COLLECTION DEVELOPMENT POLICY

1.   PREAMBLE

The UNISA Library's collection aligns itself with the strategic objectives of the University. The collection must be accessible to all UNISA clients, regardless of transactional distance, in order to meeting the University's objective of Open Distance and e-Learning (ODeL). The collection must be relevant to the academics' research and teaching needs and students must be able to access the relevant information in time to meet their study commitments.

Collection development refers to "the building of a library collection that meets the appropriate needs of its client population within the limits of its fiscal and personnel resources".[1] Collection development covers "several activities related to the development of library collections, including selection, determination and coordination of policies, needs assessment, collection use studies, collection analysis, budget management, community and user outreach and liaison, and planning for resource sharing".[2]   It is a subset of collection management activities "which include "an expanded suite of decisions about withdrawal, transfer, cancelling subscriptions, storage, and preservation."[3]

2.   PURPOSE

The purpose of this policy is to provide a framework for collection development decisions related to subject areas, formats and library client groups relevant to the UNISA user community and to assign responsibility for collection development to the UNISA Library.

The UNISA Library's Collection Development Policy sets parameters for the collection of learning materials that support the University's strategic focus.

3.   DEFINITIONS[4]

Access   means the right to use UNISA's resources, both print and electronic;

Acquisition   is the process of selecting, ordering, and receiving materials for library or archival collections or access to electronic resources. Acquisitions can be by means of purchase, exchange, donation or gift;

Archival resources are materials created or received by a person, family or organization, public or private, in the conduct of their affairs that are preserved because of the

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[1]   Johnson, Peggy. 2014. *Fundamentals of collection development and management.* (3rd edition) London: Facet Publishing: 3.
[2]   Johnson, Peggy. 2014. *Fundamentals of collection development and management.* (3rd edition) London: Facet Publishing: 504.
[3]   Johnson, Peggy. 2014. *Fundamentals of collection development and management.* (3rd edition) London: Facet Publishing: 504.
[4]   Sources for definitions:

  -   Johnson, Peggy. 2014. *Fundamentals of collection development and management.* (3rd edition) London Facet Publishing.
  -   Reitz, Joan M. 2013. *ODLIS: Online Dictionary for Library and Information Science.* Available at: http://www.abc- clio.com/ODLIS/odlis_about.aspx [Last   accessed 10 October 2015]
  -   Unisa. 2013. *Policy: Prescribing Books, Readers and Journal Articles and Recommending Books and Journal Articles*

enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator. 'Archival records' connotes documents rather than artefacts or published materials, although collections of archival records may contain artefacts and books. Archival records may be in any format, including text on paper or in electronic formats, photographs, motion pictures, videos, sound recordings;

Audiovisual material	is information in a non-print format. It is also referred to as media;
Authorised users	are library clients who have permission under an agreement to enter or use resources provided by the library;
Budget	is the estimation of funds the collection developers receive to spend during a given period;
Collection developer	is the person who selects resources for the library and makes decisions about collection management. A collection developer may be responsible for a subject and/or a format;
Collection development	is the process of planning and building collections of library materials over a period of years, based on an ongoing assessment of the information needs of the library's clients, analysis of usage statistics and demographic projections, normally constrained by budgetary limitation. Collection development includes the formulation of selection criteria, planning for resource sharing and replacement of lost and damaged items, as well as routine selection and weeding decisions;
Collection management	is the application of quantitative techniques, such as statistical and cost-benefit analysis, to the process of collection development. It includes the activity of planning and supervising growth and preservation of a library's collections based on an assessment of existing strengths and weaknesses and an estimate of future client needs;
Commercial electronic resources	are information resources encoded for reading and manipulation by a computer, by the use of a peripheral device directly connected to the computer or remotely via a network such as the internet and for which a fee, usually a subscription, is required. It includes electronic texts, bibliographic databases, electronic magazines and newspapers, web sites, electronic books, collection of electronic journals, etc. Some electronic resources are online versions of print and others are born digital. Commercial electronic resources usually require a licence agreement and are restricted to authorised users only;
Copyright budget	is funds allocated over a specific period for paying the copyright fees for electronic reserves material;
Electronic reserves	is a collection of items such as journal articles, book chapters, legal cases, etc. placed on reserve to be used by students as study material for the completion of assignments;
Format	refers to the particular physical presentation of an information resource or physical medium in which information is recorded, including print, non-print and electronic;

Information resource	is an expression or manifestation of a work or a specific item. Such a resource may be tangible, for example a printed publication, or intangible, for example an electronic journal or book. For archival resources this will also include manuscripts, grey literature, ephemeral material, etc.
Information resources budget	is the portion of the library's budget allocated for the purchase of books, journals, audio-visual, electronic and other information resources. This budget includes postage and service charges associated with the acquisition of resources. This budget is subdivided into allocations and funds according to format and subject;
Institutional Repository (IR)	is the service offered by the library to UNISA for the management and dissemination of scholarly materials in digital format created by employees and students of the university, such as research articles, conference papers, inaugural lectures, theses and dissertations and data sets. The Institutional Repository serves as an indicator of the extent and impact of the university's research activities;
Journal	is a serial publication, print or electronic, that disseminates original research and commentary of a scholarly nature on current developments within a specific subject area, discipline, or field of study;
Library consortium	is an association of libraries established by formal agreement, usually for the purpose of resource sharing. Membership may be restricted to a specific geographic region, type of library or subject specialisation;
Licence agreement	is an agreement that presents the terms under which a vendor or publisher grants a license to the library, granting the rights to use one or more proprietary bibliographic databases or electronic resources, usually for a fixed period of time in exchange for payment;
Prescribed book	refers to a book that may be prescribed if it contains essential reading. In other words, it must consist of academic content without which the student will be unable to achieve the outcomes for the module;
Provenance	is a fundamental principle of archives, referring to the individual, family or organisation that created or received the items in a collection. This principle dictates that records of different origins (provenance) be kept separate to preserve their context. This principle holds that that significance of archival materials is heavily dependent on the context of their creation, and that the arrangement and description of these materials should be directly related to their original purpose and function;
Recommended book	refers to a book that may be recommended if it contains material that is intended to provide supplementary reading relevant to the outcomes of the module;
Research collection	is the library collection that is sufficiently comprehensive to support specialised research in an academic discipline or field and selected to meet the needs of researchers. The collection includes primary sources, secondary sources and the bibliographic tools needed to conduct an exhaustive search of literature;

Selection	is the process of deciding which materials must be added to a library collection. Selection can be done by means of selection criteria, which is a set of guidelines used by librarians in deciding whether a resource must be added to the collection. This includes the selection process of archival material for digitisation;
Textbook	is an edition of a book specifically intended for the use by students who are enrolled in a course of study or are preparing for an examination on a subject/module or in an academic discipline. Textbooks are sometimes published in conjunction with a workbook, laboratory manual and/or teacher's manual. A textbook also refers to the standard work used for a specific course of study, whether published in a special edition or not;
Weeding	is the process of removing material from the open shelves of the library and reassessing its value in terms of current needs or the practice of discarding or transferring to storage, excess copies, rarely used books and materials no longer of use.

4.   SCOPE

This policy:

4.1   covers the selection of materials for acquisition and access.

4.2   outlines differentiated selection according to client segmentation.

4.3   assigns responsibility for collection development/management to the UNISA Library.

4.4   eliminates bias in the selection of information resources.

5.   POLICY STATEMENT

5.1   The UNISA Library receives an annual information resources budget to purchase information resource assets.

5.2   The UNISA Library collection consists of quality, relevant and up-to-date information resources in appropriate formats.

5.3   Information resources must reflect the mission and current academic needs of UNISA.

5.4   The content of information resources must meet the research, teaching and learning needs of the UNISA user community.

5.5   Information resources must be relevant and appropriate to the UNISA user community.

5.6   Special attention must be given to information resources that provide coverage to prioritised subject areas.

5.7   UNISA Library will collect comprehensively publications on and from South Africa and the rest of the continent.

5.8   When a print book title is available in both hardback and paperback and the content of both are the same, the paperback is preferred. However, for special collections hardback copies will be considered.

6. LIBRARY COLLECTIONS

6.1 Research collection

6.1.1 Research-orientated information resources must be relevant to the actual and potential needs of clients.

6.1.2 Selection must be broad enough to accommodate the University's strategic academic direction, taking into account the needs of individual researchers.

6.1.3 Selection decisions are influenced by budgetary constraints and qualitative evaluation in the form of reviews, recommended core lists and the use of selection tools.

6.1.4 Information resources which are of interest only to a small number of clients must be collected selectively.

6.1.5 The language of the probable primary and secondary users of an information resource must be taken into consideration where appropriate.

6.1.6 Information resources of which the contents are not at higher education level must only be collected if related to specific academic requirements, for example school textbooks.

6.1.7 In order to ensure the optimal use of available funds and to maintain the quality of the collection, one or more of the following criteria must be applied to each information resource under consideration:

   a) relevance of the content to the University's teaching and research profile

   b) depth of scholarship

   c) enduring value

   d) reputation of the author and/or publisher and/or editor

   e) new research findings

   f) up-to-date information

   g) technical quality

   h) cost of the material

   i) national and international interest

   j) cultural heritage and indigenous knowledge

6.2 Structured course collections

The UNISA Library recognises that books and journal articles form an important part of the students' learning experience. It is for this purpose that the UNISA Library selects and acquires recommended and prescribed books as per the University Policy: Prescribing Books, Readers and Journal Articles and Recommending Books and Journal Articles.

6.2.1 General

a) Only information resources relevant to the current teaching programmes of UNISA must be selected for the structured course collections.

b) The selection of information resources for the structured course collections is largely determined by UNISA's tuition model.

c) Books in structures course collections are not duplicated in research collections, but may be borrowed by all registered clients.

6.2.2 Prescribed books (textbooks)

The UNISA Library works within the policy of the University regarding prescribed books (textbooks): Prescribing Books, Readers and Journal Articles and Recommending Books and Journal Articles. The UNISA Library purchases a limited number of each prescribed book, for reference purposes.[5]

6.2.3 Recommended books

The UNISA Library works within the policy of the University regarding recommended books: Prescribing Books, Readers and Journal Articles and Recommending Books and Journal Articles. The UNISA Library will acquire a book if it contains material that is intended to provide supplementary reading relevant to the outcomes of the academic offering or module.

6.2.4. Electronic reserves

a) Only items in Tutorial Letter 101 are placed on the electronic reserves.

b) The library makes these items available online to be viewed, downloaded and/or printed.

c) Items are available for one academic year.

c) Copyright permission is required for works in the electronic reserves.

d) The library uses an authentication system to control access to electronic reserve items as required by licence agreements from commercial vendors and publishers.

6.3 Journals

6.3.1 The overall percentage of the information resources budget allocated to journals is reviewed annually.

6.3.2 Institutional subscriptions to online journals are considered in preference to subscriptions to printed journals

6.3.3 The library will not provide duplicate subscriptions.

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[5] In terms of the University Policy: Prescribing Books, Readers and Journal Articles and Recommending Books and Journal Articles UNISA Library does not supply students with prescribed books as students registered for units of study are expected to buy own copies of their prescribed books.

6.3.4 Cancellation of subscriptions is done in accordance with the UNISA Library's Weeding Guidelines.

6.4   Newspapers

6.4.1 The UNISA Library subscribes to a representative selection of South African newspapers.

6.4.2 The UNISA Library does not subscribe to newspapers available only to individual clients.

6.4.3 Institutional subscriptions to online newspapers are considered in preference to subscriptions to printed newspapers.

6.4.4 Cancellation of subscriptions is done in accordance with the UNISA Library's Weeding Guidelines.

6.5   Commercial electronic resources

Commercial electronic resources refer to bibliographic, full-text, statistical, images and electronic journals databases.

6.5.1 An electronic resource that duplicates parts of another resource which is already available must provide value-added enhancement in terms of content, searching or format.

6.5.2 In addition to the price of the resources, all hidden costs must be considered when taking a selection decision.

6.5.3 Priority is given to commercial electronic resources with full-text content.

6.5.4 Electronic resources should meet minimum standards as described in the evaluation criteria.

6.5.5 Electronic resources should comply with approved licensing principles and technical standards.

6.5.6 Electronic resources should provide ease of use as well as guidance for the clients through appropriate menus, help screens and/or tutorials.

6.5.7 Balance is maintained amongst types of electronic resources, for example reference, bibliographic, abstracting/indexing and full text.

6.5.8 Access to commercial electronic resources is restricted to defined categories of authorised clients.

6.5.9 Licence conditions should apply to library or institutional access, not individual or personal access.

6.5.10 Priority is given to electronic resources that support both undergraduate teaching as well as postgraduate and college research.

6.5.11 Priority is given to electronic resources which offer significant added value over print equivalents.

6.5.12 Priority is given to electronic resources covered by national library consortium agreements.

6.5.13 The lifespan of a subscription to a commercial electronic resource must stand up to the lifespan of the curriculum for which its use is intended.

6.6 Electronic books (e-books)

6.6.1 E-books are selected to provide remote and 24/7 access.

6.6.2 Subject collections of e-books are selected when their selection brings substantial amounts of new material or functionality to the collection.

6.6.3 Individual e-book titles are selected according to the general collection development principles.

6.6.4 E-books should comply with approved licensing principles and technical standards.

6.6.5 Preference is given to e-book titles that:

- will be available in perpetuity

- have an unlimited site licence access

- do not require specialised software for reading

- have limited or no digital rights management

6.6.6 Duplicate titles of print and electronic may be selected if this is justified by demand.

6.7 Institutional repository

The UNISA Institutional Repository (UnisaIR) follows the principles of the Berlin Declaration on Open Access to Knowledge in the sciences and humanities as signed by the University on 21 May 2012.

6.7.1 The UNISA Institutional Repository shall collect, preserve, manage and disseminate institutionally produced scholarly materials and research output to create a coherent overview of research by members of the UNISA community.

6.7.2 All research and intellectual outputs created by the UNISA user community must be submitted to the UNISA Institutional Repository[6]. Rare and special digital collections that support research are also included.

6.7.3 Students shall grant the University a non-exclusive copyright license to reproduce in any manner or form and disseminate for archival, teaching and research purposes a dissertation or thesis submitted to the University in fulfillment or part fulfillment of a master's or doctoral degree.[7]

6.7.4 The UNISA Institutional Repository is interoperable with other repositories and its collections shall be harvested on international level by other major repositories using the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)

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[6] UNISA 2012. Intellectual Property Policy, par 10.2.5
[7] UNISA 2014 Procedures for Master's and Doctoral Degrees, par 5.54

6.7.5   Items in the UnisaIR shall be assigned persistent links to ensure long term digital preservation.

6.7.6   Items are compliant with copyright legislation and in digital format.

6.8   Non-book materials/audiovisual material

6.8.1   Content is purchased in a contemporary format, for example DVD rather than VHS.

6.8.2   Hardware to support the format should be available within the UNISA Library as well as available for purchase in the marketplace.

6.8.3   Selection is based on agreed and approved technical standards.

6.9   Archives collection

6.9.1   The collection of original archival resources will be done in support of the ODeL, the PQM and the research focus of the University. The archives collections include materials of the University, former Principals of UNISA, and material relating to the social, cultural, political and economic history of South Africa and may include organisations and personal archives in order to serve the university's research, teaching and study needs.

6.9.2   Collections are acquired through

a)   Gifts or donations (including bequests)

b)   Transfer of custody - Custodial transfer is the means by which most university records are acquired by the Archives

c)   Deposit – where the Archives has agreed to act as the custodian of an organisation's material and the organisation deposits material on a regular basis to keep the archive updated, e.g. the YWCA of South Africa, the Library and Information Association of South Africa (LIASA), the South African Museums Association (SAMA), etc.

d)   Purchase (of archives only in exceptional cases)

e)   Outright gift – This is the preferred option wherever possible. Donations of materials will not be accepted where a stipulation is that the collections are closed to public access in perpetuity.

6.9.3   Ownership and provenance of collections needs to be clarified before acquisition.

6.9.4   Donor forms/a memorandum of agreement between the donor and the Library should be completed and include copyright and intellectual property ownership clarification.

6.9.5   The Archives acquire material of various types and formats: Manuscripts, paper documents, ephemeral materials, books, journals, newspapers, yearbooks, annuals, photographs, slides, computer files, sound recordings, film, video, objects, and other original materials.

6.9.6   Emphasis is placed on acquiring items in their original states.

6.9.7   In order to enrich the institutional memory, emphasis within the UNISA Archives is placed on the following:

a)   Minutes of Council, Senate and other committees

b)   University publications (e.g., *UnisaWise*, Focus), pamphlets and posters

c)   Selected photographs of University employees, campuses, buildings and events

d)   Speeches/lectures

e)   Study material produced by UNISA

f)   Selected books published by or about members of UNISA community

6.10   Special collections

The Library shall acquire a comprehensive African collection as part of the library's special collections.

6.11   Weeding

Weeding shall be performed according to approved guidelines per subject area.

7.   DUPLICATION

Duplication of content is minimised to ensure equitable distribution of resources and a maximum return on investments.

8.   COPYRIGHT AND LICENCE CONDITIONS

The UNISA Library complies with copyright legislation and licence conditions.

9.   COLLABORATION AND PARTNERSHIP AGREEMENTS

Participation in library consortia is considered as a means of reducing costs in cases where this is a viable option.

10.   COLLECTION RESPONSIBILITY AND BUDGET

10.1   Decision-making with regard to the selection and acquisition of the information resources is the responsibility of the collection developers.

10.2   Collection development is an extensive process which requires collaboration and team effort amongst different stakeholders

10.3   Control of the information resources budget lies with the Executive Director: Library Services.

10.4   Due to the nature of the UNISA teaching model, the following information resources are excluded from this Policy: classroom material, workbooks, individually licensed material, computer programmes, etc.

11.   CHANGE CONTROL

Any changes to this policy, other than editorial changes, must be made in accordance with the Policy: Policy/Rule Formulation.

12.   IMPLEMENTATION

This policy replaces the previous policy with effect from the date on which the Management Committee approves this revised policy.

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