

# Library Collection Development Policy

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## 1. Preamble

The Patrick Power Library supports the Academic Mission of Saint Mary's University by providing an environment that promotes research, teaching and learning. The Library operates in the spirit of free and open intellectual inquiry and adheres to the tenets of the [Canadian Federation of Library Association's Statement on Intellectual Freedom in Libraries](#).

## 2. Purpose

The purpose of the Library Collection Development Policy is to communicate the basic guidelines used by the Patrick Power Library to select, evaluate, acquire and maintain library materials.

## 3. Policy

### 3.1 Description of the Collection

The Patrick Power Library collects scholarly research materials covering all subjects offered at Saint Mary's University. The aim of the collection is to provide timely, relevant and accessible information resources, of sufficient depth, breadth, and quality to support teaching and learning, to facilitate research, and to spark intellectual curiosity and personal growth, within the university and wider communities.

Recognising the university's commitment to equity, diversity, inclusion and accessibility, the Library strives to collect materials reflecting the lived experiences of marginalized, underrepresented, and underserved groups, within the scope of collection priorities identified in this document.

The Library also seeks to provide materials on topics of current or general interest that will foster literacy, lifelong learning, social engagement and cultural enrichment among our diverse community members.

### **3.2 External Partnerships**

The Library actively participates in regional and national consortia, such as the Council of Atlantic Academic Libraries ([CAAL-CBPA](#)), [Novanet](#), and the Canadian Research Knowledge Network ([CRKN](#)). Such participation extends and complements the Library's collection by granting patrons access to materials from other libraries and offering opportunities for the Library to work with other institutions to aggregate spending and leverage bargaining and purchasing power for electronic resources.

### **3.3 Language**

English is the primary language of the collection. Non-English materials may be selected to directly support the university's instructional programs. Acquisition of materials in other languages will be considered where there is a need to support teaching and research at the university, or to provide reading materials for faculty and students fluent in a language.

### **3.4 Formats**

The Library collects materials in various formats to support teaching, learning and research, with a strong preference for electronic format whenever possible and appropriate. Financial considerations strongly influence format choices. For example, when purchasing books, paperback is preferred to hardcover.

### **3.5 Duplicates**

The Library does not normally purchase multiple copies of an item.

### **3.6 Monographs (Books)**

The Library acquires books and reference material at academic, research, and professional levels in print and electronic format. The Library normally collects books authored by Saint Mary's faculty members. The Library does not normally collect textbooks or related instructional aids.

### **3.7 Serials (Journals) and Standing Orders**

The Library acquires serials (journals) and standing order subscriptions to support academic programs. As serial subscription prices are highly volatile, it is recommended that no more than 75% of a department's or program's library allocation be committed to serial and standing order subscriptions, to ensure adequate funds will be available for monograph purchases.

### **3.8 Databases**

To provide rich access to journal and book collections, the Library subscribes to indexing and abstracting services relevant to disciplines taught at SMU. Many databases include full text of the indexed item. In cases where full-text is not included within the database, the Library provides a service to connect users to the needed electronic resource. Librarians review database subscriptions annually. Relevance to curriculum, cost and usage data are key considerations used to determine the continuance of database subscriptions.

### **3.9 Scholarly Full-Text Collections**

Increasingly, electronically-formatted scholarly materials (both books and journals) may be acquired or licenced in packaged collections, organized by

disciplinary themes or by publishers. Such large package purchases or licences often serve the needs of multiple departments or programs, vastly increasing access to materials across the curriculum.

### **3.10 Audio-Visual and Streaming Materials**

The Library may acquire licenced, streaming film and audio-visual resources in support of university teaching. Physical media are normally not purchased for audio/visual materials, as required playback technology is increasingly difficult for library users to access. Audiobooks are not normally collected but may be considered in support of accessibility and language learning programs at the University.

### **3.11 Data**

The Library facilitates access to published statistical information, public use microdata files, and open data repositories.

### **3.12 Maps**

The Library does not normally collect maps, other than those contained in atlases and other bound volumes.

## **4. Budget**

The Library acquisitions budget is determined by the university each year. The funds are distributed among academic departments in accordance with a formula approved by the Senate Library Committee. The Collections Librarian has responsibility for calculating the budget allocation formula, in consultation with the Dean, University Library and Archives, and the Manager of Acquisition Services. This formula considers several factors, including:

- The Library acquisitions budget, assigned by the university

- The number of courses offered by each academic department or program (undergraduate and graduate)
- The number of course registrations in each academic department or program (undergraduate and graduate)
- Library circulation data
- The average costs of books and serials

## **5. Policy**

Collection Development at the Patrick Power Library is the responsibility of the Librarian Liaisons, the Collections Librarian, and the Dean, University Library and Archives, and includes the following key activities:

### **5.1 Selection**

Titles selected for library collections must support the academic initiatives of the university. Each department or program receiving a library allocation appoints a faculty member to be its Library Representative. The Library Representative works with the relevant Librarian Liaison to recommend orders for their department or program.

### **5.2 Selectors**

The primary selectors and de-selectors are the Librarian Liaisons, who work with the departmental Library Representatives, other faculty, and the Collections Librarian to build and maintain the collections for their assigned areas. Final acquisitions decisions lie with the Librarian Liaisons and the Dean, University Library and Archives.

Criteria considered when selecting new books or subscriptions include:

- Relevance to the academic program
- Anticipated demand
- Quality

- Format (paper or electronic)
- In the case of serials, access to electronic full-text is preferred.
- Accessibility
- Availability through interlibrary loan/document delivery
- Cost

The Library welcomes recommendations for new materials from Saint Mary's faculty, students, and staff. If these requests meet the Library's collection guidelines, they may be acquired. The Library gives priority to requests submitted by members of the university community.

When new serial and standing order subscriptions are requested by departments or programs, ongoing funds must be identified to support them. Requests for new subscriptions should be received no later than May 1 to acquire all issues in the current year. The Dean, University Library and Archives, has final approval for all requests to acquire or cancel serial subscriptions.

## **5.3 Maintenance**

### **5.3.1 Books**

The Library acknowledges the historic value of older resources and retains items for their potential research value. The Library, however, discards superseded editions, duplicate copies, and items worn from use. De-selection projects may also be initiated in areas where space constraints make weeding a necessity. Maintenance activities are ongoing. Circulation data, condition and current relevance to academic programs are major criteria for de-selection. The Collections Librarian has responsibility for oversight of deselection.

Access Services monitors the condition of books and identifies missing items on a regular basis. These materials are referred to Librarian Liaisons or to the Collections Librarian for replacement decisions. Factors considered in the decision to replace an item include:

- Circulation data
- Relevance to current collection goals
- Cost and alternative availability.

### **5.3.2 Serial and Standing Order Subscriptions**

Departments and programs are requested to review their serial and standing order subscriptions annually. Librarian Liaisons also review serials and are available to lend support for this process.

The review of subscriptions considers several factors, including

- Usage and cost-per-use statistics, as collected by the Library
- Relevance of the serial to the academic program
- Alternative Access options, including:
- Electronic full-text access of the serial
- Availability through interlibrary loan/document delivery

Requests for subscription cancellations must be received by August to ensure cancellations occur in the current fiscal year. The Dean, University Library and Archives, has final approval of all subscription cancellations.

## **6. Addressing Challenges to Library Materials**

On occasion, a library patron may object to material in the collection and request that it be withdrawn. The Dean, University Library and Archives, will address patron concerns or challenges about items in the collection. Contact information is available on the [Library website](#).

The Patrick Power Library supports the [Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries](#). While all challenges to library material are seriously reviewed, the Library's goal in such cases is to uphold the principles of intellectual and academic freedom. These goals are acknowledged as the foundation of collection development at the Library, and contribute to an environment of openness, inquiry, and innovation at the University.

## 7. Related Policies, Procedures and Documents

### 7.1 Policies

- Gift Policy

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### Additional Approval Information

- a) **Approving Authority:** Dean, Library and Archives
- b) **Approved:** February 13, 2025
- c) **Responsible Office:** Patrick Power Library
- d) **Responsibility:** Dean, Library and Archives; Librarian, Collections Development
- e) **Revision Date(s):** n/a
- f) **Supersedes:** n/a
- g) **Next Required Review:** Every two years, or as required