
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Policies Manual		Policy Number	LD-01
			Effective Date	12-Aug-2018
	Subject Collection Management		Most Recent Review Date	15-Apr-2018
			Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries		Pages of this Policy	1 of 2

1. Collection Management

Overview

The Collection Management Policy is formulated to direct collection development and management, providing materials that best serve the University's missions of Instruction, Research, and Service. It includes guidelines regarding selection criteria, evaluation, preservation, weeding (withdrawal), and access.

Scope



The Policy applies to the staff and administration of the UAEU Libraries, serving as a guide to those responsible for developing, maintaining, and evaluating collections. It is also for the information of the UAEU community about the Library's collection philosophy, principles, and practices.

Objective



The Policy identifies the standards and criteria by which the collections of the UAEU Libraries are selected, maintained, developed and preserved in support of the research and curricular needs of the UAEU community.

Policy

1. The UAEU Libraries has the responsibility to maintain a comprehensive collection of materials that serves the academic needs of the University with respect to teaching, research and service. The collections include materials that enhance the quality of instruction in all courses offered at the University, used by faculty for preparing courses and student assignments; and students for course-related study and for the completion of their assignments. Decisions of relevant committees on Graduate Studies and University Curriculum will be monitored so that financial allocations can be adjusted to support changes and additions to the curriculum. Of equal importance, the collections include information resources essential to the research process of faculty and students in their intellectual inquiry, experimentation and investigations. The collections also support the University's broader commitment to serve the community and the state through its collection development activities, acquiring and making accessible resources that relate to the founding and history of the UAE and relevant information of the region; as well as providing resources on the areas marked within the national development agenda
2. The UAEU Libraries and its Content and Scholarly Communication Section assume responsibility for the selection, promotion, maintenance, and preservation of all materials, and receive recommendations from the UAEU community on the development of the Library collection. With the firm belief that successful management of the collection depends on faculty involvement and participation, faculty members are encouraged to recommend the acquisition of materials in specific titles and items, and work with the library in deselection (weeding) activities. Final decision-making authority is held by the UAEU Libraries and its Content and Scholarly Communication Section.
3. The UAEU Libraries will adhere to, and periodically update, its collection policy according to international standards for academic libraries, and the Mission of the UAEU.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Policies Manual	Policy Number	LD-01
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Collection Management	Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries	Pages of this Policy	2 of 2

4. The UAEU Libraries will continue to serve the UAEU and the general community. Primary importance is given to materials which meet the expressed needs of our faculty, students, and staff; and secondary importance will be given to materials which meet anticipated needs based on past use, program development, and professional experience of the librarians.
5. The UAEU Libraries will continue to support the increasing research needs of its faculty and graduate students, supporting the University objective to become a research-intensive institution. Of particular note, therefore, is the need for diverse content and multi-format e-resources, including access to large files of research data. Research support is also provided in terms of viable resources and services, including access and instructions on using those resources.
6. Allocating resources will be based on several factors, which include the University's mission, the strength of program and anticipated growth, number of students and faculty, the degrees offered, collection use, and research activity and publishing trends.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Procedures Manual	Related Policy	LD-01
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Collection Management	Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries	Page Number	1 of 5



Procedures of Policy No. (1) - Collection Management

1. Overview

- a) The primary subject areas selected are those that support the teaching, research, and service activities of the departments and programs of the university. Hence, the collection will include materials that meet the needs of the University community, including general, interdisciplinary, cultural and other materials.
- b) The UAEU Libraries aim to incorporate all forms of scholarly communication, and all formats (print, multimedia, electronic, and emerging technologies) will be collected or licensed, with a preference for electronic resources
- c) The following types of resources will be collected or licensed:
 - (i) Monographic works (books and treatises)
 - (ii) Reference works, including encyclopedias, dictionaries, atlases, handbooks and other appropriate materials
 - (iii) Periodicals (journals, magazines, newspapers, etc.)
 - (iv) Databases (these can be bibliographic indexes or research data files)
 - (v) Special Collection and archival materials:
 - Rare books and manuscripts
 - Emirates and GCC materials, including resources on Sheikh Zayed
 - Theses and dissertations
 - Government documents
 - (vi) Pamphlets and maps
 - (vii) User guides, indexes, abstracts and directories
 - (viii) Loose-leaf materials
 - (ix) Microforms
 - (x) New and developing formats: The UAEU Libraries may select materials in new and different formats, as diverse scholarly communication modes come, increasingly, into play.

2. General Guidelines

- a) Selection of Materials
 - (i) The selection of materials will support the University's undergraduate, graduate, faculty members, staff members and researchers with respect to their curricular, professional development and research needs.
 - (ii) Although the priority is on the acquisition of current resources in all subject areas, the UAEU Libraries will try to acquire retrospective works and back-files as needed to strengthen the collections, particularly in disciplines where retrospective works are of significant importance.
 - (iii) The libraries will aim to develop its collection of relevant perpetual-access electronic files, making purchases as these become available
 - (iv) The selection of new materials will be aided by the use of academic review and bibliographic sources.
 - (v) Recommendations by the UAEU community will inform decisions regarding the expansion of the collection.
 - (vi) Selection will include materials in Arabic, English, and in other languages as appropriate.



 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Procedures Manual	Related Policy	LD-01
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Collection Management	Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries	Page Number	2 of 5

- (vii) Monographs and multimedia may be acquired by standard agreements with reputable vendors and selectively from book fairs.
- (viii) Electronic resources may be acquired or licensed by standard agreements with reputable publishers or aggregators, and may be subject to product trial and evaluation prior to acquisition.

b) Selection Principles and Criteria

- (i) When evaluating items for acquisition, priority will be given to selections that support:
 - The curriculum of an existing undergraduate or graduate course or degree programs
 - The general information needs of undergraduate and graduate students or other degree programs
 - Undergraduate teaching and course development
 - Graduate teaching and course development
 - Faculty members' and researchers' research needs
 - The cultural, intellectual and professional needs of the University community
 - Other needs, including those of the general community
- (ii) The following factors will be considered when evaluating resources for acquisition:
 - Relevance of the information product to the curriculum, and its appropriateness for the research needs of faculty and researchers
 - Relationship of the title to the existing collection and goals for the development of the collection
 - Significance and timeliness of the material
 - Scope and authority of the author or publisher
 - Relationship to requests from users for specific titles or subjects
 - Reviews and recommendations
 - Formats, ease of use
 - Cost
- (iii) In addition, the following factors will be considered when evaluating:
 - Journals:
 - Availability of indexing and finding tools
 - Databases and websites:
 - Availability of online full text and/or images preferred to only indexing or abstracting
 - Ease of use and reliable links
 - Viewable in standardized and alternative browsers, text pages and platforms
- (iv) Textbooks

While typically university textbooks are not purchased because of their changing editions, expense, and restrictions to access, it is considered appropriate for the UAEU Libraries to build a core collection of publications (including textbooks) for those disciplines that request it. These exceptions to the practice may include textbooks that have earned a reputation as classics in their fields, that provide the only source of information on a topic, or that provide an alternatively different presentation of information.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Procedures Manual	Related Policy	LD-01
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Collection Management	Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries	Page Number	3 of 5

(v) Exclusions

- In general, the Library does not collect the following: publications in languages other than Arabic and English (except as required by the curriculum or research): incomplete sets or incomplete runs of periodicals; items with binding unsuitable for library use; materials in formats for which specialized equipment is required and is unavailable, and reprints (except as replacement copies).
- In particular, the UAEU Libraries will not acquire translations into Arabic that lack author/title information in the original or Latin script, or works with bibliographies whose data are incomplete (e.g. lacking publisher or date), or where the latest bibliographic references are older than three (3) years for scientific or technical works or five (5) years in the social sciences or humanities, unless it is a seminal or core work in that discipline.

(vi) Gifts



- Gifts will be accepted by the library according to above-mentioned selection principles and criteria, and without any conditions imposed by the donor. University Policies in that regard will be followed.
- If the exact monetary value is unknown, an estimated value will be recorded at the time of accession.
- No special arrangements will be assured for housing, retaining or displaying gifts unless expressly negotiated as part of a named collection.
- Selection and withdrawal principles apply to gifts in the same manner as they apply to purchased-selections.

(vii) Document Delivery and Inter-Library Loan



- When an item requested or needed by UAEU users is not in the library collection and cannot be acquired, efforts will be made to obtain it through other means, such as Document Delivery, Interlibrary Loan (ILL) or purchase on demand.
- When journal articles, reports or book chapters are not available in the collection, copies will be obtained whenever possible through international Document Delivery services, e.g. British Library, or by cooperative agreements with regional libraries in the area.
- Books can be borrowed through an online Interlibrary Loan request system in the Library's online catalog from collections of member libraries in the UAE Higher Education Consortium (LIWA). Consortium members include the UAEU, Zayed University and the Higher Colleges of Technology.
- The UAEU Libraries play an active role in developing regional cooperative and consortia agreements regarding resource-sharing activities.
- The UAEU Libraries participate in efforts to promote resource sharing and consortia agreements with other institutions in the UAE and the region to expand access to resources.
- The UAEU Libraries has agreed with the Sultan Qaboos University Library in Oman to offer inter-library loans of books and other items according to our policies.

(viii) Replacements

- The UAEU Libraries will attempt to replace missing items after considering the following factors:
 - Existence of adequate coverage in the collection
 - Demand for a specific title or subject
 - Cost of replacement

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Procedures Manual	Related Policy	LD-01
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Collection Management	Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries	Page Number	4 of 5

- Market availability (in/out-of-print)
 - Availability of updated materials on the subject
 - Lost item fees are charged to the user unless the user replaces the exact item or a later edition of the item.
- (ix) Multiple copies
The UAEU Libraries will not generally purchase multiple copies of monographs. Works for which circulation records and patron requests indicate exceptionally heavy demand are considered for duplication, especially upon recommendation by faculty. A duplicate may also be considered when justification can be made for a reserve copy in addition to a circulating copy.
- (x) Electronic Resources
Subscriptions to or acquisitions of online resources (databases and electronic books, journals, reports and standards) are a priority, to supplement or replace existing print resources or where the electronic resource allows more comprehensive coverage of a topic or improved access.
- (xi) Access
- Print monographs, multimedia and Arabic journals are cataloged according to Library of Congress Subject Headings (LCSH), classified (assigned a call number) using the Library of Congress Classification (LCC) scheme, and organized on the shelves alphabetically by call number.
 - Subject Collections may be collocated according to specified needs of the university community. (e.g. Careers; College of Law)
 - English print journals are unclassified and organized on the shelves alphabetically by title.
 - Access to the collection is through the library website and discovery tools which aggregate catalogue items and externally available resources.
 - Records of the collection are available in the online catalog.
 - Electronic resources (with abstracts or full-text) are available through various access points of the library website.
 - Print and multimedia collections are located in open stacks (open access shelves) and are accessible to users for self-service and browsing.
 - Selected special collection items are located in closed stacks (restricted access shelves), but are available for in-house use.
 - Items are available for loan in accordance with library access (circulation) policies.
 - Fines for late returns, damaged, and lost items are established and uniformly enforced.
- (xii) Preservation
- Damaged items are repaired, replaced or withdrawn without replacement in accordance with library replacement and discard policies.
 - The Publication Unit of the University is responsible for repairing and binding materials after receiving such request from the UAEU Libraries.
 - The Engagement and User Services Section is responsible to ensure that all bound materials, wherever possible, are shelved in an upright position to avoid damage to the items, and in accordance with international library standards.
 - The Libraries will develop a preservation plan to ensure the long-term access to unique items in the special collections (e.g. original materials related to the founding of the UAE)

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Procedures Manual	Related Policy	LD-01
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Collection Management	Due Date for Next Review	01-Sep-2021
	Responsible Office: Dean of Libraries	Page Number	5 of 5

(xiii) Weeding (Withdrawal) and Storage

- Materials are periodically weeded (withdrawn) if damaged, outdated, surplus or inappropriate for the collection.
- Such materials are marked as ‘withdrawn’ or placed in storage.
- Records of stored materials are updated to reflect the change of location.
- Records of withdrawn materials are suppressed in the online system but retained for purposes of financial audit according to the University Auditing Policy.
- The Content and Scholarly Communication Section is responsible for making recommendations to withdraw, discard or store items and to record such actions. The Dean of the UAEU Libraries exercises final approval.
- Specific weeding procedures are developed and maintained by library staff with knowledge of the use and characteristics of the relevant discipline. These include the requirement that the publications contain information which is accurate and current, or otherwise has research value for historical purposes.
- Withdrawn and stored materials may be distributed to other libraries, school libraries, individuals or institutions as gifts.
- Back issues of periodicals may be bound and stored in open stacks. Issues are subject to withdrawal or removal to storage under the same conditions as other materials but will normally be retained as continuous runs. Newspapers will be retained for two months in their original printed form. The UAEU Libraries offers electronic access to major e-journals, databases and local and international newspapers, including back files, wherever possible as budget permitting.

(xiv) Controversial Issues

One of the express objectives of the UAEU Libraries is to gather materials representing diverse points of view. Therefore, cases may arise where a library user objects to a particular item in the collection. On receipt of a signed and completed objection, the UAEU Libraries will undertake a review of the item, conducted by two senior library staff members familiar with local cultural mores and the Library’s Collection Development Policy, and two faculty members nominated and selected by the Dean of the College relevant to the subject matter of the item in question. Findings of the review will be reported to the library users originating the objection within a reasonable time. Where the objection is upheld, a single copy will be retained in the restricted reserve area of special collections and the remaining copies discarded.

(xv) Standards

The UAEU Libraries will adhere to, and periodically update, its collection policy according to international standards for academic libraries, and the Mission of the UAEU. These standards include, but are not limited to, guidelines proposed by the Association of College and Research Libraries, American Library Association (ACRL/ALA), The International Federation of Library Association and Institutions (IFLA), and various GCC/MENA regional library associations.