

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Procedures Manual		Related Policy	LD-01
	<u>Subject</u>		Effective Date	01-Sep-2014
	Collection Development		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC Research & Grad. Studies		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (1) - Collection Development

1. Collection Overview

- a) The collection will include materials that meet the needs of the University community, including general, interdisciplinary, cultural and other materials.
- b) 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
 - (v) Special Collection and archival materials:
 - Rare books and manuscripts
 - Emirates and GCC materials, including resources on Sheikh Zayed
 - Theses and dissertations
 - Government documents
 - United Nations documents
 - Restricted reserves
 - (vi) Pamphlets and maps
 - (vii) User guides, indexes, abstracts and directories
 - (viii) Loose-leaf materials
 - (ix) Microforms
 - (x) Other materials as required

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) The selection of new materials will be aided by the use of academic review and bibliographic sources.
 - (iii) Recommendations by the UAEU community will inform decisions regarding the expansion of the collection.
 - (iv) Selection will include materials in Arabic, English, and in other languages as appropriate.
 - (v) Monographs and multimedia may be acquired by standard agreements with reputable vendors and selectively from book fairs.
 - (vi) 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.

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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 program
 - The general information needs of undergraduate and graduate students or other degree program
 - 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:
 - 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
 - Format, 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
 - (1) Availability and online full text and/or images preferred to only indexing or abstracting
 - (2) Ease of use and reliable links
 - (3) Viewable in standardized and alternative browsers, text pages and platforms
- (iv) Exclusions
 - In general, the Library does not collect the following: print textbooks currently used in UAEU classes; 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 bindings 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 Deanship 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.

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(v) 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.
- Selection and withdrawal principles apply to gifts in the same manner as they apply to purchased-selections.
- The American Corner collection consists of gifts from the US Embassy Abu Dhabi's Public Affairs Office.

(vi) 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 or Interlibrary Loan (ILL).
- 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 Library Consortium. Consortium members include the UAEU, Zayed University and the Higher Colleges of Technology.
- The Libraries Deanship plays an active role in developing regional cooperative and consortia agreements regarding resource-sharing activities.

(vii) Replacements

- The Libraries Deanship will attempt to replace missing items after considering the following factors:
 - (1) Existence of adequate coverage in the collection
 - (2) Demand for a specific title or subject
 - (3) Cost of replacement
 - (4) Market availability (in/out-of-stock, in/out-of-print)
 - (5) 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.

(viii) Multiple copies

Because of the several locations of the main and Zayed branch libraries, multiple copies of monographic resources may be acquired where there is a demonstrated need. The acquisition and distribution of multiple copies will be reviewed periodically in light of changing curriculum requirements, usage (circulation) statistics and the merging of facilities.

(ix) Electronic Resources

Subscriptions to or acquisitions of online resources (databases and electronic books, journals, reports and standards) are a priority, to supplement or replace

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existing print resources or where the electronic resource allows more comprehensive coverage of a topic.

(x) 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.
- English print journals are unclassified and organized on the shelves alphabetically by title.
- Access to the collection is through the library website.
- 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 circulation policies.
- Fines for late returns, damaged, and lost items are established and uniformly enforced.

(xi) Preservation

- Damaged items are repaired, replaced or withdrawn without replacement in accordance with library replacement and discard policies.
- The Binding Section is responsible for repairing and binding materials.
- The Circulation 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.

(xii) 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 Collections and Scholarly Communication Division is responsible for making recommendations to withdraw, discard or store items and to record such actions. The Dean of Libraries exercises final approval.
- Withdrawn and stored materials may be distributed to other libraries, school libraries, individuals or institutions as gifts.
- Back issues of periodicals will 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. Newspapers will be retained for two months in their original printed form. The Libraries Deanship offers

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electronic access to major e-journals, databases and local and international newspapers, including back files, wherever possible as budget permitting.

(xiii) Controversial Issues

One of the express objectives of the Libraries Deanship 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 Library 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 user 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.

(xiv) Standards

The Libraries Deanship 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 Associations and Institutions (IFLA), and various GCC/MENA regional library associations.