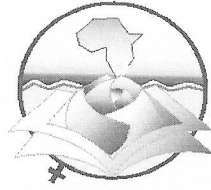


WOMEN'S UNIVERSITY IN AFRICA



**Library
Department**

549 Arcturus Road, Manresa
Park, Greendale, Harare,
Zimbabwe

Addressing gender disparity and fostering equity in higher education

LIBRARY

1. TITLE OF THE POLICY

Collection Development and Management Policy

2. INTERPRETATION (DEFINITION OF TERMS)

E-books and e-journals – online books and periodicals

Multi-media -audio visual materials

3. PURPOSE

- i. To provide guidelines for selecting materials to be added to the Library collections, whether by purchase, gifts, or approval plans.
- ii. To ensure the systematic growth of the collection based on a plan reflecting the purposes and nature of the University and the evolving University curricula and research direction.
- iii. To clarify the Library Collection development policies for faculty, students, and administration. To inform and advise in budgetary decisions.
- iv. To provide a basis for the evaluation of the collection.
- v. To anticipate future needs and problem areas in the Library's collection.
- vi. To allow comparison between the Women's University in Africa Policy and those of other libraries to assist cooperative collection development.

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, maintenance and disposal of Library information resources. 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. To meet the changing requirements of the curricula, instructional methods, and information technology, the Policy will be subject to continuing review and revision accordingly.

5. PRINCIPLES GUIDING THE POLICY

The principles guiding the WUA Collection Development Policy are:

- i. To collect or acquire materials in all formats to support the University's teaching, learning, research, innovation, industrialisation and community outreach requirements.
- ii. To avoid duplicating materials, except to meet compelling WUA user needs, to minimise costs.
- iii. Prefer online access when it best meets the needs of users but recognises that the availability of digital content varies across disciplines and geographically and that there are cases where other formats are more effective.
- iv. 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

The WUA Library collection development Policy provides for the selection, acquisition, evaluation, and maintenance of Library materials. It also provides guidelines for weeding and discarding obsolete Library materials.

6.1 Selection of Materials

- i. The Library shall acquire books that address the needs and requirements of all academic disciplines of study in diploma, undergraduate and Postgraduate programmes offered by the Women's University in Africa as well as research, community outreach, innovation and industrialisation activities.
- ii. 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.

6.2. Selection Priorities

The priorities for selection are organised to support the curricula within the University and the needs of the primary users listed under the scope 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:

- i. Materials to support accreditation requirements and academic recognition of departments as well as materials required to support the core programmes
- ii. Materials required for other courses and programmes offered by the University.
- iii. Materials required for faculty research not directly related to the above.
- iv. Materials responding to other needs of the University that include community outreach, innovation, industrialisation and administration.

6.3 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 the following:

- i. Lasting value of the content;
- ii. Appropriateness of level of treatment;
- iii. Strengths of present holdings in same or similar subject areas;
- iv. Availability of material in other formats (such as online);

- v. Authoritativeness of the author or reputation of the publisher;
- vi. Use of review sources;
- vii. Relevance of the resources to the University curricula and research needs;
- viii. Resources that include diverse perspectives and underrepresented voices;
- ix. Alignment of the content with Zimbabwean laws and values;
- x. Cost of acquiring and maintaining the resource.

Other guidelines also utilised:

- a. Duplicate or multiple copies are purchased only under unusual circumstances determined by number of satellite campuses, circulation, reference, reserve or other related statistics.
- b. Lost, stolen, or damaged materials will be replaced if it meets current selection criteria. All core materials should be replaced with the exact latest edition copy that has been lost, stolen or damaged. Identical or similar materials may replace lost or stolen materials if the original is no longer available.

6.4 Responsibility for Selection

- i. Selection of materials for the collections is carried out cooperatively by Faculty Deans, head of units, students and the Librarian.
- ii. Deans and Faculty staff are responsible for submitting requests for purchases for their departments and for providing information about departmental needs to the Library.
- iii. It is the Technical Librarian's responsibility to collect lists of materials ordered from Deans and Faculty staff. Those orders are given top priority provided they fall within the selection criteria.
- iv. 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 programmes within the University so that needed resources may be

provided. If available, additional funds for the new programmes will be added on top of the existing budget through the new department's budget.

- v. The selection process is designed to be a joint cooperative effort between the Deans, heads of Departments and the Library.

7. CATALOGUING AND CLASSIFICATION

A detailed record for each item acquired shall be kept through the Library Accessions Register and catalogued to facilitate easy access and retrieval. A standardised classification system shall be used to organise acquired resources.

8. DONATIONS

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 (stated under Section 4.3) 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 disposing of unneeded gift materials, regardless of how they were acquired, by weeding and discarding.

9. COLLECTION MANAGEMENT

The Library shall ensure that all collections are properly maintained and preserved and safeguarded against risks such as theft, fire and floods.

9.1 Binding and Mending

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 re-order, and the cost of mending versus the cost of replacement.

An initial assessment of damage of the books shall be done to determine if it required mending or binding. Minor repairs in-house, such as reattaching loose pages, or repairing torn pages. Send severely damaged books to professional for binding. Evaluate books for binding

based on their condition, usage, and value to the collection. Select an appropriate binding method and tools (e.g., Library binding, rebinding) to ensure repairs are durable and non-damaging to the books. Records of all books sent for binding, including details of the binding process and costs must be maintained.

9.2. Weeding and Discarding of Materials

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 management. Materials of historical importance or classic titles may be retained to represent the history of a discipline while other titles may be discarded. Identify items for discarding based on relevance, physical condition, usage statistics, and duplication. The Library shall consult with the Faculty Deans and Heads of Departments in the weeding process. The Library will work with the University Assets Disposal Committee to finalise the discarding of weeded books. The Library can donate withdrawn books to other libraries as part of outreach programmes.

9.2.1 Weeding Criteria

- i. Items that have not been used in the past ten years.
- ii. Duplicate copies of seldom used items.
- iii. Items that are badly worn-out or excessively dirty.
- iv. Multimedia resources requiring unavailable hardware and software.

9.2.2. Weeding Exceptions

Resources in the following categories may not be discarded:

- i. Research level resources, i.e. Women's University Undergraduate, Masters and Doctoral Research.
- ii. Special, rare collections and collections of historical significance.
- iii. Materials about Zimbabwe written by Zimbabweans.

10. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Quality Assurance Department	Review the Collection Development and Management Policy
Library Committee	Review the Collection Development and Management Policy
Library	<ul style="list-style-type: none">-Administering Collection Development and Management including planning, development, maintenance, preservation, budgeting and evaluating the collection, rest with the University Librarian, the Deputy Librarian and the Technical services librarian.-Ensure equity, continuity, and flexibility in collection development and management.-Recommend appropriate Library resources in support of the mission of the Women's University in Africa.-Review and update the Collection Development and Management Policy.-Identify areas of collection strengths and weaknesses to guide the setting of priorities in collection development and preservation.- Assess 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.-Establish procedures for the approval of new subscriptions

and the review of existing subscriptions.

-Identify current issues in collection development for discussion within the WUA community.

-Participate in cooperative collection development projects involving other institutions as the University Librarian sees appropriate.

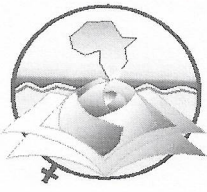

11. EFFECTIVE DATE

This Policy will take effect when approved by the University Senate.

12. REVIEW

The authority to amend this Policy shall reside with the Library Committee of the Women's University in Africa, acting on the advice of the Senate. The Policy shall be reviewed on a three-year cycle; however, recommendations for improvement may be incorporated as they arise.

11. DOCUMENT VERSION AND CONTROL

Document Name	Collection Development and Management Policy	 WUA
Version Reference	1.0-2025	
Document Owner	Women's University in Africa Library	
Approved by		
Date of Approval		
Review Date	Annually	