

Policies and Procedures

Policy Title	Library Collection Development & Acquisition Policy	Policy Number	441
Section	Academic Affairs	Approval Date	4 June 2024
Subsection	Library	Authorizing Entity	BoT
Responsible Office	Library	Effective Date	1 July 2024
Distributed To	All AUBH Staff	Next Review Date	4 June 2026

1.0 PURPOSE

The purpose of the Collection Development Policy is to create a collection of library materials that supports the library's mission and helps to develop and maintain the library's print and electronic collections. This policy/procedure applies to current faculty, students, and the American University of Bahrain (AUBH) staff.

2.0 DEFINITIONS

- 2.1 **Acquisition** Selection and purchase of materials and resources
- 2.2 **Catalogue** Listing of all books and graphic materials within the library according to a recognized order.

3.0 POLICY

3.1 Collection development includes:

- Formulating and revising collection development policies
- Preparing budget allocations and fund management
- Selecting materials in all formats for acquisition and access
- Assessing collections, use of collections, user needs & requirements.
- Maintaining collection through weeding, cancellation, preservation, etc.
- Resource sharing
- Cooperative collection development activities, carrying liaison work, and other activities in the user community.

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3.2 Selections of materials are made according to the Collection Development Policy of the library. The process involves pre-order bibliographic searching of the library catalog to avoid duplication of materials. The selected materials are acquired through purchase, exchange, or gifting.

3.3 There are three inextricable components of Collection Development: Acquisition, Weeding, and Preservation.

3.3.1 ACQUISITION

- The ‘Acquisition’ is the library’s most fundamental management process and principle. Acquisition means the qualitative procurement of books and other reading material after the selection. Before acquiring books and other reading materials, the librarian keeps in mind what to select and what to reject.
- 3.3.2 AUBH Library acquires materials in all formats in support of the university's teaching, learning, and research programs. AUBH Library is a hybrid library focusing on print and non-print materials.

A. RESPONSIBILITY STATEMENT

The ultimate responsibility for finalizing the library materials rests with the library and the VP for Institutional Effectiveness and Accreditation. The VP delegates selection responsibilities to the library staff with the authority to interpret and apply the selection policy.

B. MATERIAL SELECTION

- AUBH library gives priority to DDA (demand-driven acquisition). Librarians select materials based on student and faculty demands. Single copies of reference books, which must support the present or anticipated curriculum, research needs, or interests of the University, are purchased. Multiple copies of only those books that are found to be in great demand may be purchased by the library. Otherwise, unused/ rarely used titles in multiple copies occupy valuable space.
- Other than the seminal resources, it is preferable to purchase the latest resources, especially within the science and technology field.
- The library staff may also recommend books, general reference books, and those materials not covered by departmental subject categories, by noticing/assessing students’ needs.

C. CRITERIA

All materials, whether purchased or donated, are subject to some criteria, such as:

- Current and anticipated requirements and interests of the users.
- Enduring value
- Cost, quality, and availability
- Budgetary limits
- Physical durability
- Availability in other formats
- Relevance to the existing collection and other materials on the subject

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- Professional or literary reputation of the author, publisher, or producer.

D. FORMATS

The library collects materials in a variety of formats, such as print, audiovisual, and digital. When selecting AV and digital materials the most commonly used format is chosen.

- **Textbooks**

Three copies of textbooks are to be purchased and kept on the library shelves.

- **Reference Books**

Single copies of reference books, which must support the present or anticipated curriculum, research needs, or interests of the University, are purchased. If a topic is very popular, the library will consider purchasing multiple copies as per the usage statistics. Under the special recommendations of the faculty, the library may purchase multiple copies of only those books that are found to be in great demand, but not more than five copies of any book are procured.

Reference books may be purchased for the library throughout the year rather than once a year. This is needed to provide effective real-time services to the users.

The faculty and students can recommend to the AUBH library books and other publications for purchase..

- **Ready Reference Books**

AUBH library has a section called “Ready Reference Books”, which is a section that contains dictionaries, encyclopedias, yearbooks, handbooks, manuals, indexes, bibliographies, dictionaries, maps, Atlases, etc. These materials are available for inside use only.

- **Reserve Books**

Some books are on reserve in the library because they are in high demand. If faculty want to keep anything on reserve, they must request it at the beginning of the semester. It should be kept under their name and will be returned at the end of each semester using the reserve request form.

- **New Online Resources**

Suggestions for new journals, databases, and other subscriptions should be channeled through the “library staff.” In many cases, a trial of the resource will be arranged in the first instance before a subscription is considered. The faculty can recommend subscribing/renewing the Print/e-Journals.

- **Audio-Visual Materials**

As a collection, audio-visual materials include DVDs, CDs, and audio tapes, which support language courses offered by the College of Arts and are related to literature and language teaching.

- **Faculty Publications**

The library may purchase/accept copies of faculty publications as and when the publications are brought to the notice of the library.

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- Senior year Capstone Projects and Master Students' Thesis/Dissertations

The library maintains Senior year Capstone Projects and Master Students' Thesis/Dissertations for the use of university staff and students. Digital copies can be accessible through the institutional repository, and the print copies that have been submitted by the relevant College will be displayed in the library.

- Gifts and Donations

The Donor may fill/send a formal request to the Librarian/Library –in charge for donating books to the library.

All donations are assessed by the relevant staff member before being accessioned.

AUBH library accepts for its collection gifts that fall within needed subject categories as determined by the Collection Development Team and meet the same selection criteria as the purchase of books. Once a donation is accepted, AUBH Library becomes the owner of the material and has the right to determine its retention, location, and other considerations relating to its use, maintenance, or disposal. The library will send a letter of acknowledgment once a donation is accepted.

The library cannot accept outdated materials, items in poor condition, materials already in the collection, magazines, electronic books, or electronic audiobooks purchased by a donor.

3.3.2 WEEDING

- Weeding is the systematic removal of resources from a library based on selected criteria. It is a vital process for an active collection because it ensures the collection stays current, relevant, and in good condition; maximizes the usefulness of the library collection; provides space for new materials; and increases the value of the collection by removing outdated/unwanted material or items in poor condition.
- As new editions are purchased, selectors are prompted to make decisions about retaining or withdrawing older editions.
- Items in poor condition or missing pages that are returned to the circulation desk are routed for a decision about replacement or mending by specialists.
- Items that are declared lost are routed to financial services for possible replacement.
- Multiple copies or multiple formats that are no longer necessary should be withdrawn.
- Subject areas are examined by subject specialists for research value within the subject area. This type of weeding removes outdated, inaccurate, or irreverent material and is closely aligned with usage, age of publication, and checkout statistics.
- Periodically, the library conducts a review to make sure that the library is providing faculty and students with the materials that are useful to AUBH's academic programs.
- During the weeding process, the Librarian requests input from faculty for assistance with identifying the relevance of specific materials. If the faculty member believes the item selected for withdrawal should be retained, it will be restored to the shelf. If no responses are received within the specified review period (generally two weeks), the items will be removed from the collection.

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- Once materials are removed from the library's online catalog, they are discarded in accordance with all applicable AUBH Library policies and procedures.

3.3.3 PRESERVATION

The library houses its collection of books and documents by considering the long-term preservation of the items while still allowing the end user to access the material easily. Preservation is the task of minimizing or reducing the physical and chemical deterioration of documents.

4.0 PROCEDURES

4.1. Textbooks:

Acquisition of textbooks will be as follows:

- The Library collects the list of required and recommended textbooks for courses on offer collectively from program coordinators from faculty at the time of course announcement by the Registration Office. The Library compares such requests to set off the quantities required with what is available in the stock.
- The list must include some main information such as ISBN, Author, Title, Publisher, etc.
- Acquisition of textbooks through local distributors is done by following AUBH procurement policy and procedures.
- Ordering of textbooks is to be done every semester. Three copies of textbooks are to be purchased for the library.
- Some urgent requirements of books forwarded by the program coordinators may be purchased with the approval of the Dean and the Provost.

4.2. Reference Books

The Library staff will follow the steps below:

- Send the book suggestion form to the faculty and receive the full information from them within a particular timeframe.
- The librarian can approve student requisitions in coordination with faculty and the VP for Institutional Effectiveness and Accreditation.
- Check the catalog and library stock to avoid duplication.
- The library then prepares the final list of books and obtains financial sanction for their acquisition.
- Invite quotations from 3 reputed book suppliers. Compare the quotation with the coordination of the procurement team and finalize the order. After getting the approval from the VP for Institutional Effectiveness and Accreditation, forward the same to the Procurement department for order placement.
- Issue reminders in case of delays arising from not receiving books on time.
- Conduct a physical check-up of the books and a verification of bills after receiving the books.
- Accession of the arrived documents.
- Ensure payment of bills via the Finance Department.

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- Inform faculty and students about the arrival of new titles.

4.3 Subscription to Print/e-Journals.

- The Library will send out suggestion forms to the colleges and will collect faculty recommendations to add/renew/remove the journals on an annual basis.
- The received lists of print/e-journals are compiled and forwarded to the respective Program Coordinator for approval.
- Once the final list of journals is approved, obtaining financial sanction to acquire approved journals for the library will be necessary.
- After obtaining the necessary approval, the Print/e-Journals are subscribed/renewed through the subscription agents or directly from the publishers.
- Each Print/e-Journal is considered a separate item. The payment for each Print/e-Journals is treated as Advance Payment. Information resources that are updated frequently (mainly periodicals) may be subscribed to in electronic format, considering cost effectiveness, users' demand, number of users, ease of access, existing infrastructure, etc.
- Renewal/cancellation is based on the usage statistics. The usage report will be presented in the University Council and decisions will be made based on the feedback from the council members.

4.4 Subscription to Online Databases

Suggestions for new journals, databases, and other subscriptions should be channeled through the "library staff." In many cases, a trial of the resource will be arranged in the first instance before a subscription is considered. Requests will be dealt with using the same process detailed in section 4.3 above.

4.5 Weeding Procedures

- The librarian identifies the items to weed.
- The librarian prepares the weeding list and forwards it to the concerned colleges.
- After the two-week period, the librarian will review the faculty input and make withdraw/keep decisions.
- Books will be removed from the shelf based on the weeding list.
- The Librarian will update the library management system.
- Weeded items may be gifted or donated after a specific time (one semester).

5.0 RELATED DOCUMENTS AND REFERENCES

- 5.1 Library Textbook Order Form
- 5.2 Library Resources Order Form
- 5.3 THESIS/DISSERTATION/CAPSTONE PROJECT SUBMISSION FO

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POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
28 Jan 2020	The policy was developed using the previous AUBH document management system and approved under ref. # PL.20.003.V1	Provost	28 Jan 2020
4 June 2024	A responsibility statement was added under “3.3.1 Acquisition.”	BoT	1 July 2024
	Senior-year Projects and Master Students’ Thesis/Dissertations are added under the Format section.		
	The sentence “If the faculty member believes the item selected for withdrawal should be retained, it will be restored to the shelf. If no responses are received within the specified review period (generally two weeks), the items will be removed from the collection.” Was added to bullet point 8 under “3.3.2 Weeding.”		
	The sentence “If the faculty member believes the item selected for withdrawal should be retained, it will be restored to the shelf. If no responses are received within the specified review period (generally two weeks), the items will be removed from the collection.” Was added to bullet point 8 under “Weeding.”		
	Bullet point 4 under “Textbooks.”		
	Bullet point 6 under Reference books		
	Bullet point 6 under Print/e-Journals-		
	Section 4.5 “Weeding”		

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	Library committee replaced by VP for Institutional Effectiveness and Accreditation.		
	Other editorial corrections done in some places		