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## Athabasca University Library Collections Development Policy

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<b>Policy Sponsor:</b>	Provost and Vice President, Academic
<b>Policy Contact:</b>	Director, Library Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	May 3, 2000
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### Purpose

To set the general direction for building the Athabasca University (AU) Library collection.

### Definitions

<b>Monograph</b>	A single publication or work (including audio-visual) that is complete as issued or has a projected termination point (as opposed to a serial publication that is intended to appear at regular or irregular intervals).
<b>Serial (journal, Magazine or periodical)</b>	A publication normally published on an ongoing basis, with regular or irregular frequency (as opposed to a monograph publication that is complete as issued). Serial publications are normally subscribed to, or licensed for use, on an annual basis.
<b>SML (Supplementary Materials List)</b>	A listing in AU course materials of resources that students may find helpful in completing an assignment. SML materials are normally, but not always, in the AU Library Collection. The Library suggests using one of the following models for developing the SML used in AU courses. Each model requires a complete bibliographic citation for each item (book, journal article, online resource, a/v materials) listed in the SML.



**Model I  
Supplementary  
Materials List**

The Supplementary Materials List provides a listing of carefully selected materials that are to be used for further investigation AND used to prepare a particular course assignment or project. This model assumes there is a direct need for SML materials to complete a marked assignment. Because several students may require materials from the list at the same time, it is recommended that the use of this model be flexible and provide options to be introduced as necessary.

**Model II  
Supplementary  
Materials List**

The SML provides a listing of materials that may be used for further investigation of a topic, but there is no direct marked activity (assignment) associated with the materials. Students may request selected and available materials from the Library or use other libraries to obtain materials from this list.

**Model III  
Bibliography OR  
Materials Cited  
OR Reference List  
OR Materials  
Suggested for  
Further  
Investigation**

This model provides a listing of materials that may be used by students who choose to investigate a topic further during the time they are enrolled in the course or at a later time. The purpose of this list is to provide a bibliography of materials on a topic. The Library will not necessarily acquire all materials on this list.

**Policy Statements**

General

Within the available budget resources, AU Library will select, collect, and provide access to materials that meet the academic and course development needs of AU faculty, staff and students. Within the area of distance education pedagogy, the AU Library will acquire materials that support the research needs of AU faculty.

The Library will acquire:

1. Monographs

Monograph and audio-video materials recommended to supplement the general collection and to keep the collection current and relevant respecting AU's curriculum.

Monographs listed on AU course SMLs, when available.

Monograph and audio-video materials recommended for course development when available.



## 2. Serials

Serial materials will be subscribed to and added to support the needs of students and curriculum development of the academic program.

Criteria for selection - serial materials will be selected and added based on relevance to AU programming, availability of indexing, cost, availability of other titles in the subject area and demand.

Format - where possible and economical, serial materials will be acquired in electronic format.

Cancellations - serial material subscriptions will be canceled occasionally. Where possible, this will be done in consultation with the requestor and/or the affected department. Nevertheless, where financial constraints dictate the need for cancellation the Library reserves the right to make final cancellation decisions. Where appropriate, subscriptions in electronic formats will replace print subscriptions, reducing duplication.

Backfiles - where backfiles of serial materials are available in microform or in electronic format, these will replace the paper copy backfiles.

## 3. Electronic Resources

Electronic resources are considered part of the AU Library collection. The Library will acquire or license electronic resources and make these accessible through the Library web pages when possible. Web-accessible resources will be preferred. CD-ROM resources will be purchased when it is the only available format. Priority will be given to electronic resources that include full text. The Library will select Internet resources for inclusion in the Library catalogue, and/or for access through the Library's web pages.

## 4. Distance Education Materials

The Reverend Edward Checkland Collection is the Library's distance education collection. AU has a mandate by Province of Alberta, to specialize in distance education. In accordance with this mandate, AU Library will acquire distance education material published in English. Selected material in the western European languages may also be acquired.

Distance education materials include materials in curriculum development and design, innovative and/or computer assisted learning, and student support services.

## 5. AU Course Material Packages

Two copies of all AU course materials are deposited in the Library. One copy is catalogued for reference (in-house use only). One copy is catalogued for circulation. When a course is withdrawn from the calendar, one copy of the course is deposited in the AU Archives.



## 6. AU Theses and Projects

Two copies of AU theses and/or projects are deposited in the Library.

## 7. Government Publications

The Library retains a selective depository status for federal government publications. The Library acquires selected Alberta government documents. Materials selected will relate to AU's curriculum and staff development needs.

## 8. Newspapers

AU Library subscribes to selected newspapers in print format. Online access is available through the Library's web pages to numerous daily and weekly newspapers of local, national, and international interest.

## 9. Calendars (University and College)

AU Library will make reasonable efforts to carry the print calendars of Alberta post-secondary (public) institutions. University and college calendars are also accessible through the AU Library web pages.

## 10. Equipment

The Library will purchase, maintain and circulate selected equipment required to use or to view material in the collection.

## New Programs

1. To the extent that resources are made available, the Library will add materials to the collection and/or license materials for online access to support new academic programs.
2. According to the Undergraduate Program Approval Process and the Graduate Program Approval Process, all new academic program proposals should address needs for library resources - particularly requirements and cost estimates for library materials in the following areas:

material for general collection

periodical and index subscriptions and journal databases

audio-video materials

## Limitations

1. Multiple copies will be acquired where the Library identifies a demonstrated need.



2. Out-of-print materials will be acquired when reasonable to do.
3. AU Library reserves the right to refuse to purchase recommended material. Such refusal may be based on the cost of the material, the state of the Library budget and/or the relevance of the material to existing library collections or academic program.

#### De-selection

De-selection of materials from the AU Library collection is based on relevance to the curriculum research value, currency, user demand, duplication, accessibility, format, and the physical condition of the materials.

#### Donations

Donations to the AU Library collection are welcome, particularly those that broaden the collection in areas represented by AU's curriculum, provide additional copies where needed, or those that replace lost or damaged items.

##### 1. Monetary Donations

Specified or unspecified donations of monies to the Library will be referred to the Vice-President Advancement, who, in consultation with the Director, Library Services, will deal with the donation in accordance with AU policies respecting the acceptance and utilization of gifts, donations, etc.

##### 2. Materials Donations

The Library will accept gifts of materials, but reserves the right to evaluate them for their suitability using the selection criteria of this policy. The Library reserves the right to refuse donations in obsolete formats, in poor condition, or due to space restrictions.

##### 3. Evaluation of Gifts

###### Large Donations

For donations of large collections, an evaluation will be made to determine the suitability of materials for inclusion in the Library's collection. The Director, Library Services in consultation with other librarians (external if necessary) or with faculty knowledgeable in the subject area will conduct this evaluation.

###### Small Donations

In other instances a professional librarian will determine the suitability of materials for the Library's collection in accordance with the selection criteria of this policy and, when required, assign a value to them.



#### 4. Gifts Sent After Consultation with the Library

Gifts sent with the prior knowledge of the Library will be assessed in accordance with 3 above. If the gift, or any part of it, is not added to the collection then either it will be disposed of with the donor's permission or returned to the donor. If the donor requests a tax receipt for accepted gifts then valuation documentation, signed by the Director, Library Services will be forwarded to Financial Services for an official receipt to be issued to the donor.

#### 5. Unsolicited Materials

Unsolicited gifts sent without the prior knowledge of the Library will be either assessed in accordance with 3 above and added to the collection or disposed of in a manner deemed suitable by the Library.

Unsolicited gifts from individual donors, if added to the collection will be acknowledged. Donors of unsolicited gifts not added to the collection will not necessarily be informed of the exact disposition of the materials, nor will the materials receive valuation for purposes of income tax purposes.

Library staff will assess unsolicited material routinely sent to the Library by institutions, societies, commercial or other organizations in accordance with this policy. The Library will either retain or dispose of the material.

#### 6. Book Plates

Materials retained by the Library may be identified with a donor or memorial plate if the donor wishes. The Library will determine the position of the plate on the material. No other conditions may be imposed concerning any gift before or after the Library accepts the gift.

### **Procedure**

Suggestions for the Library to purchase may be submitted to the Library by using the print "Requisition" form or by using the form on the library's web site.

For both pedagogical and operational reasons, course SMLs should be created from holdings in the AU Library collection. New library acquisitions for individual course SMLs may be limited, depending on materials in the subject area of the course, depending on course enrolments, and depending on available budget resources. Criteria for acquisitions will include the cost of materials, anticipated use of the materials, and actual use patterns of materials in similar courses.

### **Applicable Legislation and Regulations**

N/A



## **Related References, Policies, Procedures and Forms**

Athabasca University's Seven Phases of Course Development for Undergraduate Courses  
Course Author's Guide  
Graduate Program Approval Process  
Undergraduate Program Approval Process

## **History**

Athabasca University Academic Council, Motion 159-7, November 1, 2000 (approved)  
This policy supersedes the AU Library Acquisitions Policy, approved at Academic Council,  
November 20, 1990 (item 83.3.2)