Collection Development Policy

The library builds and maintains a comprehensive collection of resources to serve the needs of the University. Part of the library's mission is to connect students and faculty to the world of information and ideas. To fulfill this mission the library will review, evaluate, select and maintain materials in appropriate formats that primarily support the needs of the curriculum.

Principles of Selection

Faculty, staff and students are invited and encouraged to recommend purchases for the library collection. Each faculty department has an assigned liaison librarian. The librarian works in collaboration with faculty to develop a high-quality collection.

When evaluating items for acquisition, priority will be given (in the following order) to selections that support:

- the curriculum of an existing undergraduate course, graduate course or degree program
- the general information needs of undergraduate and graduate students
- undergraduate teaching, graduate teaching and course development
- faculty research and their professional information needs
- the cultural, intellectual and professional needs of the University community
- other needs, including recreational, of the extended University community

The following factors will be considered when evaluating books and media items for acquisition:

- relationship of the title to the existing collection and collection goals
- significance and timeliness of the material
- scope and authority of the author or publisher
- reviews and recommendations
- format
- cost

The following factors will be considered when evaluating periodicals for acquisition:

- relationship of the title to the existing collection and collection goals
- significance and timeliness of the material
- availability of indexing and finding tools
- scope, authority and duration of the publication
- reviews and recommendations
- format
- cost including annual inflation rates

The Journal Request Form is available online.

The following factors will be considered when evaluating electronic resources for acquisition:

- relationship of the title to the existing collection and collection goals
- significance and timeliness of the material
- availability of indexing and finding tools

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- availability of full text and/or images
- scope, authority and duration of the publication
- reviews and recommendations
- ease of access
- format
- cost including annual inflation rates

Electronic books (E-books)

The format of library materials is integral to its use by patrons, usefulness to the collection as a whole and support in the present and future. As academic and institutional needs change and technology advances, the library will adapt to reflect those changes.

The library acquires materials on an e-preferred basis. It acquires resources in electronic format where possible. Print will continue to be purchased when requested by faculty and where print is preferred for quality, usability or content reasons. Duplication of the print and electronic versions of a resource is generally avoided but will be considered on a case-by-case basis.

In addition to the criteria used for evaluating print books, the following additional factors will be considered when evaluating individual e-books for acquisition:

- e-book provides greater accessibility to information over print (multiple simultaneous users, off campus availability, link from iLearn)
- e-book can be downloaded to portable e-readers
- book is needed quickly
- availability via the Library's licensed vendors
- availability of remote access via IP authentication
- value-added features including flexibility and ease in searching, and frequent updates
- cost compared to print edition
- presence or absence of DRM

Occasionally the library purchases or subscribes to e-books as pre-packaged collections. E-books are cataloged and access is provided from links in the online library catalog. The library also provides links to freely available e-books on the Web. The library will provide users with training and materials to aid them in searching for and using e-books.

Exclusions

In general, the library does not collect the following: publications in languages other than English and Arabic (except as required by the curriculum); material for children; incomplete sets or incomplete runs of periodicals; items with bindings unsuitable for library use; materials in formats for which specialized equipment is required and is unavailable.

Controversial Materials

Occasionally faculty request materials that are culturally sensitive and require special handling. The Special Collections Room has been established to store these items. Special Collections is open to all AUS students and faculty; other staff may use the collection with approval of the University Librarian. Students using the Special Collections Room must sign in and agree to the policies governing access prior to using the collections. Special Collections is available at all times when the library is open.

Policies related to Special Collections can be found in the document, Policies for Selection, Storage and Circulation of Special Collections Materials, available from the University Librarian.

All Library resources are for educational use. Large databases or streaming media bundles may sometimes contain sensitive material. Library patrons should contact the University Librarian with queries on the appropriateness of specific resources, or follow the Objections process below.

Objections

One of the express objectives of the library is to gather materials representing diverse points of view. Therefore, cases may arise where a library user objects to a particular item in the collection. Objection forms may be obtained at the library administration office. On receipt of a signed and completed objection form, the library undertakes a review of the item. These reviews are conducted by the senior library staff and the University Librarian. When appropriate, the University Librarian may request input from faculty and senior academic officers. Findings of the review are reported to the library user originating the objection.

Donations

The AUS library accepts donations of materials only if they make a unique and important contribution to enhance the collection and enrich the University's teaching and research missions. Anyone wishing to donate items to the AUS Library should first submit a list of all items, including title, date of publication and format. This list will be reviewed by the Collection Development librarian before a decision is made to begin discussions with the donor. Unsolicited donations are no longer accepted.

No monetary value will be placed on materials accepted by the library. No special conditions will be agreed for housing, retention, display or any other variation from normal library practice. The library's selection and weeding principles apply to donations in the same manner as they apply to purchased selections.

Interlibrary Loan (ILL) and Document Delivery

Periodical articles and books not found in the library collection may be obtained through interlibrary loan (ILL) or document delivery.

Interlibrary loan and document delivery services are intended for AUS faculty and graduate students. Requestors should first check to make sure that the materials are not available in the AUS Library Catalog or in the AUS Library database collection. Requests for materials should be made to the Interlibrary Loan Department. Please be sure to include full bibliographic details when submitting requests.

Due to the cost of providing this service, faculty are asked to exercise restraint when submitting requests. The library will endeavor to fulfill all reasonable requests but may on occasion need to restrict the number of orders submitted per faculty member. Graduate students may request up to 15 items per semester. Undergraduate students are not normally eligible for ILL privileges.

Exceptions are made for students working on senior projects.

Dissertations are difficult if not impossible to borrow through interlibrary loan and are expensive to purchase outright. If faculty or graduate students wish to borrow or purchase a dissertation, the library will contribute $35.00 USD towards the purchase/borrowing price; the remaining cost will be the responsibility of the faculty member or graduate student.

Cooperation with other Libraries

The library will cooperate as fully as possible in resource sharing activities. These activities may include interlibrary loan, reciprocal use/borrowing agreements, and cooperative collection development.

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Further, the library may participate in cooperative purchasing programs and other activities with other libraries and library consortia.

Replacements

The library does not automatically replace missing or damaged materials. The following factors are considered: existence of adequate coverage in the collection; cost of replacement (whether in-print or out-of-print); demand for the specific title or subject; and availability of newer or better materials on the subject.

Duplication

Duplicate and multiple copies of resources are not purchased unless there is a demonstrable need for additional copies. The library may retain duplicate copies that are received by various means.

Preservation

Damaged items may be repaired, replaced or withdrawn in accordance with the replacement policies of the library.

Weeding and Storage

Collection maintenance is undertaken to ensure ongoing relevancy and ease of use of the collection. Superseded and outdated materials may be discarded, placed in storage or donated to charity with the approval of the University Librarian. Retention policies are established for periodicals. Newspapers are retained for two months in their original printed form. The library retains records of withdrawn items for a reasonable period. An annual list is also made available for purposes of financial audit.

Standards

The library shall develop its collection according to the collection standards established in the latest available edition of "Standards for Libraries in Higher Education" as produced by Association of College and Research Libraries Board and the American Library Association Standards Committee.