

# Collection Development Policy



**LIBRARY**  
**UNIVERSITY OF MORATUWA**  
**SRI LANKA**

## 1 Introduction

The purpose of the 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 the range of different subjects, languages and media and to create a consistent and coherent basis for the future development of the collections. This policy document is set to achieve the Library's new strategic plans which were prepared for fulfilling Vision & Mission Statements of the library. Library has concerned on following objectives in developing the Collection Development Policy.

- Selecting, acquiring, conserving and preserving a wide range of printed, non-print and electronic materials relevant to the University's academic aims.
- Facilitating and promoting access to the rapidly expanding global collection of electronic sources of primary and secondary information.
- Delivering documents rapidly to its users.
- Managing resources effectively and actively to exploit and promote their use.

## 2 The Collection: Bibliographic Formats

Collection of the library includes different items in following formats

<b>Format</b>	<b>Items</b>
Print Materials	Books, serials, pamphlets, maps, reports
Electronic Materials	CDs, DVDs, Video Tapes, Audio Tapes
Electronic Resources	Online Databases, e-Journals, e-Books, Web Sites
Standards	---
Government Publications	---
Examination Papers	---
Thesis & dissertations	---

**Table 1. Different bibliographic formats and items.**

## 3 The Community

The library serves only to university population of over 8,000 undergraduates, ITUM students and postgraduate students and almost 1,000 members of staff. The user groups of the collection have listed below with an indication of the library's primary responsibilities of acquiring materials for fulfilling the needs of the users.

<b>Community</b>	<b>Library's Responsibilities</b>
University Undergraduates, ITUM Students and Postgraduate students including part time & full time	All course material recommended by teaching staff
University academic Staff & Research	Core research support for individual or group

Postgraduates	research
University management & Administrative staff	Basic reference, background and professional materials
University Library Staff	General bibliographical & Reference materials; Basic professional literature on librarianship & information science
University Non-Academic Staff	General material to support learning & entertaining

**Table 2. Different user groups and their primary needs.**

## 4 Access

University of Moratuwa Library is committed to provide fair and equitable access to items in its collections. In general there is no restriction on access to materials, the bulk of which are on open access and available for loan. Periodicals and Theses are provided for reference only.

Restrictions are applied to some rare books, reference or other special collection items and non-book formats due to cost, vulnerability, rarity or preservation.

Most electronic resources are accessible to all users; apart from those resources with licenses which specifically exclude outside access from the University. Generally licenses are successfully negotiated which give access to electronic resources for staff and students of University of Moratuwa regardless of location of access.

## 5 Acquisition

### 5.1 Sources of Acquisitions

#### 5.1.1 Purchasing

The University provides an annual block grant to the Library, taking into account both the used amount of previous year budget and the Library's Strategic & Operational plans. It is the responsibility of the Librarian to allocate the materials budget in such a way as to fulfil the library's collection development goals.

Most of the library materials are obtained by using the capital budget allocated for books and periodicals. Some additional purchases are also possible from limited recurrent budgets and from Departmental Funds.

Library secures maximum discounts from all suppliers of publications and services.

## 5.1.2 Donations

Gifts are received from many individuals and corporate bodies. However, library will decide which items should be added to the collection after considering their subject coverage, value and condition of the item.

All members of the University staff are strongly encouraged to lodge at least one copy of all their publications in the library. All Faculties, Departments and other University bodies are advised to deposit one copy of their in-house publications.

Theses & dissertations of University of Moratuwa are deposited in the library under the terms of appropriate University regulations.

## 5.2 Selection of materials

### 5.2.1 Responsibility of selection of materials

Any member (staff and students) can submit recommendations through the library OPAC, letters, or email. However, academic staff is the main group of recommenders of library materials. Final decision on purchase, substitutions and cancellations is taken by the librarians who are aware of appropriate selection tools, use patterns, collection imbalance and specific information needs of the University community.

### 5.2.2 Criteria for Selection

Criteria for selecting of books and other materials for purchasing may include;

- Relevance to teaching or research interests.
- Demand of the library users.
- Currency and validity of information and updates.
- Strength of present holdings in same or similar subject areas.
- Suitability of the content format and compatibility with the available equipments.
- Authoritativeness of the author or reputation of the publisher.
- Published reviews.
- Physical condition of the item.
- Cost-effectiveness.

Following guidelines may also be applied for selecting library materials

- Multiple copies of items are purchased according to the needs and statistics.
- Majority of selections are current publications (Latest edition).
- Some selection may be made in anticipation of future needs of the University.
- Lost or stolen items may be replaced by identical or similar materials.

- When there is an option between paper and hard-bound copy, the choice is based on expected use, lasting value of content and cost difference.

Additional criteria are considered when purchasing Electronic Services and Publications.

- Needs of primary clientele.
- Relevance of subject
- Cost-effectiveness: including availability and cost of updates, backup files, future upgrades
- Scholarly and intellectual level
- Reputation and authority of producer
- Confidence in producer's commitment to maintenance
- Currency and validity of information and updates
- Access and network capacity: access preferably not requiring individual user ID and passwords
- Uniqueness and completeness of information
- Added-value and advantages over other formats
- Technical ease and accessibility
- Legal issues including licensing requirement and restrictions
- Copyright and fair use issues
- Archival issues - availability, cost, limitations, storage, etc.
- Availability and quality of documentation
- Vendor's reliability in customer support, material availability, and quality of training programs
- Usage and/or limit access can be monitored

## **6 Conservation & Preservation**

- All the books which are added to the lending collection should be hard bound as an aid for the RFID system.
- Books already in the collection are repaired or rebound after considering usage, content, age and previous bindings.
- Previous volumes of serials are bound together considering heavy usage, theft and vandalism.
- Missing or lost items will be replaced as funds permit. Readers are charged for lost books, which includes a processing cost.

## **7 Stock Review, Withdrawal & Relegation**

It is the Library's policy to withdraw items from stock, where there is no reasonable expectation of use in support of the University's objectives in learning, teaching, research and when there is

no other justification for retaining them. The following factors should be considered for relegation of the library item.

- The items that has not been borrowed for last 10 years
- Superseded editions of standard textbooks
- Changes of study programmes which lead to specific subjects being dropped from the curriculum of the Departments
- Currency of the information, especially in computer science based disciplines
- Continuing validity of older literature in certain subjects areas, especially in humanities
- Physical condition of the item
- Availability of the materials in electronic formats
- Multiplicity of copies
- Pressure on space in specific sections of the library