St. Jerome's University Library Collections Policy and Guidelines

Academic Operations Manual
Approving Authority: SJU Senate Council
Established: May 17, 2018
Date of last review/revision:
Office of Accountability: Vice President Academic and Dean
Administrative Responsibility: Librarian

1 Policy Statement

Materials are selected and deselected by the Librarian(s) responsible for the St. Jerome's University Library Collection.

Within the context of the TriUniversity Group of Libraries, the St. Jerome's University Library acquires, organizes, makes available, and preserves a core collection of materials that support the University's teaching and learning needs. The Library works in close conjunction with the University of Waterloo Library and in cooperation with other member libraries of the TriUniversity Group of Libraries.

The Library collection should provide the basic, classic, and most important works of all the subjects that are taught at St. Jerome's. The Library should acquire all materials necessary to support the courses and subject areas that are unique to St. Jerome's. The Library collects materials to support new SJU courses and programs as they are approved.

2 Scope

This policy covers all materials in all formats in the collection of the St. Jerome's University Library. This statement excludes materials held in the SJU Archives.

3 Principles

The St. Jerome's University Library conducts its operations based on the following statements:

- St. Jerome's University Mission Statement
- St. Jerome's University Strategic Plan
- St. Jerome's University Academic Plan
- *Ontario Library Association's Statement on the Intellectual Rights of the Individual*
- *Canadian Library Association Statement on Intellectual Freedom and Libraries*

The library collection supports the University's liberal arts programming and fosters the diversity of thought in the Catholic intellectual tradition.

The Library follows the principles of the Accessibility for Ontarians with Disabilities Act.

4 Guidelines for Collection Development

The Librarian(s) responsible for collection development develops the Library collection in consultation with faculty when appropriate. Where feasible, the subject areas taught at St. Jerome's, the interdisciplinary nature of courses, and the research pursuits of the University will be considered. If materials beyond the scope of the St. Jerome's University Library collection are needed, the Library provides access to materials from the TriUniversity Group of Libraries through Primo, the Library catalogue, and from many other libraries in Canada and beyond through Racer, the interlibrary loan management system.

When making decisions regarding the development of the collection, the Librarian(s) responsible for collection development should consider the following:

4.1 *Formats*

The Librarian(s) responsible for collection development purchases books, periodicals/journals, and audiovisual materials in print and non-print/electronic formats. The collection includes materials in older formats, although we no longer purchase these: for example, CD-ROM, microform, cassette tapes, and slides.

Where possible and when materials are deemed as relevant, materials in obsolete and discontinued formats will be replaced by the same item in a current format.

Monographs are generally purchased in paperback rather than hard cover when available and if financially advantageous. Exceptions may be made for anticipated high use and/or long-term use items. Monographs are generally purchased in print format unless electronic format is requested or required.

4.2 *Reserves Collection*

Library materials are placed on Reserves at the request of faculty for the use of students in courses taught at St. Jerome's University. Generally, one copy of each item placed on reserves is purchased and retained in the SJU collection. Textbooks may be purchased and placed on reserve at the discretion of the Librarian, in consultation with the faculty member.

4.3 *Duplicates*

Generally only one copy of each item will be retained in the collection. Exceptions are made for heavy use materials, for different editions of the same item (where different editions have value to our users), and for publications by members of the St. Jerome's University community.

4.4 *Faculty, Staff, and Student Publications*

The Library acquires two copies of any monograph written or edited by current faculty, staff, or students of St. Jerome's University. If a current faculty member, staff member, or student has contributed a chapter to a book, one copy of that book is added to the circulating collection.

4.5 *Materials in other TriUniversity Group of Libraries' Collections*

Materials deemed essential to teaching and learning at St. Jerome's University will be obtained by the Library when possible, even if they are available in another TUG Library. Useful but not essential materials in another TUG Library, particularly the University of Waterloo libraries, will be obtained on the recommendation of the Librarian(s) responsible for collection development, in consultation with SJU faculty as appropriate.

4.6 *Collaborative Collection Development*

Where possible and appropriate, costs will be shared with other University of Waterloo libraries to provide access to electronic and other relevant resources for St. Jerome's University and University of Waterloo patrons.

4.7 *Lost and Missing Materials*

Library materials which are lost or missing will be replaced unless it is determined by the Librarian (in consultation with faculty as appropriate) that these items are no longer relevant to subject areas and/or courses taught at St. Jerome's University.

5 Guidelines for Deselection of Materials

Deselection is the practice of identifying material for removal, usually on the basis of currency, usage, physical condition, or duplication, and is essential to the maintenance of a relevant and useful library collection. In addition, the physical capacity of the library is limited and the collection size must be managed to allow for ease of access, growth and collection revitalization. Items may be removed from the collection at the discretion of the Librarian(s) responsible for collections, with input from other Library staff and SJU faculty as appropriate. Materials removed from the collection will be offered to another Library or organization, made available for free, sold, or recycled as appropriate.

Criteria considered in the deselection of materials include, but are not limited to:

5.1 *Circulation History*

Materials in the St. Jerome's University Library collection that have not circulated in more than ten years, and which are not considered classic works or essential to the subject area to which they belong, will be considered for deselection.

5.2 *Uniqueness of Items*

If a particular item is held only in the St. Jerome's University Library (and in no other TUG collection), it will generally be maintained in the collection unless it is determined to be of no value to the subject areas taught at St. Jerome's University.

5.3 *Condition of Materials*

Items that are in poor condition will either be deselected, replaced, or rebound/repaired, depending on the relevance to the primary subject areas of the St. Jerome's University Library collection and the circulation history of those items.

5.4 *Alternative Access*

Subscriptions to periodicals, journals, and other materials that are available online, and to which access is expected to continue, will not normally be renewed.

5.5 *Older Editions*

Superseded editions of materials will be deselected unless those older editions are still relevant for teaching and research.

5.6 *Obsolete Formats*

Materials in obsolete formats will be deselected if those items are deemed not to be useful to the collection.

5.7 *Subject Areas No Longer Taught at St. Jerome's University*

When a decision is made to permanently discontinue offering courses in a specific subject area, the library materials pertaining solely to that subject area will be deselected.