

LIBRARY COLLECTION DEVELOPMENT POLICY

1. Policy statement

The aim of the collection development policy is to provide a framework for the maintenance and development of the university library's collections.

2. Selection of library materials

2.1. Responsibilities for selection

- 2.1.1.** Academic staff members are mainly responsible for selecting of scholarly material related to curriculum of the university.
- 2.1.2.** Library staff members are responsible for selecting materials for filling subject gaps and for general reference and information. These requests should be approved by University Librarian.
- 2.1.3.** Library users other than academic staff members may make recommendations for library purchase. If this recommendation is related scholarly material, it should be approved by relevant college Dean/Director.
- 2.1.4.** Recommendations may be rejected if they fall outside the selection criteria described in the Collection Development Guidelines or on the grounds of cost, particularly when a continuing financial commitment such as a serial subscription, is involved.
- 2.1.5.** The ultimate responsibility for acquisitions, directions and policy decisions including suitability, adequacy and quality of selection rests with the University Librarian.

2.2. Contents of the materials

- 2.2.1.** Contents of the material will be based on the required scholarship level/academic curriculum.
- 2.2.2.** The library will not exclude materials on the grounds of political, social, ethnic, sexual and religious views expressed or presented in it, not because of partisan or doctrine disapproval. The library will not attempt to impose censorship based on these grounds.
- 2.2.3.** Controversial items may be purchased if they are of appropriate scholarship level, of academic interest and in genuine demand.

2.3. Serial selections

- 2.3.1.** Library will always subscribe electronic databases more than subscribing individual printed serials.
- 2.3.2.** Where access to the full-text articles of a journal is available through an online publisher database that the library subscribes to, the print title subscript is cancelled.
- 2.3.3.** Electronic titles may be cancelled as a result of very low demand, as demonstrated by usage statistics, which are carefully monitored or when superseded by an alternative format.

2.3.4. Selected high quality printed serials may be subscribed to, but the number of titles should be kept minimum.

2.3.5. The library will always subscribe to titles in both print and electronic versions combined whenever the electronic is freely available in the subscription offer.

2.4. *Selection criteria*

2.4.1. The library will select the materials as indicated in section 3.1 of the collection development guidelines.

2.5. *Editions*

2.5.1. Library will purchase material in its latest edition. Older editions may be acquired only if they are specially required by the requester.

2.5.2. Variant editions of the same material will not be acquired unless they are “standard” editions, or contain substantial changes which are required for research or comparative study purposes.

2.6. *Hardbacks and paperbacks*

2.6.1. Whenever a book is simultaneously available in hardback and paperback, and the content of both versions is identical, the paperback is preferred.

2.7. *Selections Approval*

2.7.1. All scholarly requests for library purchase must have the endorsement from the head of department and the Dean of the College to indicate the support of the college for the purchase.

2.7.2. All other requests except for Scholarly material requests must be endorsed by University Librarian.

2.7.3. As a general rule, if an expensive item is recommended, the Head of the Department of the recommending department should consider it essential to their academic activities, or an important work, or a classic.

2.7.4. For any expensive item recommended, if a cheaper edition is available, cheaper edition will be purchased on discretion of the Vice-Chancellor or University Librarian.

2.8. *Number of copies*

2.8.1. The strength and quality of a library collection is reflected more significantly by the number of titles it holds rather than the number of volumes. In order to make the best use of the limited funds available it is acquired more high quality titles rather than more duplicate copies.

2.8.2. Usually only one copy of a requested title per relevant library will be purchased.

2.8.3. Multiple copies of an item may be purchased if they are in heavy demand and continuous use, and are recommended by college deans/director for course work.

2.8.4. Academic staff members should keep recommendations for multiple copies to a minimum.

3. *Faculty Publications*

3.1. The library will purchase maximum of three copies for each relevant library of the faculty publications if the publication is a recommended text book and approved by college Dean/Director.

3.2. The library will purchase maximum of 3 copies of the faculty publications if they are not recommended text books.

4. Government Publications

4.1. The library will purchase of all Fijian publications since they are immensely useful information sources for research.

5. Collections

5.1. The library will maintain 9 collections such as Lending, Reference, Pacific, Close reserve, Fiction, e-resources, Audio visual, research and printed periodicals.

5.2. One copy of the materials published in Pacific islands, materials authored by person/persons in pacific Islands and materials related to Pacific islands will be kept under Pacific Collection.

5.3. Electronic information resource (e-Resources) collection will be available in the library web and Online Public Access Catalogue (OPAC).

5.4. High demand materials are temporally kept in the close reserve collection. The materials are available for 2 hour loan period for students and 24 hours loan period of academic staff during library's opening hours and may be booked for overnight loan.

5.5. Reference collection contains materials in both print and electronic format and includes atlases, bibliographies, dictionaries, directories, encyclopedias, statistical compilations and yearbooks as well as core academic subject reference works.

5.6. The library has a special research collection and this may contain research dissertations, theses, historically valuable books.

5.7. Unpublished theses are not normally purchased although donations may be accepted.

5.8. Published versions of theses are considered in accordance with the normal book selection criteria.

5.9. All FNU theses and dissertations are statutory acquisitions.

5.10. At least one copy of a dissertation/thesis of a master degree/doctoral degree conferred by Fiji National University should be deposited in the Research Collection.

5.11. Library acquires a wide range of audio-visual material, including sound recording in a variety of formats. However preference is given to resources based on newer technology.

5.12. Access conditions to embargoed and confidential material is negotiated on a case by case basis, with the aim of minimizing restrictions in the interest of facilitating use of the publications, balancing the need of the reader with sensitivity. Where an embargo period is specified, arrangements are made to acquire the material after the embargo period has elapsed.

5.13. Replacement of missing books is ordered as their absence is reported. The library will replace material based on current level of demand, number of copies held and their condition, relevance to the current curricular and cost.

5.14. University examination papers are collected and retained in the reference section.

5.15. Newspapers are collected and retained in the periodical collection. They are claimable in the same way as other serial publications.

5.16. The library shall receive depository status of the material published by major intergovernmental organisations such as World bank, WHO, IMF, the OECD, WTO etc.

5.17. All library collections at FNU should be under the control of University Librarian and no departmental libraries which are not part of the University Library system are authorized.

6. Gifts and donations

6.1. Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor.

6.2. The Library retains unconditional ownership of the gift.

6.3. The Library reserves the right to decide the conditions of display, housing and access to the materials.

6.4. Gifts added to the collection are housed in the most appropriate location, determined by the University Librarian.

6.5. Unused gifts may be given to third party groups that are deemed suitable, or they may be disposed of through other means determined by the University Librarian.

6.6. The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

6.7. Donor's name may be indicated in the books according to the interest of the donor.

6.8. No separate library collection/s in the name of donor/s are allowed within the library.

6.9. The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.

6.10. Books in poor physical condition are discarded unless there is a strong reason for their retention.

7. Access to collection

7.1. The library shall participate in the national and international Inter Library Loan agreements.

7.2. All material acquired for the library collection is catalogued in conformity with accepted bibliographical standards including Anglo-American Cataloguing Rules (AACR), and Library of Congress Subject Headings (LCSH).

7.3. Bibliographic access to the library's print monograph and serial collections and electronic books and serials is provided through the OPAC.

7.4. The library uses the latest edition of the Dewey Decimal Classification (DDC) scheme to classify the print collection. An exception includes printed periodical collection.

8. Policy review

This policy is flexible and subject to ongoing review and can be amended to reflect changes in university teaching, learning and research.