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Erasmus+ Programme  
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**LIBRARY NETWORK  
SUPPORT SERVICES:  
MODERNISING LIBRARIES  
IN ARMENIA, MOLDOVA  
AND BELARUS  
THROUGH LIBRARY STAFF  
DEVELOPMENT  
AND REFORMING LIBRARIES  
[LNSS]**

**SERVICII DE SUPTOR PENTRU  
REȚEAUA DE BIBLIOTECI:  
MODERNIZAREA BIBLIOTECILOR  
ÎN ARMENIA, MOLDOVA  
ȘI BELARUS  
PRIN DEZVOLTAREA PERSONALULUI  
BIBLIOTECAR  
ȘI REFORMAREA BIBLIOTECILOR  
[SSRB]**

# LIBRARY COLLECTION DEVELOPMENT POLICY

*guide*



2018

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**This guide has been developed within the Project ERASMUS + Capacity Building in the Field of Higher education (CBHE) Project 561633 Library Network Support Services: modernising libraries in Armenia, Moldova and Belarus through library staff development and reforming libraries [LNSS].**

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**National Book Chamber CIP Description**

**Library Collection Development Policy** : guide / ed. by Elena Harconița, Aculina Mihaluța, Valentina Topalo, Igor Afatin ; design/cop./machtetare/tehnoed.computerizată: Silvia CIOBANU. – Bălți, 2018. – 13 p. – Ref. bibliogr. : p. 11-12. – Lucrarea apare în cadrul Proiectului ERASMUS + Capacity Building in the Field of Higher education (CBHE) Project 561633 Servicii de suport pentru rețeaua de biblioteci: modernizarea bibliotecilor în Armenia, Moldova și Belarus prin dezvoltarea personalului bibliotecar și reformarea bibliotecilor. Library Network Support Services: modernising libraries in Armenia, Moldova and Belarus through library staff development and reforming libraries [LNSS].

10 ex.

ISBN

**Design / cover / layout / technical editing : Silvia CIOBANU**

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**Web: <http://libruniv.usarb.md>**

**ISBN:**

## SUMMARY

<b>Foreword</b> .....	4
<b>I. What is a Library Collection Development Policy (LCDP)?</b> .....	5
LCDP Goals .....	6
LCDP Advantages / Disadvantage .....	6
Overall Statement .....	6
Responsibilities .....	6
Selecting Resources for Purchase and Access .....	7
Selection Criteria .....	7
Language .....	7
Preference for Electronic Formats .....	7
Planning .....	7
Relationship with Users .....	8
Cooperation .....	8
<b>II. Realizing the LCDP</b> .....	8
The Overall Statement of the LCDP .....	8
Purpose .....	8
General Objectives .....	8
Specific Objectives .....	8
Guiding Principles .....	9
Community Served .....	9
The Processes of Collections Development .....	9
Collection diagnosis .....	9
Subject area and completion levels .....	9
<b>III. Collections Development Stages</b> .....	10
Organization and Description .....	11
<b>Bibliographical References</b> .....	11

## Foreword

Any institution, irrespective of its profile or activity and size, must ensure its performance, its viability, its ability to compete, and its performance.

Due to technological developments, libraries have evolved from the “just in case” to access “just in time” strategies, which has radically influenced information policy, one of which is the Library Collection Development Policy.

The main task of the library is to select, acquire information resources in all formats, by purchase, license, donation or legal deposit, and provide access to information resources for users.

Library Collection Development Policy, hereafter referred to as the LCDP, is one of the most important library policies developed to support the process of selecting, maintaining and ensuring access to relevant and representative information resources for members of the academic community. The objective of the Library Collection Development and Management Policy is to set out the principles for the development and management of rich and diverse collections of library resources to support teaching, learning and research.

The purpose of the policy is to ensure a proactive and strategic approach to the development of the Library’s collections, allowing the library to work actively and closely with academic departments and research centres to ensure that their needs are known and taken into account. In addition, it documents selection criteria, acquisition criteria and stock management criteria relating to disposal and replacement format.

The policy is designed to respond with flexibility and responsive to a range of variable factors, including changing research and teaching strategies at University, Faculty, Chairs level of funding, and space availability.

Measures in this policy seek to actively manage the collections and pursue, where possible, a balance between acquisition, relegation and disposal. Today, librarians have the opportunities in the management of collections management, such as collaborative collection management and the development of e-collections. National developments in the areas of collaborative storage and consortia acquisition opportunities such as REM-Electronic Resources for Moldova are taken into account.

Responsibility for the developing, application and revision of the collections policy lies with the Library Director, Collection Development Services, and Collection Communications, with advice Faculty departments, library users, including through the electronic form “*Proposals for purchases*” and other stakeholders. The effectiveness of the policy is dependent on the timely provision of information by Faculty, Departments and Chairs about teaching and research needs.

The development of collections is a process of increasing and updating collections by purchasing and periodically removing documents, aiming at achieving a balance between completeness and selectivity, so that each user finds in the library a sufficient number of publications in his area of informational preoccupations.

The developing of the library’s collections depends on the budget of the allocated financial resources. Budget for the Institution Planning Section. The allocation of the annual budget for the acquisition of informational resources is approved on the needs identified by librarians in full cooperation with the teaching staff.

The LCDP is the most valuable policy that supports the fundamental task of the library, the development of the document fund (completion, updating) in relation to the requirements of the educational and research process, but also the provision to the users of the information resources that constitute the patrimony of the library, which can no longer be used due to their material wear or obsolescence of the information they contain.

The LCDP is designed to make decisions about the detection, selection, acquisition (printed and electronic documents), being conditional on faculty education plans and research programs / projects. LCDP is a reference guide to exclude more questions from librarians responsible for acquisition and supports the professional training of new staff.

## Recommendations

Association of French Librarians considers that the collections developing policy of any library must take into account the following:

1.	<i>Responsibility of documentary policy</i>	Acquisition and deselection, scientifically designed, must be the result of collective activity, the fruit of the entire library's contribution
2.	<i>Collective thinking</i>	Opportunities, priorities, pros and cons in documentary politics are the fruit of collective debates, which should be brought to the attention an authorising officer of the credits and users.
3.	<i>To reflect on users</i>	Besides the active users of the library, it should be reflected also on potential users and non-users.
4.	<i>Talking with library partners</i>	Documentary policy debates must involve librarians' partners: support committees, library councils.
5.	<i>Evaluating existing collections</i>	Prior to any major action on purchases or weeding, collections in the library's patrimony should be well known. It is necessary to know the average age of the collections, the degree of obsolescence, the publications that meet the real needs of the users. In an academic library, collections should be renewed (updated) every 5 years.
6.	<i>Establishment of procurement management indicators</i>	Levels related to reading by user type, target audience, age of documents by category of publications etc. should be set.
7.	<i>Establishment of deselection procedures</i>	Principles and deselection procedures should be established by a written document.
8.	<i>Network integration</i>	Academic libraries are grouped in consortia for joint purchase of electronic resources.
9.	<i>Using budget resources</i>	The purchase strategy needs to be thought-out in terms of costs, which, in particular, in periodical publications increases from year to year. These costs can be calculated based on the average price of the document, taking into account support and aim.
10.	<i>To choose without regrets</i>	What is introduced in library collections should be of good quality and reflect contemporary publishing trends, library profile, user interests.
11.	<b>Developing skills in the field of acquisition</b>	Librarians who are responsible for collection acquisition must know the field of selection, editorial production and users' interests. They need to know how to cooperate and negotiate.

## I. What is a Library Collection Development Policy (LCDP)?

**LCDP is a guide to:**

- Selection and deselection (printed and electronic) of information resources for library collections.

- It is a solid substantiation for annual planning in order to determine the priorities, especially in the condition of limited financial resources.
- In a wider context: each library are unable to provide all their services by themselves, they are banding together into consortia and partnerships.

LCDP is a real work tool for librarians in the process of selecting and acquiring information and documentary resources from established domains as well as adjacent areas. It is an effective and practical tool in the annual evaluation of purchased documents.

### **LCDP Goals:**

- Defining the principles of collections development, thus contributing to the setting of acquisition priorities.
- Developing collections in a coherent way and in accordance with the library's vision and specificity;
- Satisfaction of informational and documentation needs of users of different categories: active and potential;
- Promotion of various categories of documents;
- Promoting local publicity protection;
- Preservation, continuity and enrichment of collections;
- Communicating Library orientation on Collection Development.

The LCDP should be linked to the university's general policy, study and research programs, and faculty curricula for all forms of training.

### **LCDP Advantages:**

- It is a regulatory framework and set of parameters within which staff and users work.
- The document forces the staff involved to reconsider the aims and objectives of the institution, both long and short term, the synthesis of priorities.
- Contributes to budgeting.
- Ensures intra-library communication and external communication of the library.
- Supports joint projects to develop collections between the library and users.
- Exclusion of censorship and assists in librarian management on donations, deselection of materials and serial cancellations.

### **LCDP Disadvantage**

- The only disadvantage to having a collection policy is that it consumes a lot of time, requires a great effort from librarians, and the necessity to be drawn up annually.

### **Overall Statement**

The main function of the LCPD is to provide librarians with guidance on the selection and deselection of information resources (printed and electronic) for collections.

The LCDP reduces subjective factors in the selection decision in collecting collections and identifies gaps in the development of the collection.

### **Responsibilities**

Efficient choice depends on a successful partnership between each department and library. Librarians, whose role is to support academics, researchers and students, are responsible for developing collections in all formats in their designated fields, informed by collection policy development and collector analysis tools. Both selection and weaning or deselection, storage and conservation, budget management are processes that the librarian also carries out in collaboration with teachers.

## Selecting Resources for Purchase and Access

The Librarians, responsible for acquisition and subject librarians together with the faculty determine priorities, make decisions to develop collections in line with the collection development policy. Suggestions for purchases, for example, from the Proposals for Acquisition form <http://libruniv.usarb.md/index.php/en/services/proponeri> on the site are welcome from all members of the academic community.

Faculties and departments planning new areas of research or teaching should, in collaboration with library services, identify and select relevant information resources for the acquisition.

## Selection Criteria

The range and level of subjects available in libraries collections directly reflects the training and research conducted in the University. The topic acquisition will reflect the changing academic priorities of departments, faculties and strategic priorities set by the university.

The range and level of subjects available in libraries collections directly reflects the training and research carried out in the University. Acquisition at subject level will reflect the changing academic priorities of departments and faculty members and the strategic priorities established by the university.

The quality of resources are evaluated using a range of criteria, including: budget and resources available; the nature of the info-documentary structure; the size, type of the library; services provided to users; relations with the national and international documentary system; level of creativity lasting value the reputation of author, publisher, collaborators, and colleagues, editorial board the quality and importance of bibliographies.

## Language

Priority is given to publications in Romanian. Works published in other languages are purchased where they are needed to support curriculum and research.

The Library may acquire duplicate copies of material contained in current reading lists that are expected to have high use. The need for multiple copies varies by discipline, from one to several copies. A maximum of ten to fifteen copies of the manual titles, the academic papers - from one to two titles are recommended. Increasing the availability of electronic books will allow the Library to purchase more titles to the detriment of the number of copies.

## Preference for Electronic Formats

The Users increasingly prefer electronic formats and their extensive use. Electronic format is usually preferred format for textbooks, reference materials, journals, indexing and abstracting tools. The selection of electronic documents will take into account technical requirements, ease of use and access, including remote access, simultaneous access and the availability of appropriate licensing and archiving requirements to ensure high-quality and reliable services.

## Planning

The LCDP is a sound foundation for planning, helping to set priorities, especially when financial resources are limited. The LCDP provides a judicious basis for the fair allocation of financial resources and helps to protect libraries' collections by explaining the rationale behind acquisition bids. The presence of official document to which reference may be made ensures continuity, sequence and avoid confusion in acquiring. The LCDP is important because it emphasizes the strengths of collections and helps librarians to concentrate on the library priorities.

### **Relationship with Users LCDP:**

- it is necessary not only for librarians but also for users, administration
- maintain the library's mission, demonstrating responsibility and obligations in accordance with the objectives of the institution
- provides the link between users and the library, as it demonstrates what can be expected of the library both from the point of view of purchase and of service
- offer the acquisition librarian the possibility to make certain selection decisions in accordance with standards adopted.
- librarians can avoid criticism, censorship, and politely, but firmly refuse unwanted donations, sectarian materials or potentially offensive items.
- 

### **Cooperation**

A single library has the inability to provide complex services, they create consortia and partnerships, mutual understanding of the purchase of each library.

The LCDP is also a platform for cooperation, wider sharing of information resources, inter-library exchange at local, national and international level.

## **II. Realizing the LCDP**

### **The Overall Statement of the LCDP**

Library Collection Development Policy is a set of parameters that regulate the criteria and elements responsibilities, the development of collections, is the most important policy supporting the main task of the selection library, maintaining and ensuring access to information and documentation resources for all users.

### **Purpose**

Ensuring coordinated and strategic, coherent, qualitative and comprehensive development of collections in line with the mission and specificity of the library.

### **General Objectives**

Qualitative and diversified provision of training opportunities, scientific research, cultural education of the members of the university community by developing and guaranteeing access to information resources (printed and electronic), the use of web technologies for communication and information sharing, user education for Information Literacy, creating and offering spaces, attractive conditions to academic community members and non-specific users.

### **Specific Objectives**

- defining the principles, criteria and priorities for the development of information resource;
- ensuring continuity, expanding, diversifying and enhancing the quality of collections;
- informational and documentary support of didactic and scientific research;
- developing collections in partnership (cooperation, consortia) in the condition of limited budgets;
- orientation of the acquisition process to all categories of documents on various media



- systematic evaluation of collections under various aspects (domains, categories of documents, use, etc.) in order to meet the needs of users, to cover information gaps and to exclude obsolete documents;
- intensifying collaborative relationships with the academic environment (teachers, students) in the processes of selecting, acquiring and weeding documents.

### Guiding Principles

- Accessibility
- Up-to-date
- Selectivity
- Continuity and coherence of collections
- Protecting collections
- Political and ideological non-commitment
- Cooperation between libraries and information centers
- Recognizing the user 's right to participate in the process of collections development

### Community Served

Target group of users: students (full time and part time studies); Master's degree studies; Doctoral programs; university teaching staff; other categories of employees, external users.

### The Processes of Collections Development

- Identification
- Selection
- Acquisition
- Organization
- Arrangement
- Capitalization
- Storage
- Examination
- Deselection

### Collection diagnosis

- a) The strengths and weaknesses of collections
- b) Trends in collectionj development
- c) Collection levels: Base level; Level of study; Research level; Comprehensive level (global).

### Subject area and completion levels

**A - maximum (10-15 copies) - for the level of study, including advanced level of study;**  
**B - average (3-5 copies) - for the basic level and research;**  
**C - minimal (1-2 copies) - for the global / comprehensive level**

UDC	Subjects	Level of acquisition
0	Science and knowledge. Organization. Computer Science. Information. Documentation. Bibliology. Institutions. Publications	Study, research
1	Philosophy. Psychology	Study, research, comprehensive
2	Religion	Study, research

### III. Collections Development Stages

**Stage I** Information. Examination the user's profile and studying the sources of information:

Examination the information needs of users by consulting the following: university curricula; institutional and national level research programs; user suggestions; lists submitted by academic staff; recommended bibliographic lists for the subjects taught.

Studying sources of information on the possibilities of completing the collection: catalogs and editorial plans; stock lists containing publications available in various publishers, institutions; visits to bookstores, salons and book exhibitions; press releases; bibliographic information works; lists of publications offered by exchange; offers from public and private suppliers; electronic resources on new appearances (virtual libraries, editorial output databases, publishing websites, online library catalogs).

**Stage II** Selection according to a) completion profile; b) the value of the document; c) potential utility; d) the relationship with the existing documentation and information resources; e) linguistic criteria; f) chronological criteria; g) typological affiliation. h)Data medium: : Prints. Audio-video materials. Electronic Documents, Other Formats. I)Price.

#### Selected Types and Types of Documents and Acquisition Rules:

Types	Genres	Ex. per title
Printed books / monographs, traditional / electronic series publications, reference works, audiovisual documents, electronic resources / databases, theses	Scientific papers: monographs, treatates; doctoral theses, author's-reports, research reports, syntheses, annals; scientific works of educational and research institutions; encyclopaedias, dictionaries, guides, catalogs, bibliographic works scientific periodical publications	B C  C C C
	Didactic / methodical documents : manuals, university courses, course notes; practical works, tests; methodical work, comments, recommendations	A
	Fiction : novels, essays	C

**Stage III** Proper purchase. Completing purchasing sources ; national Legal Deposit; Institutional compulsory deposit; interlibrary exchange; donations, other sources of acquisition

**Stage IV** Weeding documents from collections: obsolete documents; physical wear and tear; loss or destruction by users; document's retention period has expired in the documents collection; destroyed or damaged by the conditions of force majeure (fires, floods, earthquakes and other calamities), superfluous quantities.

**Stage V** Evaluation of collections through quantitative and qualitative techniques.

Quantitative techniques: document circulation; questioning users; lecturers endowment analysis, etc. Qualitative techniques by: involving teachers in the process of selecting the necessary documents and disposal outdated moral and physical publications; examining users requests; questioning users; examining the titles required in the interlibrary loan.

**Stage VI** Cooperation and Collaboration in the collections development at the local (departmental, university) national and international level.

**Stage VII** Roles and Responsibilities

Director of the library is the main authority in the collections development , the head of the respective subdivision, librarians; users (teachers, researchers, students). The final decision is taken by the founder, based on the financial resources allocated.

**Stage VIII** Collection Management

## Organization and Description

Library collections are recorded in an online catalogue by individual item record or in the case of manuscripts by a collection-level record. Collections are generally available on open access and are arranged by the Dewey Decimal Classification system. Electronic resources are recorded in the same way as physical stock with a direct link to the resource form the library catalogue. Remote access to licenced electronic resources is available to all registered members of the University.

## Policy Assessment

Monitoring and evaluating the implementation of resource development policy information is systematically done through analyzes and syntheses, revisions and corrections.

All collections are assessed regularly for development, relegation or disposal. Disposal of a collection or of any part thereof will only occur as part of a consultation process with faculty.

Collections purchased by the library will be made available to all members of the academic community and all those with registered loan rights, for example through access schemes.

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