



# **Library Collection Development Guidelines**

### 1. Policy Statement

The aim of the FNU library Collection Development Guidelines (CDG) is to develop a strong collection of print, non-print and electronic resources appropriate to the curriculum of the University.

### 2. The Objectives of the FNU Collection Development Guidelines

The objectives of the CDG of FNU are to lead consistent and informed decisions and to guide the process of selection, acquiring, organizing, preservation and withdrawal of resources as follows:

- 2.1. Empower staff to identify long and short term needs of users to establish priorities for collection development.
- 2.2. Helps to set the standards for the selection, acquiring, organizing, preservation and weeding of resources.
- 2.3. Assists in coordination with all library stakeholders about the scope of collection development.
- 2.4. Helps minimize personal bias by collection developers and to highlight imbalances in CDG criteria.
- 2.5. Serves as an in-service training tool for new staff.
- 2.6. Helps to assure continuity/discontinuity of collections and provides a framework to ease transition.
- 2.7. Provides a means of collection evaluation.
- 2.8. Contributes to operational efficiency in terms of routine decisions.



### 3. Resource Acquisitions

#### 3.1. The Selection Criteria

The following criteria are used for selecting resources to the library collection:

- 3.1.1. **Curriculum support:** Resources related to the fields of study in the curriculum will form the core of the library collection.
- 3.1.2. **Research support:** Resources related to the research conducted by academic staff, researchers, consultants, and students to be acquired.
- 3.1.3. **Collection continuity:** Updating of the collection with new titles and editions on a regular basis.
- 3.1.4. **Reference resources:** This category includes the following resources both print and electronic format that includes maps, atlases, standards, manuals, guidebooks, bibliographies, biographies, dictionaries, directories, encyclopedias, statistical compilations, handbooks, almanac and yearbooks as well as core academic subject reference works.
- 3.1.5. **Audiovisual media:** CDs, DVDs, videos (preferred medium will be DVD,) and any multimedia form an essential resource of a modern library.
- 3.1.6. **Pacific Publications:** resources authored by person/persons in Pacific Islands and resources related to Pacific Islands.
- 3.1.7. **Languages:** English, Fijian Hindi and others as per University curriculum.
- 3.1.8. **Format:** Print, Audio Visual or Electronic/digital (Appropriate for Library). Where possible the Library shall purchase cheaper version of paperback or hardbound.
- 3.1.9. **Cost:** Cost of resource may also be a deciding factor in acquiring the high cost resource. The collection development and metadata section staff may advise the requester to find an alternative title with a lower cost. If the requester insists on the request made, the matter shall be referred to the University Librarian for the final decision.
- 3.1.10. **Duplication/Multiple copies:** The acquisition of duplicate/ multiple/ copies of books or any other library resources should be avoided unless the item is in great demand. To acquire a duplicate or additional copy of an item, recommendations are to be considered by the respective Dean, Director, or Head of School.
- 3.1.11. **Government/Local publications:** The library receives Government/local publications free of charge. The collection development and metadata section staff shall follow up for free copies and purchase if not freely available.
- 3.1.12. **Learned Societies/Associations publications:** The research value of the learned societies/Associations publications, the library will acquire those which fall under the university curriculum through membership/subscription/ purchase.
- 3.1.13. **Resource Donations:** Library welcomes donated resources relevant to current learning, teaching and research needs.
- 3.1.14. **Theses/Dissertations:** A soft copy of dissertation/thesis of a Post Graduate/ Master's 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.
- 3.1.15. Academic staff has the ultimate responsibility for the selection of the library resources and formats related to learning, teaching and research needs of the

university. The Library also welcomes expressions of opinion from users concerning resource selection/ deselection.

### **3.1.2. Chronological Coverage**

3.1.2.1. The library will acquire and maintain old resources on any topic chronologically.

### **3.1.3. Resource Selection tools**

3.1.3.1. The library shall advise the academic staff to consult the catalogue/ list of resources available online/offline from publishers, vendors and suppliers as well as reviews, advertisements, and trade bibliographies.

## **3.2. Guidelines Applicable to Suppliers and Purchase Requests**

### **3.2.1. Selection of supplier/ vendor/ publisher**

3.2.1.1. The Library shall consider the following factors in selecting suppliers/ publishers/ vendors:

- a) Timeliness
- b) Lowest or reasonable rates
- c) Original book/periodical
- d) Replacement of book/periodical if it is not in good condition
- e) Local print in white paper will be given preference
- f) Original copy will be required from the suppliers in case of undefined printing status of books/periodicals

### **3.2.2. Initiating Purchase Requests**

The following guidelines are used for initiating library resource purchase requests:

- 3.2.2.1. All library resource purchase requests related to the curriculum or general research of academic departments must be approved by the respective Head of Department or Dean, or Director before sending them to the library.
- 3.2.2.2. The library encourages academic staff and administrative staff to recommend library resources for purchasing however, the decision to approve or disapprove lies with the Head of Department/ University Librarian/Dean/ Director/Vice Chancellor.
- 3.2.2.3. The University Librarian will keep track of the collection growth in each subject area based on the generated usage statistics. If the collection in any particular area is limited the University Librarian will take the initiative in selecting resources in that area in consultation with the department liaison.



### 4. Collection Maintenance and Preservation

#### 4.1. Maintenance/Damage

- 4.1.1. The criteria for de-selecting include:
- a) Availability of item in alternative formats
  - b) Feasibility, cost of repair
  - c) Historical significance, interest, or value
  - d) Physical condition
  - e) Relative usefulness of item
  - f) Space considerations
  - g) Superseded, inaccurate, or out-of-date content
  - h) Usage

#### 4.2. Preservation

- 4.2.1. FNU recognizes that not all items need to be given the same level of care, security, and attention and the following criteria are to be used for evaluating an item for preservation:
- a) Cost (includes value of the item and preservation expense)
  - b) Intellectual content
  - c) Intrinsic value
  - d) Significance/uniqueness of item to the collection
  - e) Storage/environmental capabilities

### 5. Intellectual Freedom

- 5.1. FNU libraries adhere to the FNU copyright, plagiarism and intellectual freedom policies and also international standards.
- 5.2. The Library does not remove or obliterate ratings attached to resource by a publisher, industry group or distributor. Removing or altering such rating, if they are placed thereby or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the resource intended to express.
- 5.3. The Library is committed to open and free access to its collections but sometimes it is committed to develop closed reserve collection considering the value (includes cost of the item and preservation expense), Intellectual content, Intrinsic value and Significance/uniqueness of item to the collection.
- 5.5. Archiving and preserving content are evaluated time to time. Regular binding, repair and intent for housing and replacement are to be monitored and applied.

### 6. Weeding

- 6.1. The library shall review, evaluate and weed its collection at regular intervals in accordance with the basic principles outlined below. Well reputed criteria of “MUSTIE” guidelines which stand for
- a) Misleading and/or factually inaccurate (this includes items that fail to have the substantial periods of time not represented because of the age of the resource)
  - b) Ugly/Poor physical condition or damaged beyond repair (worn out beyond reasonable mending or having been poorly repaired in the past).
  - c) Superseded by a new edition or a better source (the use of the Web as a better, more up-to-date source in many cases)
  - d) Trivial (no discernable literary or scientific merit and without sufficient use to justify keeping it).
  - e) Irrelevant to the needs and interests of user community
  - f) Elsewhere (resources may be easily borrowed from another source or found on the Web) are used to withdraw an item.
- 6.2 Some additional weeding criteria usually followed:
- a) **Condition:** If a book is not repairable, it may be considered for removal based on the following conditions: damaged spine, fragile or brittle paper or bindings, bent corners, torn or missing pages, defaced pages or covers, insect or mildew infestations and worn-out books.
  - b) **Age:** The item should be transferred to an archival collection based on its usefulness, age and local historical value.
  - c) **Frequency of Use:** The checkout date will be referred before final weeding. The item should be kept at least 3 months in a visible place for reconsideration.
  - d) **Multiple Copies:** Library can withdraw the resources based on the usage and less demand.
  - e) **Currency/Accuracy:** Rare and historical books shall be retained but books on computers, law, science, technology, health, medicine (drugs, disease, nutrition, etc.), finance (investments, real estate, taxes) and travel needs to be current edition.
  - f) **Back issues** of journals that exist in electronic form and where the archives are dependable may be weeded out.

### 7. Review

These guidelines are flexible and subject to ongoing review and can be amended to reflect changes in University learning, teaching and research.





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