electronic can be justified on the basis of improved functionality.

Full-text electronic publications acquired include: electronic journals, reference works (especially encyclopaedias and dictionaries).

Subscriptions to electronic files in the form of CD ROM or on-line databases are considered. All electronic systems will be evaluated according to the following characteristics:

- Systems that provide information in subject areas heavily researched by NEGST students and faculty.
- Systems that provide direct and easy access by students and faculty through the intranet or preferably, through the WWW.
- Systems that substitute in whole or in part for printed or microform material.

- Systems that provide academic discounts for student use.

6.0 Selection

This policy provides guidance to the faculty and library staff engaged in selection. This will include random selections from the faculty basing on individuals' knowledge and experience. The collection development policy complements these qualities and ensures a balanced collection that reflects the curriculum of the university. The librarian works closely with the faculty in making specific selections of titles by providing publishers' catalogs and other selection tools available to them. Although it is the responsibility of the faculty to ensure a balanced and adequate availability of resources for the courses taught by their departments, the head librarian is expected to oversee the whole process to ensure balance across departments and the acquisition of other general materials that may not fall under specific teaching departments. Using selection tools, the librarian will also actively participate in selection of materials for the library.

6.1 Copies

A maximum of 3 copies of a book title shall be acquired but generally 1 copy will be the standard. The department concerned will need to justify the need for more copies. Students are encouraged to purchase personal copies from the bookshop.

6.2 Mode

The following modes are used in acquiring materials for the Tony Wilmot Memorial Library.

- (a) By purchase
- (b) By Gifts/Donations (*see separate policy on donations*)
- (c) By Exchange

6.3 Geographical areas

Whereas the library endeavours to collect and reflect a global perspective on issues, where applicable, emphasis shall be on resources published for Africa or by Africans in order reflect the African context.

6.4 Procedure for Requests

To make sure that individual instructors do not lack materials to recommend, the library staff will stimulate the interest and activity of faculty by routing announcements and reviews of books to them. The library staff will also look for publishers' catalogs and forward them to departmental heads to circulate to their colleagues for selection. Publishers and vendors may also bring books for preview and selection to NEGST. The faculty will still be consulted to do the selection. Faculty are also encouraged to make requests for purchase of materials they know will be useful for their areas of instruction.

The request procedure is simple and flexible. Instructors may submit requests through e-mail or in writing indicating the ISBN/ISSN, Author, Title and Publisher of the items to be purchased. Requests shall be received from individual faculty or through their Heads of Departments. In both cases, the library staffs will cross-check with records for existing materials and those on order to avoid duplication before placing the orders.

7.0 Policy on Donations/Gifts

7.1 Purpose

The purpose of this policy is to identify the framework within Tony Wilmot Memorial Library for the coordination of all donations. This policy also identifies the types of gifts that are accepted by the Library and the conditions for accepting such donations. This policy ensures that donors are respected in all their dealings with the Tony Wilmot Memorial Library and that donors receive appropriate appreciation and recognition that encourages on-going support.

7.2 Principles

The Tony Wilmot Library welcomes donations of books, periodicals and other materials from faculty, students and the general public which support the School's instructional and research needs and enhance the quality of the Library's collection. The Library is committed to the high standards of donor stewardship and accountability. This includes appropriate and timely acknowledgment and recognition of all gifts and donations. All formal reports to donors will conform to NEGST's policies and be sent through the relevant academic office or senior officer.

The Tony Wilmot Memorial Library may elect to **accept** or **decline** any gift.

The Library will not accept any gifts:

1. Where association with the prospective donor or acceptance of the gift would jeopardize the financial, legal or moral integrity or adversely impact upon NEGST's standing and reputation in the community.
2. Where acceptance of the gift would create an undue burden on the School's financial resources through ongoing operating requirements or other required financial commitments;
3. Where the conditions of acceptance are inconsistent with existing NEGST's policies.

Once offered and accepted, donations become the unconditional property of the Library and will not be returned to the donor. Accepted materials will then be integrated with the rest of the Library collection.

The Library reserves the right to make the final decision of acceptance of any donations into the collection. The Library will accept only unconditional donations and reserves the right to retain or dispose of donated material in any fashion according to the needs of the School.

7.3 Selection Criteria - Criteria for acceptance of donations include:

- (a) Clean, unmarked and in good condition;
- (b) Relevant to the current and future teaching/research activities of our users;
- (c) Free of licensing, copyright or other restrictions.

Titles that duplicate existing library resources may be accepted where appropriate.

Many periodicals are increasingly available in electronic format. Because of this the Library is more selective in accepting paper copies of titles. Periodical donations are more desirable if indexed in a resource held by the Library. Broken runs of periodicals, or runs that cover less than five years, are rarely accepted and then only if the issues are to replace missing or damaged issues or to fill gaps in runs of titles to which the Library currently subscribes.

All eligible gifts will be acknowledged with an official letter signed by the librarian or the DVC Academic, or Vice Chancellor as the case may call for. An E-mail communication by the librarian will also suffice in some cases. A copy of this communication shall be filled in a Gifts/ Donations file for future reference.

Responsibility - The Acquisitions librarian (or designate) is responsible for administering this policy. The offer of a donation to the Library should be made through the Head librarian who will ensure the policy is followed. The donor shall prepare a detailed list (author, title, date, place of publication, publisher and edition if applicable) of the materials to be donated for pre-screening by the Library.

8.0 De-selection/Weeding Policy

The purpose of this policy is to ensure that the collection remains relevant and up to date in order to meet the library's objectives, and those of the school at large.

Obsolescence, damage and normal wear make the weeding of materials a continuing process. Due to space limitations, judgments of priority often need to be made in the discarding of library materials. In terms of use, for example, staff may need to discard materials that are used but used less frequently than other materials.

The whole collection will be required to be evaluated @ 5 years against the aims/objectives/vision of the institution to ensure its relevance to the mission of the school.

8.1 Criteria for weeding:

1. Poor physical condition. Such if in demand shall be replaced with new ones.
2. Lack of use. Titles unused within a reasonable time period based upon subject and scope of the work except for such items considered classics or standard editions
3. Out of date information. Materials whose content has been overtaken by time
4. Multiple copies of titles no longer in demand or Duplicate titles unless a proven demand exists for multiple copies
5. Old editions not containing unique information, data, or providing a historical reference not available in the most current edition

The final responsibility for deciding which materials to discard rests with the librarian. He or she may delegate this authority to other members of the staff. The staff will also consult professional readings on evaluating and weeding collections in Academic libraries. Before being discarded each item is reviewed by the appropriate staff member based upon professional judgment and knowledge of the collection and curriculum. The library staff will need the recommendations of the faculty on the worthiness or unworthiness of materials before the final decision is taken

Items discarded/weeded will be sold during an annual book sale and proceeds go to the library account. Gift items not added to the library collection will also be disposed of in this way. Discarded reference books may be offered to other libraries at a small fee.

9.0 Categories of material

9.1 New editions

A new edition will be acquired:

1. If there is evidence of a substantial revision of the former edition
2. If the subject matter in the previous edition has undergone major change, or
3. If the previous edition has been heavily used.

9.2 Hardbacks and paperbacks

Hardbacks will be preferred in cases where a book with similar contents is simultaneously available in both hardback and paperback

9.3 Pamphlets

Pamphlets are defined as publications with less than 40 printed pages. They shall not be purchased unless their contents are deemed to have particular importance, or if the author is of special significance to the university or in the field of specialization.

9.4 Theses

Copies of all theses and dissertations produced at NEGST shall be acquired. Other unpublished theses are not normally purchased although donations may be accepted. Published theses and dissertations shall be acquired in accordance with other published materials in the library.

9.5 Serials

The library subscribes to journals, magazines and newspapers. Hard paper is preferred for newspapers and magazines. Journals are in both electronic and hard copies. In the event that both electronic and hard copies of a title are available, hard copies of selected journals are acquired, while the rest are available in electronic copies.

9.6 Reference works

Reference collections aim to provide comprehensive coverage of academic subjects, in order to provide access to full information on specific topics. They also give summaries on broader topics, and point to other sources of information.

General encyclopaedias, dictionaries, bibliographies and directories are comprehensively acquired. Subject specific reference works are also extensively acquired to complement the general works.

Works whose content is more up-to-date, and scholarly than what is currently held are acquired extensively.

10.0 Safety against Loss, Mutilation and Theft

- All print materials shall on arrival be given ownership stamps on various designated pages.
- They will also be inserted with a security strip that is activated as the books arrive.
- A library security staff shall be stationed at the security desk to supplement the electronic security system. They will ensure that people coming in the library are bona fide users
- A user who loses a book shall pay for the cost of the book, shipping plus 10% of the cover price for processing i.e. (cost + shipping + 10%) = replacement value.
- All books and library equipment shall be insured annually, and this must be reflected in the budget.
- All non-print materials that can be networked shall be put on the NEGST intranet and original CDs kept by the librarian. For cases where the CDs are needed to access the resource the CDs shall be kept in the librarian's office and shall be signed out for use only within the library. Copyright and license issues will be observed strictly.

11.0 Replacement

Books shall be replaced if

- a) the lost/missing title is still in demand and still in print, and it was the only copy with information not adequately covered in other books on the same topic
- b) It is a second or third copy of a book that is continually in high demand

12.0 Conservation & Preservation

Preservation is the maintenance of books as close to their original condition as possible and for as long as is possible. The common enemies of library materials include; dirt pollution, temperature & humidity, pests and people. Others are light, mould and fungi. In this regard, the library shall endeavour to prolong the usefulness/life of books as much as possible by:

- Ensuring cleanliness of the shelves, tables and books at all times.
- Ensuring minimum exposure to harmful light by ensuring books are not shelved close to windows where direct can cause damage to books.
- Ensuring proper handling of the books is practiced by all, through education of the library users on proper ways of handling books.

This will be achieved by:

- Good shelving
- Careful handling
- regular cleaning of books, room, shelves and tables
- Putting plastic sleeves or jackets on selected books
- Use of book supports on shelves
- User awareness on proper book handling techniques:
 - Don't force a book open
 - Don't fold corners of a book
 - Don't write or scribble in books
 - Don't stack books on those that are open

Mending shall be done on books that are still in demand, and they are still in a decent shape that is mendable.

13. Review of the Collection Development Policy

The policy will be reviewed periodically as need arises by the librarian to reflect current practice. Any modifications to the policy in practice will be incorporated immediately to keep it current.