GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

POLICY ON

COLLECTION DEVELOPMENT

OF THE KDU LIBRARY

Contents

1. Introduction

The purpose of the Collection Development policy is to evaluate, select, acquire, process, organize, and weeding out of the library materials or information resources in all formats in the library collections. Further, this policy intends to establish streamline processes and procedures and ensure firm implementation of functions relating to developing and maintaining the collections of the library. The policy also addresses the teaching, learning and research needs of the university to meet the expectation of the learner community.

2. Scope

The scope of the Library Collection Development Policy focuses on study streams taught in the undergraduate and postgraduate curricula and also accommodate research needs of the university. In addition to that library collection accomplish information needs of the tri-forces, police, affiliated institutions and other internal and external parties.

3. Aims and Objectives of the Policy

3.1 Aim

Aim of this policy is applicable to acquire, process, organize and control print, non-print and electronically accessible materials covering all range of information needs of the teaching, learning, research and other information requirements of the University.

3.2 Objectives

The objectives of this policy are to set framework/s to;

- Acquire up-to-date information resources in all formats to fulfill the curriculum requirement of the degree programs of the university.
- Provide necessary resources to facilitate the teaching, learning and research communities of the University.
- Maintain smooth functional and divisional work flows within the library and with other institutional sub systems.

4. Principles and Values

The following principles and values are adhered when implementing the Collection Development Policy.

4.1   Development of the existing library collection.

4.2   Appropriateness of the subject, format and language to the user community.

4.3   Currency of the content

4.4   Quality of the resources

4.5   User information needs and learning behavior.

4.6   Allocation of funds

4.7   Status of recognition of the author and publisher

4.8   Format of the reading materials

4.9   Technological enhancements/ adaptability

4.10   Consistency of the user population

5.   Policy Statement

The policy will establish systematic functional and divisional work flows within the library with other related institutional subsystems and ensures their smooth functioning in acquiring, managing, developing and controlling all types of library materials covering relevant range of subject areas for the teaching, learning and research needs of the University.

6.   Definitions

Collections - All the library materials acquired in to the library. It may consist of specific collections such as general collection, defence collection, leisure reading collection, theses/ dissertation collection, periodical collection, KDU publications collection, special donations collection, past examination papers collection, etc..

Acquisition – Selection, procurement/ donation and accessioning library materials.

Book Processing – stamping, labeling, binding/ covering, applying barcodes, book pockets, book cards, due slips, detecting strips and entering data for the acquired library materials.

Formats – Printed, audio visual, digital, electronic and online, etc.

Currency- Up to datedness of the library materials

KDU Library – Main Library, Medical Library, Allied Health Sciences Library, Southern Campus Library

7. Responsibility

The Librarian, with the consultation and directions of the Library Committee, is responsible for implementing Library Collection Development Policies, procedures, plans and programs followed by the Senate approval. Final responsibility of the collections at KDU library lies upon the Librarian.

8. Implementation

Implementation of the Collection Development Policy shall be activated on following conditions.

8.1 Selection of Library Materials

8.1.1 Faculty members are responsible for selecting of scholarly materials related to the curriculum of the university recommended by Head of the Department and the Dean of the respective faculty/ Rector.

8.1.2 Academic staff of the library are also responsible for selecting general reference materials and subject related materials that are in high demand and are recommended by the Librarian.

8.1.3 Other than academic staff members, the students shall make suggestions for acquiring materials and such suggestions shall be recommended by Head of the Department and the Dean of the respective faculty/ Rector.

8.1.4 Administrative staff shall make suggestions to purchase library materials relevant to their field of work with the recommendation of the sectional head.

8.1.5 Recommendations may be rejected by the Librarian if they fall outside the selection criteria described in section 8.4 or on the grounds of cost, particularly when a continuing financial commitment such as serial subscriptions, e-databases etc..

8.1.6 The ultimate responsibility for acquisitions, directions and policy decisions including suitability, adequacy and quality of selection rests with the Librarian.

8.2 For Selection Approval

8.2.1 All purchases of library material should be recommended by the Rector or librarian for the approval of Deputy Vice-Chancellor (Defence & Administration) or Vice Chancellor.

8.2.2 As a general rule, if an exceptionally expensive item such as, an important work, or a classical work in the subject area, is recommended, the Head of Department of the relevant department should provide a justification /consent for its necessity to their academic activities.

8.2.3 For any expensive item recommended, and a previous edition is available for lower price, cheaper edition shall be purchased with the consent of Head, of Department and with the approval of Deputy Vice Chancellor - (Defence and Administration)

8.3 Contents Covered in the Materials

8.3.1 Contents of the material should be based on the required degree level/academic curriculum/ knowledge enhancement/recreational reading.

8.3.2 The library shall not exclude materials on the grounds of political, social, ethnic, sexualand religious views expressed or presented. The library shall not attempt to impose censorship based on these grounds.

8.3.3 Controversial items shall be purchased if they are of an appropriate degree level, of academic interest and in genuine demand with the approval of Deputy Vice Chancellor (Defence and Administration) or Vice Chancellor.

8.3.4 However, titles that include contents that are harmful for mental, physical and ethical wellbeing of juvenile readers Several relationships will not be acquired by the library.

8.4 Selection Criteria

8.4.1 General criteria

The library shall acquire and house the materials in the library as indicated in the below criteria.

a. **Curriculum support:** Materials related to the Study Streams taught in KDU
b. **Research support:** Materials related to research
c. **Collection continuity:** Updating of the collection with new titles and editions regularly
d. **Reference materials:** Bibliographies, Catalogs, Dictionaries, Encyclopedias, Indexes,Abstracts, Directories, Thesaurus, Glossaries, Manuals and important text
e. **Audiovisual media:** CDs, DVDs, videos but latest media shall be preferred.
f. **Defence related publications:** Materials related to Defence & Strategic Studies
g. **Publications of Learned Societies:** The library shall acquire Learned Societies' Publications based on the research value of the publication.
h. **Government Publications:** The library shall acquire government publications as and when necessary.
i. **Theses/Dissertations deposited by the University:** The University shall place one print copy and one electronic copy of theses/dissertations submitted for higherdegrees (Ph.D., MPhil and Master) in the library for user consultations. Print copies shall be available in the library physically and an electronic copy of the abstract shall be available in the KDU Information Repository subject to prevailing copyright provisions.
j. **Past question papers:** The university shall place one print copy of past question papers of the each degree program both undergraduate and postgraduate in the library. Past question papers shall be organized by degree program, intake and semester. The library shall make available MCQ/ SEQ/ any other types of question papers with the recommendation of the respective faculty. Scanned copies of each question paper shall upload into past papers collection of Institutional repository.
k. **Copies of Materials:** The acquisition of duplicate copies of books or any other library materials shall be avoided unless the item is in great demand from user community.
l. **Language of Material:** English, Sinhala and Tamil as per recommendations but English shall be given the first preference as the medium of instruction in the university.
m. **Cost:** Cost of material shall also be a deciding factor in acquiring materials.
n. **Donations/Gifts:** The library shall welcome donated resources which are pertinent to current teaching, learning and research in the university as per the donation policy.

o. **Format of the materials:** The library shall acquire materials in different formats.

p. **Binding format:** Whenever a book is simultaneously available in hardback and paperback, and the content of both versions is identical, the paperback is preferred.

8.4.1 Criteria for acquiring editions of the books

The library shall decide on editions of the books as indicated in criteria mentioned below.

a. The library shall purchase books in its latest edition except in case of rare and historical materials.

b. Variant editions of the same books shall not be acquired unless they are "Standard" editions, or contain substantial changes which are required for research or comparative study purposes.

c. Previous editions may be purchased at a lower price if the current edition is priced at a higher value.

8.4.2 Criteria for acquiring copies of existing items.

a. Maximum of five (5) copies of a requested title shall be purchased upon the recommendation of the faculty/ Librarian.

b. Multiple copies more than five (5) copies of an item may be purchased if they are in heavy demand and are recommended by the relevant authorities.

c. Academic staff members should keep recommendations for multiple copies to a minimum.

8.4.4 Criteria for selecting periodicals.

The library shall select serials (magazines, journals etc.) as indicated in the below criteria.

a. Priority shall be given for subscribing electronic databases.

b. Electronic titles may be cancelled upon low usage as demonstrated by usage statistics.

c. Subject related printed periodicals may be subscribed to upon the recommendation of the Head of the Department and Dean of the Faculty.

d. Magazines/ newspapers shall be subscribed based on requirements of the user community.

8.4.5   Institutional and Staff Publications

a. Three (03) copies of each university publication should be submitted to the library as the institutional deposit.

b. Institutional Publications may include Conference proceedings of KDU, Annual reports, Silhouette, Prospectus, KDU Newsletter, Faculty related journals, Monographs and other KDU publications.

c. The library shall purchase staff publications with appropriate number of copies if recommended as a textbook for a faculty.

d. The library shall purchase the maximum of three (3) copies of the staff publications if they are not recommended as text books but approved by DVC – Defence and Administration.

e. Copies of all publications including journal articles, reports etc. published by the staff under the KDU affiliation should be supplied as hard copies/ soft copies to the library.

f. An abstract/ full paper of the published papers should be uploaded to the KDU-IR (Institutional repository)

8.4.6   Criteria for selecting E-resources

a. The library shall subscribe/ purchase/renew electronic resources including online databases, e-books, e-journals, software etc. upon the recommendation of the faculties.

b. The library and the faculty shall specifically consider following criteria when subscribe/ purchase/renew e-resources.
*   Cost of the material/ database
*   Content covered
*   Accreditation requirements of the University
*   User-friendly interface
*   Remote access is essential and unlimited for the concurrent users and IP recognition are preferred. Username/password authentication is also accepted.
*   The licensing terms in the agreement shall be decided upon the requirements of the university.
*   Perpetual access rights shall be preferred. However, limited access rights will be considered in instances when scholarly value of the material is sufficiently high.
*   The library decides to subscribe or purchase collection models on per resource basis, considering subscription cost, subject coverage, long-term scholarly value of the material and the usage.

8.5 Gifts and Donations

See Sub Policy – 1 and related Annexes.

8.6 Maintaining the Library Collections

The library shall maintain collections such as Lending, Reference, Special collections, Defence, Theses and Dissertations, Special donations, Past question papers, Recreational reading, E- resources, Audio visual and Printed periodicals, Scholarly journals, Magazines and any other collections.

8.6.1 Lending collection

Lending collection consists of books, monographs, pamphlets, reports and other materials relevant to the study streams of the university. Bibliographic details of the collection can be browsed online through Online Public Access Catalogue on the library web page.

8.6.2 Reference collection

Reference collection contains materials in both print and electronic format and includes atlases, bibliographies, dictionaries, directories, encyclopedias, statistical compilations, yearbooks, glossaries, thesauri, etc. as well as core academic subject reference works.

8.6.3 Special Collections

a   Defence collection contains materials related to Defence, Military, Security and Strategic Studies.

b   University examination papers are collected and maintained in the library as Past Question Paper Collection for five years period. After five years Past Question Papers will be transferred to the Archival collection and will be discarded after ten years. Soft copies shall make available in the Institutional Repository of the library and access level and type of the papers will be decided based on the faculty recommendation.

c   Newspapers are collected and retained for three months in the periodical collection. The library shall maintain paper clippings of KDU-related articles, important news items etc., theme wise.

d   Library shall maintain a general reading collection that includes fiction, materials on literary reading, religious, entertainment and recreational reading.

e   The library shall maintain the materials published by major international organizations such as World Bank, WHO, IMF, OECD, WTO etc. as separate collection.

8.6.4. Non print materials

a   Library acquires a wide range of multimedia materials in different formats.

b   These collections shall be available through the library website, Online Public Access Catalogue (OPAC), institutional repository and on other online platforms.

8.6.5 Theses and dissertations

a   The library shall accept the theses/dissertations submitted for higher degrees (Ph.D., MPhil and Master) to the theses/dissertations collection and strictly for reference purposes.

b   At least one copy of theses/dissertations of master's degree/doctoral degree conferred by KDU should be deposited in the theses/dissertations collection of the library as a statutory requirement.

c The library shall maintain the undergraduate theses/dissertations collection where necessary. The library may accept only the faculty recommended copies and library may hold them maximum of five years (5).

8.7 Accessing Information Resources

8.7.1 All the materials in the library can be accessed in 'open shelf policy' (walking directly to the shelf) except in case of theses and dissertations where the 'close shelf' system (Only library staff is allowed to book shelf) shall be followed.

8.7.2 Access to restricted, sensitive, embargoed and confidential material shall be negotiated on a case-by-case basis ensuring equitable access to the information. In a case where an embargo period is specified, arrangements shall be made to acquire the material after the embargo period has elapsed.

8.7.3 Any library which is not a part of the University Library Network shall not be authorized to access the KDU Library unless due permission provided by the Vice Chancellor, DVC-Defence & Administration.

8.7.4 The Library shall provide close access to printed copies of Theses/ Dissertation collection and Copyright regulations will be strictly adhered to in using this collection.

8.8 Replacement of materials

8.8.1 Replacement of missing/damaged books is ordered as and when their absence is reported.

8.8.2 The library shall replace material based on current level of demand, number of copies held and their condition, relevance to the current curriculum and the cost of the material.

8.9 Organization of Collections

8.9.1 All materials acquired for the library collection shall be catalogued in conformity with accepted bibliographical standards including Anglo-American Cataloguing Rules (AACR), and Library of Congress Subject Headings (LCSH), Machine Readable Cataloguing (MARC), Medical Subject headings (MeSH) etc.

8.9.2 Bibliographic access to the printed books, monograph and serial collections and electronic books and serials are provided through the Online Public Access Catalogue (OPAC) of an automated library management system.

8.9.3 The library uses the latest edition of the Dewey Decimal Classification (DDC) scheme as appropriate, to classify the book collection.

8.9.4 The library shall participate in the national and international Inter Library Loan agreements to provide required items by the users.

8.10 Weeding out of the Library Materials

Please see the Sub Policy - 2

8.11 Evaluate library collections

8.11.1 Evaluation of Library collections shall be performed formally once in three years to identify how effectively the collection meets the curriculum needs of the faculty.

8.11.2 Faculties shall be responsible to evaluate the collections relevant to their curriculum.

8.11.3 The library also shall produce following resource mobility indicators to support the evaluation.

- Counter statistics = frequency of circulation

- Reading room statistics = usage of a book/day

- Data analysis through Library Management System (highly used Class range, highly active users against collection, book extensions and demand for book titles etc.)

9. Policy Review and Amendments

9.1 This policy may have reviewed once in three years or earlier as necessary.

9.2 This policy is subject to ongoing review and can be amended to reflect changes in university teaching, learning and research.

9.3 Sub revisions may be initiated on the recommendation of Library Committee and/or the directions of the Vice- Chancellor of KDU

9.4 Any such revision and/or amendments shall be forwarded for approval of the senate with the recommendation of the SSCQA.