

LIBRARY
HUMBER COLLEGE INSTITUTE OF TECHNOLOGY & ADVANCED LEARNING
COLLECTION DEVELOPMENT POLICY

A. Library's Mission Statement

"Humber Library's vision is to meet learner needs through continuous development of exemplary collections, services, and places. As an academic partner and an important link in the learning process, the Library collaborates with faculty, staff, and students to build the collections and services made easily accessible through cutting edge technology and best practices. Our mission is: to support all modes, levels, and locations of teaching and learning; to equip Humber students and staff with the knowledge of information resources specific to their career/field of study, and information literacy skills; to make them successful lifelong learners; and to assure the high quality of our services through rigorous performance measures."

B. Principles and Goals

The Library's collection development policy reflects the goals outlined in the library's Mission Statement cited above. Both academic programs and individual intellectual inquiry are supported. In supporting Humber's course offerings and faculty research the collection provides an ever evolving focal point for student and faculty learning.

C. Purpose

The purpose of the collection development policy is manifold: It emphasizes the need for full and balanced coverage of subjects for both current and future needs. It outlines guidelines for selection of library resources. It prescribes principles to be used in collection development decision-making. It provides equitable access to information. It makes clear to the Humber community the principles and procedures used when allocating funds for collection development.

D. Responsibility

The Library's collection program is coordinated by the Library's Collection Development & Technical Services Librarian. On-going systematic collection development is performed by Subject Librarians who consult with the Faculty Coordinator designated as the library representative for a particular subject area. Input is also actively solicited from other faculty, students, and library staff through liaison activities. Subject Librarians are responsible for evaluating and monitoring the collection to ensure a balanced collection, and while recommendations are solicited, the final responsibility for the selection of library resources rests with the Subject Librarian. Subject Librarians will

develop, in future, collection scope notes to reflect the need of a program in order to ensure a balanced collection. Approval plans will be developed for subject areas to help facilitate the collection development process.

E. General Guidelines

The collection is developed in response to the need for current knowledge-based resources to support curriculum programs, faculty instructional and research needs, and general informational needs. Items are collected, as deemed appropriate to the curriculums of degree, diploma, certificate, postgraduate and apprenticeship programs at all campus locations. The following issues will be considered:

Broad issues:

1. balance of collection
 - depth and breath of coverage
 - relevance to curriculum at Humber
 - emphasis on Canadian items
 - availability
 - effectiveness
 - appropriateness
 - classic or core titles
 - general reference
 - anticipated use
 - duplication and number of copies
 - unique content
 - replacement and substitution options

2. Specific criteria:

- accuracy
- authority
- currency
- publisher reputation
- level
- physical quality
- format (is it new, changed, effective, and compatible)
- quantity
- language
- cost

3. Types of items

The library collects a wide range of items: books, periodicals (priority will be given to purchasing electronic full-text journals), newspapers, manuscripts and unpublished materials, reprints and facsimiles, government publications, dissertations and theses, maps, pamphlets, reference works, symposia, and conference proceedings. The Library

purchases textbooks only when no other suitable material is available. As well, the Library is a depository library for selective Canadian Federal government documents.

4. Formats

Formats include: print, film, video, microforms, sound recordings, slides, computer software, and electronic formats. Digital information resources will be purchased to support e-learning by securing database subscriptions and licensing e-books. The library may purchase microforms for archival material. The library endeavours to acquire new formats as they are developed. The Library does not normally acquire materials in a format for which access cannot be provided through the electronic catalogue.

5. Publications of Humber Faculty, Staff, and Students

The Library collects copies of items published by Humber faculty, students, and staff.

6. Other Resources

The Library explores opportunities for collaborative purchase with the Bibliocentre and other Ontario and Canadian consortium.

7. Age of the collection

The age of the collection is reviewed in relationship to usage taking into account the following:

- current course offerings and required reading materials
- assessment of the existing collection
- replacement and up-dating of outdated, missing and out-of-print work
- interlibrary loans
- circulation statistics

F. Archives

The library acquires, preserves, and makes available the historical records of the College. These include correspondence, reports, committee records, photographs, moving image records, architectural drawings and artifacts.

G. Budget

A portion of the Library's budget shall be allocated annually for acquiring resources for the collection. These funds will be designated solely for collection development.

H. Relocation and Withdrawal Policy

See appendix A

I. Academic Freedom

The right to academic freedom is fully supported by the Humber Library. Humber's Librarians provide access to an unlimited range of both intellectual content and artistic forms. The library collection provides unrestricted, broad coverage to varying viewpoints and forms of expression, as deemed appropriate. Disapproval of an item in the collection by an individual or group should not be the means by which that item is denied to all individuals or groups. The Library supports the Canadian Library Association *Statement on Intellectual Freedom* (see appendix B).

Approved by: Librarians' Team
Date: September 2007
Contact Name: Anne Maureen Hyland

Appendix A

Relocation and Withdrawal Policy

The Relocation and Withdrawal Policy outlines the Library's criteria for relocating or withdrawing items in the Library's collections. This policy is intended to ensure that Humber's collections management practices ensure effective support for the College's current teaching and research activities, and maximize appropriate use of the Library's physical facilities. The collection will be continually re-evaluated in conjunction with the acquisition of new and replacement materials to ensure the timeliness, relevance, and ease of use of all library resources.

Criteria for Relocation and Withdrawal of Items:

Items may be relocated from the circulating collection to the storage facility.

1. Relevance to current curricula and research needs of Humber faculty
2. Physical condition of the item (i.e. damaged, worn, dingy, brittle paper, or mutilated)
3. Use pattern and circulation in the past seven years. This may include ephemeral material which is no longer in demand or timely or once popular fiction no longer in demand.
4. Superseded by a newer edition or a superior item on the subject
5. Outdated, and/or incorrect factual content. Areas that deserve especially careful examination are: computers, technology, science, health, law, geography and travel.
6. Appropriate number of copies available. Duplication of low-use items should be avoided.
7. Reliability or, of no discernible literary or scientific merit
8. Adequate coverage for the particular field or general area
9. Availability of similar items both in the collection and elsewhere
10. Older textbooks or supplementary texts
11. Journals that are owned in electronic format will not normally be retained in print.

Items not withdrawn:

1. Unique to Humber College
2. Authored by Humber faculty, staff, and students
3. Of historic value
4. The only information of this type in the library collection
5. Local history (Ontario, Toronto, and the Humber River)
6. Canadiana
7. Classic works in a subject area and award winners (except when a more attractive edition is available or when there is more than one copy).
8. A request has been received from a program co-ordinator that the item be retained in the collection, or appropriate program consultation has not been undertaken
9. Special consideration will be given to items deemed useful for the degree programs: Advertising, Business, Computing, Early Childhood Services, Family and Community Social Services, Industrial Design, Interior Design, Justice Studies, Media, Music, Nursing, and Paralegal Studies
10. Item is part of a set for which other parts of the set are of value
11. Titles appearing on standard, current core bibliographies
12. Unique content, format, illustrations
13. Items that are not subject to rapid change such as: fiction, biography, fine arts, literature, poetry, religion and philosophy

Policy

1. Selector Librarians are responsible for relocating and withdrawing items in areas of subject responsibility
2. When in doubt, or when there is a dispute, librarians should err on the side of retention of the item.

Approved by: Librarians' Team

Date: March 2007

Contact Name: A. Maureen Hyland

Appendix B

INTELLECTUAL FREEDOM

Position Statements

CLA

Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended
November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.