

COLLECTION DEVELOPMENT GUIDELINES

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Guidelines apply to (Scope)	☒ All Campus Libraries ☐ Specific (Outline location, Campus, Organizational unit, etc.)
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Approval Authority	Library Top Management Meeting (LTMM), Dar al-Hikmah Library
Responsible Office/Custodian	Knowledge Resources Development Section

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Revision History

Requestor	Description	Submission date
Chief Librarian	1. Collection Development Policy/NI/naa/nri, 19111997; rev. 22101998; rev. 02012002; rev. 04062004 2. Collection Development Policy and Guidelines/Version 3/NI/ZMN, 25022014	4 th June 2004 25 th February 2014
Head, Collection & Client Services Department	1. There is a need for revision due to the changes in procurement practices and it was suggested the status of the Collection Development Policy to be changed to Guidelines. 2. Tabled before the LTMM no. 16/2024 held on the 13 th of November 2024. Need finesse corrections to be done by KRDS. 3. Tabled before the LTMM no. 17/2024 held on the 3 rd of December 2024. Approved and good for use.	13 th November 2024 3 rd December 2024

Related Document (Legislation, Policies, Procedures, Guidelines and Local Protocols/Manuals)	i. Collection Development and Management Policy ii. IIUM Manual of Financial Policies and Procedures iii. IIUM Manual of Purchasing Policies and Procedures iv. Summary of Library collection and their cataloguing treatment v. Gifts and Donations for Library Collection Guidelines vi. Library Resources Weeding Guidelines
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1.0 OBJECTIVE

This document serves as a guide for library staff, promoting consistency and transparency in collection-related decisions and ensuring consistent practices for procurement of library resources across all campuses of the International Islamic University Malaysia (IIUM).

2.0 SCOPE AND COVERAGE

The guidelines apply to all IIUM campus libraries, including Dar al-Hikmah Library Gombak (DaHLG), Dar al-Hikmah Library Kuantan (DaHLK), Syed Muhammad Naquib al-Attas Library (SMNAL), Centre for Foundation Studies Library (CFSL), and Shared-Facilities Library Education Hub Pagoh (SFLEHP).

3.0 DEFINITIONS

These definitions relate to these guidelines only:

TERMS	DEFINITION
Collection development	The process of selecting, acquiring, managing, and maintaining a library's collection of materials, including books, journals, e-books, multimedia, and other resources.
CRL	Course Reading Lists that consist of required and recommended readings (textbooks)
Online databases	Digital collections of academic, scholarly, and reference resources that are accessible via the internet, typically through a library's website or through academic institutions.
Special Collections	Refers to unique, rare, or valuable materials within a library that are distinguished by their historical, cultural, intellectual, or scholarly significance. These collections are typically housed separately from the general library collection to ensure their preservation and to provide special access to researchers, students, or other interested parties.

4.0 DETAILS OF THE GUIDELINES

4.1 The purposes of the Collection Development Guidelines are as follows: -

- 4.1.1 To communicate the procedures and principles for developing the Dar al-Hikmah Library collection to the IIUM campus population, particularly the library staff, academic staff, administrators, and students.
- 4.1.2 To meet the client's needs in a consistent and informed manner.
- 4.1.3 To serve as a guide for management purposes to help the library make the best use of its allocated financial resources.
- 4.1.4 To ensure that the selection of new resources supports the changing needs of university programmes.
- 4.1.5 To specify its role and serve as a guide to those responsible for selecting resources.
- 4.1.6 To develop a balanced collection in response to clients' information needs
- 4.1.7 To ensure that the collection grows in a way that best supports the university's teaching, research, and other related functions.

4.2 SOURCE OF FUNDS FOR LIBRARY RESOURCES

- 4.2.1 The source of funds for acquiring library resources is from the University Finance Division. The funds received are as follows:
- i. Books (Printed and electronic) – As allocated by the Finance Division.
 - ii. Online databases - Based on the proposal submitted and approved by the University Finance Committee.
- 4.2.2 The library will request additional funds if the allocation is insufficient for the fiscal year.
- 4.2.3 In addition to the above, the library also receives funds to purchase Special Collections from specific organisations or institutions.
- 4.2.4 Resources purchased with library funds will become library property and be available to the University population.

4.3 ROLES OF IIUM COMMUNITY FOR COLLECTION DEVELOPMENT

4.3.1 Academic staff

The academic staff will mainly select the library resources. They are encouraged to recommend purchasing books, serials, and electronic resources to assure maximum depth and comprehensiveness in their expertise and support the university's current and anticipated instructional programmes and curriculum-related research.

4.3.2 Liaison Librarians

The liaison librarians should be jointly responsible for developing the library collection by selecting resources for neglected areas, basic reference resources, and resources of student interest, which the librarians become aware of through their public interaction. This is being done to achieve a balanced and orderly collection.

The liaison librarians will establish and maintain good relationships with the academic staff and work closely with them to identify their needs. They are responsible for rectifying deficiencies whenever weaknesses in the collection are noticed.

4.3.3 Acquisition Librarians

The librarians in charge of acquiring library resources are responsible for assessing the collection, determining whether the requested titles conform to the Collection Development Guidelines and monitoring that orders are made promptly.

The Head of the Acquisition Unit will coordinate the ordering of resources that conform to the Collection Development Guidelines. Requests for resources that do not conform may be returned to the requestor for consideration.

4.3.4 Administrators and Students

University administrators and students may request the library purchase books and other resources. Students' requests must be accompanied by a written recommendation from their lecturers.

4.3.5 Approving Authority

The Chief Librarian has the responsibility and authority to recommend/approve the purchase of library resources. For more details, please refer to the IIUM Manual of Financial Policies and Procedures.

4.4 SELECTION CRITERIA OF LIBRARY RESOURCES

When selecting any resources for the library collection, the following criteria shall be observed:

- 4.4.1 The resources should directly meet present and anticipated curricular needs in the courses and be consistent with the general educational goals of the University.
- 4.4.2 The resources should help academic staff prepare class instruction, conduct research, and develop themselves by keeping abreast of teaching fields.
- 4.4.3 The resources should be of contemporary significance.
- 4.4.4 The resources should be of scholarly value.
- 4.4.5 The resources should contain accurate information and meet high-quality standards in factual content, social value, and literary merit.
- 4.4.6 The resources are the product of a reputable, credible, and significant author, translator, publisher, or producer.

4.5 LIBRARY RESOURCES AND COLLECTIONS

The Dar al-Hikmah Library is committed to building and maintaining a diverse and comprehensive collection of resources that supports the academic, research, and informational needs of the International Islamic University Malaysia (IIUM) community. This includes both physical and digital materials such as books, e-books, journals, e-journals, databases, special collections, and others. Selection, acquisition, and other decisions are made in accordance with the following:

4.5.1 Monographic & e-Book Resources

i. Number of Copies

The number of copies will be acquired as in the table below:

No.	Type of resources	No. of copies	Remarks
1.	Required readings from Course Reading List (CRL)	1	As highlighted in the CRL
2.	Recommended readings from CRL	1	As highlighted in the CRL
3.	Special requests:		
	a. Academic staff	1	Recommended by the Heads of respective Department, or Dean of the Kulliyah and approved by the Chief Librarian
	b. Librarians	1	Recommended by the Chief Librarian and based on the availability of budget.
	c. Administrators	1	

ii. Format

The format mentioned here is for printed books and single-title e-books:

- a. Cover format for printed book: priority is hardcover rather than softcover.
- b. Multiple formats (printed books and e-books): priority is e-books if the price is just slightly higher than the printed books.
- c. Multiple formats (significant difference in prices of printed and e-books): If e-books are too high, priority is given to printed books.

iii. Language of Resources

Acquisition of resources will be governed by the following:

- a. Emphasis is given to acquiring English, Arabic, and Malay resources from which academic and research programmes are conducted.
- b. Works published in other foreign languages will be acquired if they are unavailable in English, Arabic, or Malay translations. This applies to important and valuable work required for teaching and research purposes. The acquisition will be made at special request by the academic staff.
- c. Translations of English works will not be acquired unless they are essential for teaching and research purposes and upon recommendation of the academic staff.
- d. Translation of Malay works will only be acquired in English.
- e. Translations of Arabic works will only be acquired in English. The library will acquire the Malay translation upon demonstrated need by the academic staff for their teaching and research purposes.

iv. Price

Prices for all requests will be based as follows:

- a. All requests from Required and Recommended readings (Course Reading Lists) will be purchased regardless of their prices
- b. Special requests which exceed RM3,000.00 per title or per volume, require written justification from the Heads of the respective Department or Dean of the Kulliyyah.

v. Year of publication

The library will prioritise purchasing the current publication. However, requests for old publications will also be entertained if required for teaching and learning needs. Requests for out-of-print and out-of-stock items will be processed on a case-by-case basis.

4.5.2 Electronic Resources: Online Databases, E-Journals and E-Books

Subscriptions to electronic resources, which comprise new titles and renewals of subscribed titles of online databases, e-journals, and e-books, are made yearly and usually before the subscription ends.

Online databases, e-journals, and e-books represent an ongoing commitment, and the subscriptions require more consideration because of increasing subscription rates, limited funding, and yearly recurrent expenditures.

i. Selection Criteria and Evaluation

Selection criteria and evaluation for subscription to online databases are as follows:

- a. Support the present academic curriculum
- b. Existing subscribed databases/e-books and their usages
- c. Reputation of the online databases, e-journals, and e-books
- d. Cost, exchange rate and availability of funds
- e. Titles are regarded as core titles for the disciplines and are based on the annual Return on Investment (ROI).

ii. Subscription/Renewal Guidelines

Subscription/renewal guidelines are as follows:

- a. Acquisition will be made upon request of the academic staff with a written justification from the Heads of the respective department or the Dean of Kulliyyah via a form issued by the library.
- b. Subscription/renewal will be made accordingly based on the availability of adequate funds.
- c. A recommendation proposal should be made upon examination of the usage of online databases/e-books trial and comparison with the other institution that subscribed to the resources.
- d. Titles will be tabled for approval in the meeting of the Serials Selection Committee, which comprises of the Chief Librarian as the Chairman, the Head of the Collection & Client Services Department, the Head of Governance and Campus libraries, the Head of the Knowledge Resources Development Section and Liaison Librarians from all campus libraries.
- e. The authority to approve the subscription/purchase of online databases/e-books will follow the IIUM Manual of Financial Policies and Procedures

iii. Criteria for Purchase of e-books:

Purchase of e-books will be according to the criteria as follows:

- a. One-time purchase (perpetual access)
- b. Ensure access platforms provided by the publishers or e-book providers do not incur any additional cost
- c. Purchasing via aggregator or publisher's platform is preferable for easy maintenance and usage monitoring

d. Accessibility features

4.5.3 Special Collections

The library may develop special collections, either via procurement, gift, or waqf, upon the recommendation or approval of the Library Top Management. For more details, please refer to Summary of Library Collection and Their Cataloguing Treatment.

4.5.4 Theses and Dissertations

There are two types of theses and dissertations:

i. IIUM Theses:

- a. Theses and dissertations produced by IIUM postgraduate students.
- b. The library may acquire theses and dissertations from i-viva and upload them to the thesis repository.

ii. Non- IIUM Theses:

- a. Theses and dissertations produced by institutions other than IIUM.
- b. The library will catalogue the theses and shelve them in the browsable thesis collection.

4.5.5 Serials

i. Printed Journals

As the library is moving towards electronic subscriptions, new requests for printed journal subscription will not be considered.

ii. Standing Orders

Selected serial titles with irregular frequencies will be subscribed on a standing order basis. The titles will be selected with great care, and their requests will be reviewed and considered by the Serial Selection Committee.

4.6 GIFTS AND DONATIONS

The library encourages the acquisition of resources through gifts and donations as they provide valuable additions and are excellent means of building library collections. There are solicited and unsolicited gifts, ranging from serialised publications to books and other library resources. Gifts are accepted from faculties, staff, individuals, students, associations, foundations and societies at large.

Receiving and processing gifts are not cost-free. Therefore, they should receive the same care as paid resources. Only those resources which conform to the selection and acceptance criteria will be added to the collection.

For more details, refer to Gifts and Donations for Library Collection Guidelines.

4.7 WEEDING OF LIBRARY RESOURCES

Weeding or stock relegation is the practice of discarding, relocating or transferring to storage, removing excess copies, and rarely used books and materials that are no longer used. The reasons for weeding are on the following considerations:

- i. saving space
- ii. improving the main collection by removing the unwanted stock
- iii. increasing accessibility to more recent information
- iv. improving efficiency, and
- v. reducing cost

For more details, refer to Library Resources Weeding Guidelines.

5.0 ADMINISTRATION OF THE GUIDELINES

The responsibility for implementing these guidelines lies with all Heads of the Departments and Sections of all campus libraries.