

Collection Development of Digital Resources: Policy and Guidelines

by

Ramesh Naik G S

Senior Librarian, Bangalore Medical College, fort Road, Bangalore.

Abstract

Collection development is an important activity of a librarian. This process of collection development should take in to consideration of certain important factors like analysis of community of users and their needs evolving document selection policies, acquisition of relevant documents, weeding out less relevant or irrelevant ;documents based on the changing ;needs of the universities and periodic evaluation. In this paper we will discuss budget allocation for collection development, selection and collection development policy.

Keywords: Collection development, User needs, Document selection policy, budget allocation.

Introduction:

The library is a dynamic institution providing access to digital print information and fostering the lifelong learning skills essential for health and human services professional however, in a world of unprecedented increase of information no library can afford to acquire all the materials necessary to meet all the needs of its users. The high rate of inflation of scientific materials and the trend towards expensive electronic information storage and retrieval; system have further placed libraries in a difficult financial position. The library has embraced new information technologies in order to serve its client etc in the most efficient and cost effectively possible.

Collection development involves several kinds of documents, books, periodicals and serials, government publications, academic thesis and dissertations, research reports, annual reviews, conference proceedings, pamphlets standards and specification, patent, trade literature, maps, atlases and globes, photographs, illustrations, painting, microforms, audio visual aids etc., in addition we have other non-conventional documents like floppies computer taps, compact discs, DVD and

Mete documents like instrument record one. The purpose of collection development policy is to provide guidelines the collection of information resources electronic and prin.

Close finding and observation by the author, indicate that although there is wide spread availability of electronic resources, particularly those on in the internet, this will still not diminish or eliminate the need for collection development be it in libraries in developed or developing countries. But instead Juck and Shirley (1997) observe that collection development is to incorporate the new challenges in the acquisition process such as site licensing, copyright issues and how access will be provide to various electronic resources. About half a decade past recommendations on basic criteria for selection and purchase of the electronic era had been outlined as: content, relevance, cost and accessibility.

Scope and Coverage:

The scope of the core collection includes the science, arts and social work. This core collection is supplemented by basic collection in closely related subject areas such as Psychology and by peripherally related areas such as botany. Additionally, some out of scope and political science may be covered.

- Science library is committed to the constant evaluation of its collection and will continue to revise and expand the scope of the collection and coverage as the needs of its primary client etc change.
- Materials are collected primarily in the English language.

Selection:

The selection activities of libraries will also vary depending upon their sizes. Selection is usually delegated to department heads or branch library supervisors. In small academic and special libraries, selection is in the hands of the subject specialists, unless the librarian is also an expert in the particular field. Indeed small academic institution usually expects the teaching faculty to build the library collection. A small budget for materials is increased and as the collection grows proportionally. Than librarians become more involved because often broad subject fields are purchased rather than single titles in a field. The approach does not require the subject fields are purchased rather than single titles in a field the approach does not require the subject ;specialist. In some of the very academic research libraries selection does not occur in many subject areas, because the objectives is to acquire everything available on a given topic. This means very little non librarians involvement beyond identifying the subject areas in which collection should be undertaken.

Selection is not important in other types of libraries but it is performed also by non-librarians or on the basis of subject content that can only accurately assessed by specialist. Quite the opposite from selection, acquisition, work is similar in all type of libraries. The organization of the workflow may vary but the basic routines remain quite consistent.

For selection new material for library the librarian adopts varied criteria such as authoritativeness, accuracy, impartiality regency of data adequate scope, depth of coverage, aesthetic qualities, physical characteristics, special features etc., however the basic criterion on collection development should be the library potential of the material, its appropriateness for users its relevance of user's needs. In other words, it is prerequisites to consider whether it will fit into the library collection and whether it will be useful for clientele or not. An adequate knowledge of the selector about the informal needs of the users on one hand and about the documents and their contents on the other will surely enable him provide the right book to the right reader. Administrative efficiency of the library will make the selected document available to users at the right time when he can make the best use of them.

Format:

In general when both electronic and print version of Science journals is available the electronic version will be acquired. The print version of some titles will be consists for cancellation while maintain the online version ensuring that the electronic version is complete and provides the same content as the print. Ongoing access to archival coverage of the journal must be available also. Some monographs are being acquired in electronic format but preference is still being to the print.

Guidelines for Selection Documents:

Below are of the main question guiding selection of materials for the Science library.

Monograph:

Authority

- Is the author qualified to be writing in these areas?
- What else has the author/editor written?
- Is the author/editor a recognized expert in the field?
- Is the book current?
- Is the publisher known?
- Is the journal self-indexed?

Library Criteria

- Is print or electronic format best for this title?

If Print

- Are there unusual rules required for libraries, such as restricted inter library loan or photocopying?
- Is it formatted to be accommodated on library shelving?
- Can it be bound easily?
- Which indexing and abstraction tools include this title?

If electronic

- Can university wide access be negotiated?
- Is access allowed remotely?
- Is it password protected or does IP addresses dictate access?
- If the paper copy of the titles is owned is there an additional charge for access to the online copy? Preferred electronic only subscription without print.
- Are there unusually licensing or use rules attached to the subscription, such as password limitations of single workstation limits?

Tools for Selection:

No library however rich it may be, it can acquire all the books needed for its users. Many libraries are not in a position to know which the books available in the market are unless they know they will not able select books relevance to their users. There are certain tools which tools help the librarians in the selection of books and other materials their procurement, processing and maintains. There tools range from publisher's catalogue, bookseller's list book review in journals and newspaper. Periodicals exclusively covering books reviews, National Bibliographies trade bibliographies, subject bibliographies etc.

Demand for use based Collection Development:

Libraries have long built collection on the basis of potential use. However, now due to financial constrain must concentrate on actual users. The must be more responsible to the immediate information needs to their users as collection development is concerned. The published output of each subject has increased and the library budgets has either shrunk or remained stagnant. In

quantitative terms, it means that libraries can buy lesser number of books with in available lesser financial provisions and serve lesser number of users. Hence, it becomes mandatory for the libraries to develop demand based or use based collection. In context, use and user studies are of increasing value.

Collection Development Policies:

In today's economic climate underfunded academic libraries have to maintain a balance between the provision of learning and research materials between books and periodicals, print media and between current needs and the responsibility beginning to be questioned by some librarians to develop collections to meet future requirements. The formulation and production of a collections development policy document is often recommended as a prerequisite for successfully coping with these issues. There are some key indicators of effective collection development organization, viz, there is a shift in perspective more and more dependence is there on peer library collections, through resources sharing networks, email connections Xeroxing facilities microforms availabilities. For all these decision implementation, written documents in the form of collection development policy becomes essential, which will guide the schematic selection of word's recorded knowledge but it is not a substitute for books selection. It will be a framework, which will provide the parameters for collection development to the librarian, but actual work of developing quality collections is the librarian's responsibility. Ross Atkinson stresses the significant role of the acquisition librarian as change agent in the transition to the electronic library. His role is more proactive in nature rather than the present reactive one. It is he who will determine the worth of each and every title before it is added to library collection.

Subject Scope of the Collection:

The definition of controlling levels are based on these defined in the ALA guidelines for the formulation of collection development policies.

Comprehensive: a collection, which contains all, works in all languages and all formats in a particular field. Its aim is exhaustiveness. The library will not collect in any field at the comprehensive level.

Research: A collection, which includes the major published sources materials required for dissertations and independent research including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as

well as an extensive collection of journals and major indexing and abstraction service in the field.

Advanced Study Level: A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study of less than research intensity a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the work of secondary writers, a selection of representative journals reference tools and fundamental bibliographies.

Initial study level: A collection, which is adequate to support undergraduate courses. It includes selections of currently published basic monographs and retrospective monographs a broad selection of works of more important writer's, a selection of the most significant works of secondary writer's, a selection of the major review journals, and current editions of the most significant reference tools and bibliographies.

Basic: a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works historical serves important bibliographies, and a few periodicals in the field.

Minimal: A subject area in which only the most basic works are selected, such as a basic text and a basic reference tool.

Advantage of Collection Development

From time to time library may have review collection development policy changes of the funding agencies or the parental organizations. But by and large many aspects may remain the same.

Several authors like Katx Magrill mentioned the advantages of a written collection development policy. Their views can be summarized as follows

- Express openly its planning collection development.
- From the basis for planning collection development.
- Provides practical guideless in day to day reading materials free form personnel bias.
- Helps in determining the best method of acquisition.
- Supports and assists in justifying the selection/collection. Collection development policy offers some help against censorship by a clear statement of the type of materials to be purchased and indicating that the policy has the support of the library authority.

- Acts as a rational guide for budget allocations and also helps in long range budgeted planning by stating priorities and outline growth and development goals
- Helps in making best use of resources.
- Offers suggestions on types of materials to be stored, weeded and discarded.

Binding:

Where possible, monographs are purchased hardbound. Monographs received as softbound are usually sent for either binding or plasticization, at the discretion of the collections librarian.

All journals being retained are bound. Some heavily used reference are plasticized or bound at the discretion of the public services librarian, even though they may be superseded by annual volumes.

Pamphlets acquired for the general collection are placed in covers or are plasticized at the discretion of the collections librarian. Pamphlets catalogued for the reference collection are usually not put into pamphlet covers but items being transferred to the stacks are normally either put into covers or plasticized.

Preservation: volumes requiring repair are detected by circulation or shelving staff and are sent to the collections Librarian. The collections librarian is responsible for deciding on the need to repair rebind replace or discard. The decision is made by balancing the current usefulness and uniqueness of the items and the cost and difficulty of preservation. Attention is also paid to the historic value of the items and the likelihood of another copy being received as a gift. Material in the remote storage is seldom sent repair/rebinding as the library lacks the financial resources to systematically maintain this collection.

Conclusion:

Collection development involves several kinds of documents, books, periodicals and serials, government publications, academic thesis and dissertations, research reports, annual reviews, conference proceedings, pamphlets standards and specification, patent, trade literature, maps, atlases and globes, photographs, illustrations, painting, microforms, audio visual aids etc., in addition we have other non-conventional documents like floppies computer tapes, compact discs, DVD and mete documents like instrument record one. The purpose of collection development policy is to provide guidelines the collection of information resources electronic and print.

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