

1. Purpose

These Collection Development Guidelines are a companion to the [Library Collections Policy](#). They provide greater detail about the criteria used to select and deselect materials in the general collection. They also highlight key information about unique aspects of our collection.

2. Centralization of Library Materials

All materials acquired with the library budget, or materials that are processed and made available through the Library, will be centrally held by the Library either in our physical campuses or made accessible through the Library website. Usage statistics for centrally held items will be reported annually in library year-end reports and on the Council of Post-Secondary Library Directors (CPSLD) website.

3. Collecting Level

The Library collects resources at Conspectus Collection Depth 3: Study or Instructional Support Level, as defined by the [International Federation of Library Associations and Institutions Section on Acquisition and Collection Development](#), and more specifically at Conspectus Level 3a: Study or Instructional Support Level, Introductory.

4. Collection Description

Descriptive metadata is data that is assigned by library staff to describe items in our collection. It is also used by the College Community to find items in our collections. Metadata for physical materials held within the library will follow current metadata standards such as MARC 21 and RDA. For authorities' metadata, Canadian Subject Headings, Library of Congress, MeSH and others will be used where appropriate. Digital collections managed by the library utilize metadata standards such as MODS or Dublin Core. Metadata standards may be locally adjusted to respond to the evolving needs of users in our college community. Metadata found in our electronic resources is often outside of our control, but we work with our vendors and notify them of any problems.

5. Selection Criteria

Materials for our general collection are selected by consulting a wide range of professional reviewing sources, both print and online. Collections Librarians work with instructional faculty and Library staff to ensure that materials are purchased to support classroom and research needs. Purchase suggestions are strongly encouraged. They also regularly review items in the collection and monitor their usage. Criteria considered for selection include:

- **Accessibility:** of content for those with accessibility needs; where possible, meets accessibility standards
- **Anticipated Use:** has been requested for course, is of broad interest, appropriate to our collection level
- **Authority:** given reputation of the author, editor, publisher, producer, vendor, etc.; inclusive of Douglas College faculty, staff and/or students

- **Cost:** of print vs digital; single vs multiple copies
- **Currency:** Currency, utility, or timeliness of the material or item
- **Format:** of the materials is most appropriate for the presentation of information
- **Level:** appropriate to primary users of materials at Douglas College
- **Quality:** of both the physical/digital material and the scholarly presentation of the work, supported by positive reviews in trade publications or other relevant sources
- **Relevance:** to Douglas College teaching, learning and research needs
- **Subject Treatment:** is relevant, accurate, unbiased, complete, up to date, relevant to local and/or Canadian context
- **Technology Requirements:** for access to content

6. Deselection Criteria

The collection is regularly reviewed to ensure its ongoing relevancy to the College community. Collections Librarians may consult with Instructional faculty with appropriate subject expertise and Library staff to inform deselection decisions. Criteria considered for deselection include:

- **Age:** of material, and consideration of whether information is dated or inaccurate, or has been superseded by new editions
- **Cost:** increases in the cost of ongoing subscriptions may necessitate the review of material, especially in relation to other deselection criteria noted [e.g. usage]
- **Duplication:** of print within the Library, of print and digital, of content in other resources in collection
- **Format:** of material, especially in light of equipment/technology/software required to access
- **Physical Condition:** deterioration of materials in collection, missing parts, incomplete sets
- **Relevance:** in light of changes to Douglas College teaching, learning and research needs
- **Space Considerations:** such as stack/shelving capacity
- **Usage:** statistics gathered from circulation or Counter reports

While the above criteria provide identification and rationale for removal, there can be overriding consideration for retention which might include:

- Local, historical value
- Items published by Douglas College employees and/or students
- Classics not currently available or out of print

7. Multiple Copies

Multiple copies of an item in a single location are generally avoided. Additional copies may be purchased based upon usage or may be required by departments at different campuses.

8. Unique Collections

In addition to the general considerations above, there are also specific considerations for particular aspects of the collection as noted below.

8.1 Electronic Resources

The Library's digital collection is comprised of electronic journals, eBooks, and streaming media. Digital items in the collection are either licensed as part of database/package or purchased as individual titles. Resources are reviewed annually. While much of the same selection and deselection criteria apply for digital resources, additional criteria may include:

- Remote accessibility
- Compatibility with the Library's authentication system and technical requirements
- Availability on library-approved platforms
- Alignment with licensing and copyright requirements
- Availability through consortial partners

8.2 Reserves Collection

The Reserves Collection provides access to highly-requested titles needed by students for their classes. These may be print or digital. Print items in this collection are placed behind the Check out desk. Materials are selected by faculty for their classes each semester. The library will also selectively purchase copies of printed and bound course textbooks, taking into account cost, course size, number of students enrolled, etc. Books in the print collection will be temporarily relocated to reserves when needed. Students may request any textbook that is not on reserve with the "Suggest a Purchase" form. Titles no longer needed in reserve will be returned to the collection.

8.3 Equipment Collection

The Equipment collection supports employees and students by providing essential tools for academic study, personal learning, and professional success. It also supports everyday needs, wellness, and equitable access to emerging technologies. This collection ensures convenience, promotes well-being, and enriches the overall academic and personal development of the community.

8.4 Leisure Reading Collection

The Leisure Reading Collection provides the College Community with popular fiction and non-fiction reads in a variety of genres in paperback format. Selections are made based upon reviews and current best-seller lists. Deselection is done every semester based upon usage and age.

8.5 Zine Collection

The Zine Collection's purpose is to support and enhance the curriculum of faculty who utilize the collection for experiential and transformative learning. Subject areas collected are similar to the general collection policy but with a focus on Canadian, Indigenous, British Columbia, and local community created zines. Selection preference is given to Douglas College students, faculty and the local community. Budget, selection and deselection guidelines are covered above.

8.6 Reference Collection

The goal of the reference collection is to provide materials for general or specialist information required by students and faculty. It includes multi-volume sets or specialist titles for in-house consultation. Titles are selected for this collection if they are required by students in multiple classes where the circulation

of an item would prevent the completion of assignments or if the title is of significant cost. For deselection, titles over 10 years will be moved to the Stacks but are dependent on available space. Retention consideration may be made for titles of local interest or historic significance.

8.7 DOuglas Open Repository (DOOR)

DOOR's purpose is to gather, collect, and preserve the research, scholarly, and creative outputs of Douglas College's community of students, staff, and faculty. The repository provides a secure and enduring open access software platform which aims to increase the visibility, usage, and impact of the College's collective knowledge and expertise. The repository supports the Open Access Principle which is that outcomes of publicly funded research should be made available free to researchers worldwide. The repository also provides Douglas College researchers who have been funded to comply with Canada's Tri-Agency Open Access Policy. Additionally, DOOR, in collaboration with the Douglas College Archives, builds and profiles archival and institutional collections of historical importance to the College.

9. Collection Assessment, Maintenance, and Deselection

Every summer, Collections Librarians assess their collections. Using standard usage data, such as circulation or COUNTER reports, they review the activity within their areas over the past year. Findings are shared in the annual library report. Subscriptions, licencing, and other on-going library commitments are reviewed throughout the year prior to renewal. In addition to tracking usage, the need to maintain current holdings and to repair or replace items that meet library user's needs are considered. Items that are no longer used, have an expired license or subscription, or cannot be replaced will be withdrawn in line with the above deselection criteria.