



Collection Development Policy

Introduction

The CIHE/CBCC Library strives to develop and enrich its collection to support teaching and learning of our staff and students. To achieve this goal, the Library has formulated a policy to guide the selection, acquisition and maintenance of resources so that users can get the most appropriate information for their study and research. By developing and diversifying its collection, the Library not only aims to meet various parties' demand for subject materials, but also endeavours to provide publications for general reference or leisure reading. Thus, the Library is committed to providing resources that can serve different purposes of users.

Objectives

The Collection Development Policy is reviewed and revised regularly so as to ensure that it is in line with the development direction of the institute and accommodates any changes in users' learning and teaching needs. The policy serves the following objectives:

- To identify long-term and short-term needs of users and set up acquisition priorities for them;
- To provide informed and consistent selection and purchasing guidelines for acquisition staff;
- To guide library staff in handling gifts and donated materials as well as disposing of materials that deem inappropriate;
- To ensure that the development of library collection is effectively financed; and
- To make known to users the acquisition process and management of collection so that they can have a clearer understanding of the resources the Library possesses and provide purchase recommendations when necessary.

Selection and Acquisition of Library Resources

Selection Principles

- Resources that fit the programme curricula and research interests of staff and students are purchased. The most updated editions are preferred unless otherwise requested by academic staff.
- Publications that can fill the subject gaps are recommended by the Library regularly. Reference materials such as organizational reports and yearbooks are also selected to support users' research needs.
- Journal publications will be subscribed after getting consultation and approval from academic staff and the Management.
- The *e-Priority Policy* is adopted, in which resources in electronic format are purchased at a reasonable price if they are available in the market.
- The Library does not purchase materials that are obscene, violent or contain pornographic elements. The Librarian reserves the final right on the types of materials that are purchased and kept in the Library.

Selection Guidelines

Scope: The Library strives to develop an extensive and balanced collection that covers resources in different disciplines. Resources that are required in the programmes offered by schools / departments would be given priority.

Format: The Library selects both print and electronic resources. Audio-visual materials such as DVD films are also acquired to support teaching and entertainment purposes.

Edition: The Library acquires the most updated editions of titles. Older editions may be acquired only if they are specifically requested by users with justifiable reasons.

Language: The Library mainly acquires English and Chinese materials. Those in other languages are also acquired based on teaching curricula or requests from staff.

Currency: The Library mainly selects materials about the latest research and up-to-date issues in various disciplines. However, materials that fit the study on a particular historical period or development would also be purchased.

Quantity: The Library acquires print materials based on quality rather than quantity. Normally, the Library purchases at least one copy for each title. Multiple copies will be acquired only if they are in heavy demand or recommended by academic staff as principal texts or essential readings. Staff are advised to keep their recommendation for multiple copies to a minimum. This rule is applied to the following library collection:

Library Collection	Maximum No. of Copies / Items Per Title
Book Collection	4 copies
Course Reserve Collection	2 copies
Reference Collection	2 copies
Special Collection	2 copies
Journals Collection	1 copy
Multimedia Collection	1 item

Electronic Resources

E-books and e-journals

Due to the *e-Priority Policy*, the Library acquires both electronic books and journals at a reasonable price, depending on the availability of budget and the rate of price increase. These resources include individually purchased titles, bulk collections and journal subscriptions from information providers. Access to these resources is available both on and off campus anytime. Nevertheless, owing to the restrictions set by the providers, there may be a concurrent access limit to each resource.

E-databases

Apart from electronic books and journals, the Library also subscribes to online databases of different disciplines. A short trial of databases will be offered to all CIHE/CBCC members, in addition to possible on-site demonstration from representatives of information providers. Interested parties are welcome to provide feedback to the Library regarding the usefulness of the databases. The Librarian will decide whether to subscribe to the databases after taking into account users' opinions, professional advice

from academic staff and financial issues.

The Librarian negotiates licensing agreements and service terms of all electronic resources with information providers. The agreements made are to be approved by the Management and signed by the Chief Executive cum Director of Education Services, Caritas – Hong Kong / President / Librarian of the institute.

Acquisition Procedures

- Academic staff are advised to give syllabus booklists to the Library or fill out the *Application for Acquisition of Reference Materials Form* for the purchase of any materials.
- The form has to be endorsed by the Dean of Schools / Head of Departments / Librarian. Recommended materials will then be identified and assessed by the Library for acquisition. The Librarian reserves the right of final decision on the types of materials to be purchased.
- After the approval of the Management, acquisition staff will place order with vendors.

Preservation and Maintenance of Library Materials

- The Library closely examines the physical conditions of print materials and if they are found damaged or broken, preservation measures such as rebinding and repairing work will be carried out. Replacement copies may be purchased if the materials cannot be repaired. However, if the titles are no longer available in the market, substitute titles may be considered for purchase.
- The Library monitors the accessibility of electronic resources regularly and if technical problems occur, investigation and maintenance work will be carried out with the information providers.

Withdrawal and disposal of Library Materials

To fully utilize the existing space, the Library reviews its collection on a regular basis and proceeds to withdraw the following materials from open shelves to closed stacks for disposal:

- Worn out items
- Outdated editions
- Superseded titles
- Duplicate copies
- Items with little usage over the years

The disposal of the above materials will only be carried out after getting consultation from staff of related disciplines if necessary and obtaining the approval from the Management.

Donation of Print Materials

The Library welcomes donations that support the educational and research needs of the Institute. All donated materials are expected to be in good physical condition and meet the selection guidelines of the Library. In general, the following materials are not accepted:

- Outdated books on the subject of business and finance, law, science, health studies, computing and technology

- Previous editions of reference works or textbooks
- Materials in poor physical condition
- Items that are reprinted or reproduced without the authorization of the authors or publishers
- Duplicate items that are already held
- Non-print materials
- Newspapers, magazines and journals (single issue / broken run of issues)
- Travel guides, fiction and children's books

The Library selects the materials that would be added to its collection based on the selection guidelines set out in this policy. Unless prior agreement is made, the materials that are not selected would not be returned to donors. The Library reserves the right to make the final decision on the retention, location, processing and disposal of the donated materials.

Any interested parties can complete the *Book Donation Form* available for download from the Library website and return it to the Circulation Counter. They are advised to contact the Library by phone or email for enquiries / assistance before delivering the donated materials to the Library.

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