

Collection Development Policy

Introduction

The CIHE/CBCC Library seeks to expand and enrich its collections in response to the changing and growing needs of our staff and students. To achieve this goal, the Library has taken specific measures to guide the selection, acquisition and maintenance of relevant resources for teaching, learning and research activities. By developing and diversifying its holdings, the Library aims not only to meet the wide-ranging demands of different academic disciplines but also to provide materials for general reference and leisure reading. All in all, the Library is committed to offering a broad spectrum of up-to-date information that serves a great variety of purposes.

Objectives

The Collection Development Policy of the Library has been put in place and has been reviewed and revised regularly to ensure that it remains consistent with the strategic priorities of the Institute and that it can accommodate changes in teaching and learning needs.

The Policy serves the following objectives:

- To identify and prioritize short-term and long-term acquisitions needs;
- To provide appropriate selection and purchase guidelines for acquisitions staff;
- To set out different ways of handling and discarding gifts and donated materials;
- To ensure that the development of the library collections can be adequately financed; and
- To publicize the acquisitions processes so that users can be in a better position to make purchase recommendations.

Selection and Acquisition of Library Resources

Selection Criteria

- Resources that fit the curricular needs and research interests of staff and students will be selected. 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 will be acquired to support different research needs.
- Journal publications will be subscribed to after consulting with and getting approval from the academic staff and the Senior Management.

- The *e-Priority Policy* is adopted, under which resources in electronic format are preferred and purchased at a reasonable price if they are available in the market.
- The Library will not purchase materials that contain improper elements. The Librarian reserves the final right to decide on the types of materials that are to be acquired and to be held in the Library.

Selection Guidelines

Scope: The Library has striven to develop a balanced collection that covers resources for different subject disciplines. Priority will be given to materials that are required in the academic programmes offered by schools / departments.

Format: The Library purchases both print and electronic resources.

Electronic books are always preferred if they are available in the market.

Print books may be selected if no digital versions are available or if such versions are unreasonably expensive. They may also be acquired if they are more convenient to use and/or if they include illustrations such as diagrams, images, graphs which are better presented in print.

Print journals may be purchased if they are not available in an electronic format and/or if their texts and illustrations are better in quality than their electronic alternatives.

Audio-visual materials such as DVD films are also acquired for educational and entertainment purposes.

Edition: The most updated edition of a publication will be acquired. Older editions may be purchased only if they are specifically requested by users with sound justifications.

Language: English and Chinese materials will be acquired. Those in other languages may also be selected based on curricular needs or in response to specific requests from staff.

Currency: The Library mainly acquires materials related to the latest research topics in various academic disciplines. However, resources that pertain to specific developments and historical periods might also be purchased.

Quantity: The Library acquires published materials on their merits. Normally, the library purchases **Only One** print or electronic copy for each title. Multiple copies will be acquired only if such titles are in heavy demand or recommended by academic staff as principal texts or essential readings. However, requests for multiple copies should be kept to a minimum.

Under special circumstances and for strong reasons, the cap on the number of copies might be raised.

| | | |
|-------------------|--|---|
| Type of Resources | Maximum No. of Copies (Electronic version not | Maximum No. of Copies (Electronic version available) |
|-------------------|--|---|

| | | |
|---------------------------------------|---|----------------------------|
| | available) | |
| General Resources | 3 print copies | 2 print copy and 1 eBook |
| Principal texts or essential readings | 5 print copies | 3 print copies and 1 eBook |
| Reference books | 1 print copy | 1 ebook |
| Staff publications | 1 Additional print copy to be placed in the “Staff Publications Collection” | |

Electronic Resources

E-books and e-journals

Under the *e-Priority Policy*, preference is given to electronic books and journals that can be purchased within the budget limits. These resources include individual titles, bulk collections as well as journal subscriptions. Access to these resources is available both on and off campus and at any time. Nevertheless, owing to the restrictions set by the providers, a concurrent access limit may be imposed on a single resource.

E-databases

Apart from electronic books and journals, online databases in different disciplines are also added to the collections. A short trial of a database will be offered to all CIHE/CBCC members in addition to a possible on-site demonstration given by the information provider. Interested parties are welcome to provide comments and suggestions. The Librarian will make a final decision on whether to subscribe to a database after considering the general opinions and the professional advice from academic staff.

The Librarian will take care of the financial issues and negotiate the service terms with the information providers. All licensing agreements need to be approved by the Senior Management and signed by the Chief Executive cum Director of Education Services, Caritas – Hong Kong / President / Librarian of the institute.

Acquisitions Procedures

- Academic staff are invited to provide syllabus booklists to the Library or fill out the *Application for Acquisition of Reference Materials Form*.
- The completed form should be endorsed by the Dean of Schools / Head of Departments / Librarian. Recommended materials will be assessed by the Library. The Librarian reserves the right of final decision on the form of materials to be purchased.
- Upon the approval of the Senior Management, the Library will proceed to place the purchase order.

Preservation and Maintenance of Library Materials

- The Library will closely monitor the physical condition of all print materials. If they are found damaged or broken, remedial works such as re-binding and repair will be carried out as soon as possible. Replacement copies may be purchased if the materials cannot be restored. However, if the titles are no longer available in the market, substitute titles may be considered for purchase.

- The temperature and humidity of the Library are maintained at a certain level to minimize mold growth. An ultraviolet (UV) book sterilizer has been installed to disinfect print books after check-out.
- Under bad weather conditions such as rainstorms and typhoons, appropriate steps will be taken to protect the print materials. In case of emergency, the assistance of the Estates Management Office may be sought.
- The accessibility of all electronic resources is a top priority. If any technical problems occur, the Library will conduct an investigation and tackle the issues in consultation with the information provider.

Withdrawal and Disposal of Unnecessary Library Materials

To ensure that the existing space is sensibly utilized, the Library reviews its holdings on a regular basis and relocates the following materials from the open shelves to the closed stacks prior to 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 the staff of related disciplines are duly consulted and the Senior Management has given the approval.

Donation of Print Materials

The Library welcomes the donation of materials that support the educational and research needs of the Institute. All donations are expected to be in good physical condition and meet the selection criteria set by the Library. In general, the following materials will not be 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, works of fiction and children's books

Donated items that meet the selection criteria will be added to the Library collections. Unless a prior agreement has been reached, materials that are not chosen will not be returned to the donors. The Library reserves the right to make the final decision on the retention, location and disposal of all

donations.

Any interested parties are welcome to complete the *Book Donation Form* downloadable 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 handing over any materials.

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