

WOMEN'S UNIVERSITY IN AFRICA LIBRARY

**Library
Department**



549 Arcturus Road,
Manresa Park,
Greendale, Harare,

Addressing gender disparity and fostering equity in University Education

LIBRARY DEPARTMENT

1. LIBRARY COLLECTION DEVELOPMENT POLICY

2. INTERPRETATION (DEFINITION OF TERMS)

Technical Services Librarian

A library staff member who serves as a communication link with academic departments and performs selection activities and purchase of library materials.

E-books and e-journals online books and periodicals

Multi-media Audio visual materials

3. PURPOSE OF THE POLICY

- To provide guidelines for the selection of materials to be added to the collections whether by purchase, gifts, or approval plans.
- To ensure the systematic growth of the collection based on a plan reflecting the purposes and nature of the University and of the evolving curriculum.
- To clarify the Library Collection development policies for faculty, students, and administration. To inform and advise in budgetary decisions.
- To allow comparison between the Women's University in Africa policy and those of other libraries to assist cooperative collection development.

- To provide a basis for the evaluation of the collection. To anticipate future needs and problem areas in the library's collection.

4. SCOPE

This collection development policy is a statement of the principles and guidelines used by the Woman's University in Africa Library (WUA) in the selection, acquisition, evaluation, and maintenance of library materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library's policies to faculty, students, staff, and other interested persons. It is understood that as the programs and other information needs of the University change, the collection development policy will also change to meet such needs.

To meet the changing requirements of the curricula, instructional methods, and information technology, the policy will be subject to continuing review and revision accordingly.

4.1 AUDIENCE

The goal of the Library is to provide services and access for all of its patrons. Primary patrons include the students, faculty, and staff of the University. Other patrons of the Library include alumni, visiting faculty and scholars and the local community.

5. PRINCIPLES GUIDING THE POLICY

The principles guiding the WUA Collection Development policy are;

- To collect or acquire materials in all formats to support the University's teaching, learning and research requirements.
- To avoid duplicating materials, except to meet compelling WUA user needs, in order to maximize scarce economic and physical resources. Since we have satellite campuses
- Prefer online access when it best meets the needs of users, but recognizes that the availability of digital content varies across disciplines and geographically and that there are cases where other formats are more effective.

- To acquire resources that researchers and students need in the most effective and economical manner available, and actively work with stakeholders to diversify and supplement resources available for collection support.

6. POLICY PROVISIONS

6.1 SELECTION OF MATERIALS

6.1.1 PARAMETERS OF SELECTION

The subject selection areas for the library includes all courses of study in diploma, undergraduate, and Post-graduate programs offered by the Women's University in Africa.

Types of materials purchased for the collection include monographs, periodicals, serials, electronic subscriptions, and other necessary multi-media products as recommended by the University Librarian.

6.1.2 SELECTION PRIORITIES

The priorities for selection are organized to support the curricula within the University and the needs of the primary users listed under the Service Parameters heading of this document. The research requirements of faculty are to be taken into consideration, especially if they are closely related to the curricula. The following is a hierarchical list of acquisition priorities:

1. Materials to support accreditation requirements and academic recognition of departments as well as materials required to support the core programs
2. Materials required for other courses and programs offered by the University.
3. Materials required for faculty research not directly related to the above.
4. Materials responding to other needs of the library and the academic institution.

It is to be understood that these priorities are dependent also upon the collection level that has been established for each area, as well as how the other collections rate within their levels. These priorities do not determine how much is to be spent on each collection, but are to make sure that those collections that have problems meeting the first priority are remedied as soon as possible.

6.1.3 SELECTION CRITERIA

Quality of content and fulfillment of academic curricular needs are the first criteria for selection of items to be included in the library's collection. Specific considerations in choosing individual items include some or all of the following:

- Lasting value of the content;
- Appropriateness of level of treatment;
- Strengths of present holdings in same or similar subject areas;
- Availability of material in other formats (such as online);
- Authoritativeness of the author or reputation of the publisher;
- Use of review sources;
- Cost.

Other guidelines also utilized:

- Duplicate or multiple copies are purchased only under unusual circumstances determined by number of satellite campuses, circulation, reference, reserve or other related statistics.
- Lost, stolen, or damaged materials will be replaced if it meets current selection criteria. All core related materials will be replaced immediately. Identical or similar materials may replace lost or stolen materials if the original is no longer available;

6.1.4 RESPONSIBILITY FOR SELECTION

Selection of materials for the collections is carried out cooperatively by Faculty Deans, head of units, students and the Technical Services Librarian.

Deans and Faculty staff are responsible for submitting requests for purchases for their departments and for providing information about departmental needs to the library.

It is the Technical Librarian's responsibility to collect lists of materials to be ordered from Deans and Faculty staff. Those orders are given top priority provided they fall within the selection criteria.

The library's Collection Development Policy guidelines will be followed in material selection and elimination, preservation, replacement, or removal of deteriorating and outdated or irrelevant materials in the collection. All requests for materials are reviewed and compared to selection guidelines. Student and staff requests are welcomed and will be reviewed by the same standard, as are requests from other sources. Faculty Deans will notify and communicate the implementation of new academic programs within the University so that needed resources may be provided. If available, additional funds for the new programs will be added on top of the existing budget through the new department's budget.

The selection process is designed to be a joint cooperative effort between the Deans and the Technical Services librarian. However, if the Deans fail to request items for their assigned departments, the responsibilities of evaluation and selection will default to the Faculty teaching staff.

6.1.5 GIFTS

The library welcomes gifts and donations of useful materials, or the funds to purchase them. However, all gifts of materials to the library are accepted with the understanding that they are added to the collection only after they have met the same selection criteria as materials which are purchased. The library will not accept gifts with conditions as to their disposition or location except by expressed permission of the University Librarian. The library recommends to dispose of unneeded gift materials, regardless of how they were acquired, by weeding and discarding.

6.2. COLLECTION MAINTENANCE AND EVALUATION

6.2.1 INTRODUCTION

Collection evaluation is a measurement of the library's physical holdings and any quality online resources to which the library has access.

The Library will use faculty expertise as a resource for both selection and evaluation of the collection. Evaluation of the collection will be conducted when the need arises.

6.2.2 WEEDING, BINDING, MENDING, DISCARDING, REPLACEMENT AND DUPLICATION.

Weeding is the withdrawing of damaged or obsolete materials from the library's collections, a process which is an integral part of collection development and maintenance of the collection. Materials of historical importance or classic titles may be retained in order to represent the history of a discipline while other titles may be discarded. The Technical Librarian is responsible for weeding the collection on a continuing basis. Faculty may be consulted when appropriate.

Decisions will be made continuously regarding worn books, whether to mend, bind, or withdraw from the collection. Each decision will be based on the actual condition of the book, the number of duplicate copies in the collection, the current validity of its contents, availability of the title for reorder, and the cost of mending versus the cost of replacement. The Library can donate withdrawn books.

7. ROLES AND RESPONSIBILITIES

Responsibility for administering the collection development program, including planning, development, maintenance, preservation, budgeting and evaluating the collection, rest with the Technical Services Librarian, the University Librarian and Faculty Deans.


The Technical Services Librarian, University Librarian and Faculty Deans provide mechanisms for ensuring equity, continuity, and flexibility in the collection program. Their responsibilities include:

- Recommendations of appropriate library resources in support of the mission of the Women's University in Africa.
- Reviewing and approving collection development policies, including overall strategic objectives for collection development at the Library.
- Identification of areas of collection strengths and weaknesses to guide the setting of priorities in collection development and preservation.
- Granting approval or denying requests for major purchasing decisions including handling of long-term acquisitions commitments (e.g., standing orders, online

databases, e-books and e-journals, continuations, and serials), acquisitions of special collections, special purchase requests, collection improvement proposals, etc.

- Establishing procedures for the approval of new subscriptions and the review of existing subscriptions.
- Identification of current issues in collection development for discussion within the Library and for articulation, as appropriate, to the WUA community.
- Participation in cooperative collection development projects involving other institutions as the University Librarian sees appropriate.

8. DOCUMENT VERSION MANAGEMENT AND CONTROL

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