



FIJI NATIONAL  
UNIVERSITY



# Library Collection Development Policy

## 1. Policy Statement

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

## 2. Selection of Library Resources

### 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 in consultation with faculty/academic staff are responsible for selecting resources for filling subject gaps. These requests should be approved by the University Librarian.
- 2.1.3. Library users other than academic staff members may make recommendations for library purchase and it should be approved by relevant College Dean/Director/budget holder.
- 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 financial/technical/legal issues.
- 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 Resources

- 2.2.1. Contents of the material will be based on the required research level/ academic curriculum.
- 2.2.2. The library will not exclude any resources 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 research level, of academic interest and in genuine demand.

### 2.3. E-Resources Selections

- 2.3.1. Library will prefer to subscribe electronic resources over printed resources.
- 2.3.2. Where access to the full text e-resources is available through a subscribed database, the library will cancel the print resource request.
- 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be cancelled as a result of very low demand, as demonstrated by usage statistics, which are carefully monitored or when superseded by an alternative format.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 if these have not been published electronically.
- 2.3.5. The library will only accept the print version of electronic resources if it is free.

### 2.4. Selection Criteria

- 2.4.1. The library will select the resources 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 cheaper version will be preferred.

### 2.7. Selections Approval

- 2.7.1. All resource requests for library purchase/subscription must be approved by Head of the Department and Dean of the College.
- 2.7.2. All other request except clause 2.7.1 must be approved by the 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 Pro Vice-Chancellor (L&T) or University Librarian.

### 2.8. Number of copies

- 2.8.1. Library will prefer to acquire number of titles rather than the number of volumes to maintain the strength and quality of library collection.
- 2.8.2. Library shall purchase maximum five copies of each title for the relevant library.
- 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. Academic Staff Publications

- 3.1. The library will purchase maximum of three copies for each relevant library of the academic staff publications if the publication is a recommended text book and approved by college Dean/Director.
- 3.2. The library will purchase maximum of 5 copies of the academic staff publications if they are not recommended text books.

### 4. Government/Local Publications

- 4.1. The library shall purchase all Government/local publications since they are immensely useful information sources for research.

### 5. Collections

- 5.1. The library will maintain its collections such as General, Reference, Pacific, Closed Reserve, Fiction, E-resources, Audio Visual, Printed Serials and Research and Library Special Collections.
- 5.2. The library will also maintain sperate collection for staff copy for academics.
- 5.3. One copy of the resources published in Pacific islands, resources authored by person/ persons in Pacific Islands and resources related to Pacific islands will be kept under Pacific Collection.
- 5.4. Electronic information resource (e-Resources) collection will be available through the appropriate web platforms via the library webpage.
- 5.5. High demand resources are temporally kept in the Closed Reserve Collection.
- 5.6. Reference collection contains resources in both print and electronic format that includes maps, atlases, standards, manuals, guidebooks, bibliographies, biographies, dictionaries, directories, encyclopedias, statistical compilations, hand books, almanac and yearbooks as well as core academic subject reference works.
- 5.7. The library has a special research collection and this may contain research dissertations, theses, research reports, historically valuable books.
- 5.8. Unpublished dissertations/theses are not normally purchased although donations may be accepted.
- 5.9. Published versions of dissertations/ theses are considered in accordance with the normal book selection criteria.
- 5.10. A soft copy of a dissertation/thesis of a post graduate/master degree/ doctoral degree conferred by Fiji National University should be deposited in the Special Research Collection. All FNU theses, dissertations and research reports are statutory acquisitions.
- 5.11. Library will acquire a wide range of electronic and audio-visual resources based on latest technology.
- 5.12. Access conditions to embargoed and confidential resource is negotiated on a case by case basis, to minimize restrictions in the interest of facilitating use of the publications, balancing the need of the reader. Where an embargo period is specified, arrangements are made to acquire the resource after the embargo period has elapsed.
- 5.13. Replacement of missing resources is ordered once the cost of the item is received. The library will replace resource based on current curriculum, demand, and cost.
- 5.14. All libraries shall retain newspapers for last six months. They are claimable in the same way as other serial publications.
- 5.15. The library shall receive depository status of the resource published by major

intergovernmental organizations such as World bank, WHO, IMF, the OECD, WTO, NGO's.

- 5.16. All library collections at FNU should be under the control of University Librarian and no departmental library shall be established.

### **6. Resource Donation**

- 6.1. The University Librarian reserves the right to accept/ reject the donation on the basis of curriculum needs. Accepted donated resources shall not be returned to the donor.
- 6.2. The Library retains unconditional ownership of the donated resources.
- 6.3. The Library reserves the right to decide the conditions of display, housing and access to the resources
- 6.4. Donated resources added to the collection are housed in the most appropriate location, determined by the University Librarian.
- 6.5. Unused / discarded resource donations 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 donated resources, nor provide any appraisals for tax or any other purpose.
- 6.7. The Library reserves the right to indicate donor's name in the books.
- 6.8. No separate library collection/s in the name of donor/s shall be created.
- 6.9. The Library is pleased to accept monetary donation with the donor's intention for purchasing the library resources.
- 6.10. Donated resources 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, Regional and International Inter Library Loan agreements.
- 7.2. All material acquired for the library collection is catalogued and classified in conformity with accepted International bibliographical standards.
- 7.3. Bibliographic access to library's resources is provided through the appropriate web platforms.

### **8. Policy review**

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



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