



LIBRARY COLLECTIONS POLICY

Policy Name: <i>Library Collections</i>	Responsible Owner: <i>Director, Learning Resources</i>	Created: 2024 Sep
Policy Number: <i>LR – 1</i>	Approval Body: <i>Library Management Committee</i>	Last Reviewed/Revised: 2024 Nov
Category: <i>Learning Resources</i>	Replaces: <i>Learning Resources Collection Development Policy</i>	Next Review: 2026 Sep

Purpose

The purpose of the Douglas College Library collection is to support the teaching, learning, and research needs of the Douglas College Community. The Library acquires and retains quality materials, including technology and equipment, appropriate for both current and reasonably anticipated future use to meet the needs of the wide range of subject areas taught and researched at the College.

This policy provides information about the selection and withdrawal of library materials. It advises the College Community of the principles and criteria used to develop and manage the collection.

Scope

This policy applies to the Library, which is responsible for identifying, selecting, maintaining, and withdrawing materials for the Collection. The College Community has responsibility for recommending resources to support academic programs and research, as well as student learning, academic success, and professional practice.

Policy Statements

1. Douglas College Library selects materials to support the established curricular needs of students and faculty at Douglas College. The Library collects and makes available materials that align with the College’s curricular and broader educational goals, scholarly, creative and research activities, and the College’s strategic priorities.
2. The Library’s collection development is guided by the following principles:
 - a. *Indigenization*: The Library contributes to the College’s [Indigenization Strategy](#) by promoting Indigenous peoples’ voices and world views in its collections. The Library prioritizes the purchase of resources created or published by Indigenous peoples, including those related to Indigenous histories, kinship, economics, community life, spiritual relationships, and ways of knowing.
 - b. *Equity, Diversity & Inclusion*: The Library recognizes that the historic and current marginalization of diverse groups is reflected in the under-representation of these voices in academic library collections. The Library is committed to collecting resources that promote, affirm, and celebrate equity, diversity, inclusion, and social justice principles to strengthen equitable and inclusive participation of all members of the College Community.

- c. *Accessibility*: The Library will consider the needs of individuals with disabilities in collection development and technology and equipment lending and decisions will be made in accordance with relevant accessibility legislation and policy.
 - d. *Openness*: The Library enhances the discovery of authoritative, open access resources, and supports initiatives to increase the use of open educational resources by teaching faculty and to support and facilitate access to open access publishing and scholarship.
 - e. *Intellectual Freedom*: The Library is committed to maintaining and defending intellectual freedom. Its collection development work aligns with the British Columbia Library Association's (BCLA) [Statement on Intellectual Freedom](#), the Canadian Federation of Library Associations (CFLA) [Statement of Intellectual Freedom in Libraries](#), and the [Canadian Association of Research Libraries \(CARL\) Statement of Freedom of Expression and Inclusive Libraries](#).
3. The Library purchases and/or licenses materials in print and electronic formats. Criteria such as cost, format, space requirements, availability, and accessibility [e.g. 24/7, multiple users' licenses] are used to help in selection decisions.
4. Items in the collection are catalogued, described, and made accessible in accordance with a range of bibliographic and metadata standards and systems. These standards and systems are designed to make library collections easily and centrally discoverable and accessible.
5. English is the primary language of the collection. Content in other languages may be acquired to support specific teaching needs. Materials in other languages are available through the Library's extensive interlibrary loan and reciprocal borrowing services.
6. The Library uses an evidence-based approach to continuously and systematically reviews the collection to ensure it meets the evolving needs and expectations of the College Community. Items are withdrawn from the Collection based on a range of criteria including usage statistics, physical condition of the item, existence of duplicate copies or different editions in the collection, existence of reliable online equivalents, etc.
7. The Library does not accept donations but may make exceptions if the materials are in line with our selection criteria.
8. The Library is committed to the principles of resource sharing with other libraries and participates in resource sharing initiatives to leverage consortial buying power and mitigate costs through the BC Electronic Library Network and the Council of Prairie and Pacific University Libraries.
9. The Library complies with Canadian copyright legislation and fair dealing exceptions regarding the use, copying, and lending of materials in the collection.
10. Collection suggestions are welcome from all members of the College Community.

Roles and Responsibilities

11. The Director, Learning Resources is responsible for allocating and overseeing the Library's collections budget and monitoring and approving expenditures.

12. The Library's Collections Librarians are responsible for selecting and withdrawing print and digital materials for the collection and ensuring they are acquired, processed, described, and accessible to our College Community.

Supporting Policies/Legislation/Guidelines

- [A01 College Use of Copyrighted Works](#)
- [A35 Academic Freedom](#)
- [Copyright Act](#)
- [Library Collection Development Guidelines](#)