

***IIUM Library Policy Document***

**COLLECTION DEVELOPMENT AND  
MANAGEMENT POLICY**

Document No.:  
**IIUM/204/POLICY/LIB/03**

Effective Date:  
**22 February 2019**

Version No.:  
**01**



### Identification Block

Name of Policy	<b>COLLECTION DEVELOPMENT AND MANAGEMENT POLICY</b>
Document Number	<b>IIUM/204/POLICY/LIB/03</b>
Policy applies to (Geographical scope)	<input checked="" type="checkbox"/> <b>All Campus Libraries</b> <input type="checkbox"/> Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	<input checked="" type="checkbox"/> <b>New Policy</b> <input type="checkbox"/> Revision of Existing Policy

Approval Authority	<b>Senate, IIUM</b>
Governing Authority	<b>Library Committee, IIUM</b>
Responsible Office/Custodian	<b>Chief Librarian</b>

Approval Date	<b>22 February 2019</b>
Effective Date	<b>22 February 2019</b>
Date of Last Revision	<b>Not Applicable</b>
Date of Next Policy Review*	<b>22 February 2021 (Every two (2) years)</b>

\* Unless otherwise indicated, this policy will still apply beyond the review date.

### Revision History

Requestor	Description	Submission date
<b>The Library</b>	<ul style="list-style-type: none"> <li>• <b>Review and rewrite policies following comments from Internal Audit 2018</b></li> <li>• <b>Revision leading to a new policy.</b></li> </ul>	<b>20 Dec 2018</b>

### Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	<ul style="list-style-type: none"> <li>• <b>Library Services and Facilities Policy</b></li> <li>• <b>(IIUM) Manual Financial Policies and Procedures</b></li> <li>• <b>(IIUM) Manual of Purchasing Policies and Procedures</b></li> <li>• <b>(IIUM) Manual of Asset Management Policy</b></li> </ul>
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## I. PURPOSE AND OBJECTIVES

This document sets out the Library's collection development and management policy and its implementation plan. The purpose of this policy is to:

- 1.1 Provide a framework that ensures all the campus libraries provide information resources which meet the needs of the university community across the five campuses;
- 1.2 Plan for the development of collection, to ensure consistency of practice among those responsible for developing the collection;
- 1.3 Describe how the Library deploys its financial resources in support of learning, teaching and research; and
- 1.4 Define the management of the Library's existing collection.

## 2. DEFINITION, TERMS, ACRONYMS

Terms/Acronyms	Definition
<b>Chief Librarian</b>	The person currently appointed by the University in accordance with the IIUM constitution.
<b>Collection development</b>	The process of planning, building, and maintaining a library's information resources in a cost-efficient and user relevant manner.
<b>Collection management</b>	The organisation and maintenance of library stock, starting from collection development principles, keeping the needs of users a priority objective, and considering alternative means of document and information supply to supplement local holdings. (Harrod, <i>The Librarians' Glossary</i> , 10 <sup>th</sup> ed., p152)
<b>Library collection</b>	A collection of sources of information and similar resources or materials, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material, and may be a physical building or room, or a virtual space, or both.
<b>Library items</b>	Items in a collection. Often used to describe non-book items like photographs, manuscripts, ephemera and so on.
<b>User</b>	Students and staff of the University, and authorised users.

## 3. POLICY SCOPE/COVERAGE

This policy applies to all learning, teaching and research collection administered by the Library and to all information resources, irrespective of format. This policy does not cover the collection collected and located in a faculty, school or subject area, and they are the responsibility of the area where they are housed.



## 4. POLICY STATEMENT

- 4.1 Library items are selected for the collection to meet the learning, teaching and research needs of the University community.
- 4.2 The Library shall be responsive to changes in courses, student numbers, research directions and items already available in its collection, and mindful of the differing costs of resources in various disciplines.
- 4.3 Library items include, but are not limited to, the following types of information resources:
  - a. printed material, including books, pamphlets, journals, newspapers, maps etc.;
  - b. e-books and e-journals;
  - c. electronic databases;
  - d. photographs;
  - e. multimedia materials;
  - f. microforms;
  - g. manuscripts; and
  - h. sound, video and film recordings.
- 4.4 The decision whether to accept donation of items rests with the Library.
- 4.5 The Library shall make electronic items accessible to all users via the University's secure network and the Web.
- 4.6 Items are classified and arranged according to a classification system identified and determined by the Library.
- 4.7 The Library shall monitor and maintain the collection.

## 5. IMPLEMENTATION AND NON-COMPLIANCE

- 5.1 The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.
- 5.2 This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deemed necessary.

## 6. MAINTENANCE OF POLICY

The Library is responsible for the formulation and maintenance of this policy.