

NANYANG TECHNOLOGICAL UNIVERSITY LIBRARY COLLECTION DEVELOPMENT POLICY (PRINT & AV)

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1 Library Mission Statement

The Library's mission is to provide the NTU community with access to rich and relevant information resources to support their research, teaching and learning activities.

2 Library Collection Objectives

- Develop and build wide-range and in-depth print collection according to prescribed intensity levels
- Develop and build AV and non-print collection
- Provide and maintain adequate range and depth of print, serials and e-resources, including databases, e-journals, CD-ROM, etc.

3 Scope

This document applies to print and AV collection. There will be a separate but related policy on e-resources collection development which will be made available in the Library Portal.

4 Purposes and Goals of Collection Development

4.1 Definition

Collection development refers to the process of identifying, selecting, acquiring, evaluating and maintaining the library's entire materials collection in both print and non-print formats.

4.2 Subject Profile

Subject profiles are written by Library staff to serve as important documentation on collection building of subjects relevant to the University. They are used to identify every subject area that is relevant for the collection, to define the scope of each subject area, and to determine the intensity of collection building.

4.3 Purpose

Efforts in collection development are targeted towards meeting the collection objectives with the ultimate goal of fulfilling the Library's mission.

4.4 Public Access

Collection development policies will be made available on the Library Portal so that users are updated and informed of the basis upon which the Library collection is developed and can provide appropriate feedback to improve the Library's collection building process.

5 Roles and Responsibilities

5.1 Schools

The schools will be responsible for

- a. endorsing subject profiles pertaining to their teaching curriculum and research interests.
- b. advising the Library on the academic value and usefulness of a particular title or collection as and when needed

5.2 Subject Librarian

- a. Subject librarians are responsible for developing the subject collection under their care. They serve as liaison with each academic division or school and are expected to work with them on the selection of appropriate library materials for their respective disciplines. They have the authority to:
 - i. review and recommend selection of all book and AV titles in their subject areas from staff, students and other users
 - ii. approve all purchases of books and AV materials below unit price of SGD\$500 or equivalent. Titles priced above this amount will be approved by the University Librarian.
 - iii. Approve additional copies of a title when required (see 6.5b and 6.5e)
- b. Subject librarians will review, and if necessary, revise and update their respective subject profiles at least once a year
- c. Subject Librarians will be accountable for the proper and effective expenditure of their allocated material budget.

5.3 Acquisitions Services Division (ACD)

Head ACD will be responsible for

- a. Projection and preparation of annual material budget requirements with the heads of Library
- b. Assignment of material budget for each subject area in consultation with the University Librarian
- c. Monitoring of total material budget expenditure
- d. Provision of regular reports to Subject Librarians
- e. Re-distribution of budget for each subject collection whenever necessary
- f. Coordination and provision of standard selection tools and services to Subject Librarians
- g. Effective and timely acquisitions of all materials recommended by Subject Librarians
- h. Ensuring effective communication of policy to all users at large
- i. Liaising with vendors on approval plans for collection

6 Selection Guidelines

6.1 Collection Level

The subject profile should indicate one of the following collection levels for the individual subject areas (reproduced from ALA guideline).

5. Comprehensive level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a 'special collection': the aim, if not the achievement, is exhaustiveness.

4. Research level. A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

3(b). Advanced Study Level. A collection which is adequate to support the course work of advanced undergraduates and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

3(a). Initial Study Level. A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by Choice selections) supported by seminal retrospective monographs (as are represented by Books for College Libraries); a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

2. Basic level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

1. Minimal level. A subject area in which few selections are made beyond very basic works.

0. Out of Scope. A subject area in which none or minimum selections are made.

6.2 Approval Plan

Arrangement is made with suppliers to set up a detailed collection profile unique to the Library's requirements when and where desirable. A collection profile is derived by studying the Library's subject profiles and defining the parameters applicable to the collection. Suppliers will select and supply newly published titles to the Library based on the collection profile. Hence, new titles are added to the collection as and when they are published.

6.3 General Selection Criteria

- a. For materials that cannot be examined directly, the following general criteria is recommended, in order of priority
 - i. Recommendations in reputable review sources
 - ii. Citation in scholarly sources
 - iii. Reputation of publisher
 - iv. Authority/affiliation of authors, editors, and compilers
 - v. Books with topics that contribute to the width and depth of the collection
 - vi. Books with unique perspective or topics that are rarely covered in the literature (to fill collection gap)
- b. In addition, selection must aim at building a balanced collection, particularly in the humanities and social sciences.

6.4 Course Reserves

6.4.1 The reserve collection comprises of textbooks, articles and other publications which are required readings for a particular course taught at the University.

6.4.2 The publications found in this collection include books, articles, examination papers, industrial or professional attachment reports. The collection does not include lecture notes, tutorial assignments, solutions to tutorials, solutions to examination questions, etc.

6.4.3 Number of copies to be purchased is indicated in the table below.

The minimum number of copies may be lesser than stated when
(a) insufficient copies of out-of-print titles are offered for purchase;
and
(b) customised text that is lowly priced and affordable is readily available for purchase by students.

# of students Copies	1-20	21-50	51-100	101-150	151-200	201-250	251-300	> 301
Minimum	2	2	2	3	4	4	5	5
Core text	0	0	0	0	0	0	0	+2
Price of core text >S\$120	0	+1	+1	+1	+1	+1	+1	+1
Supplementary text/Reference	0	0	0	0	0	-1	-2	-2
Average transaction of each copy > 2 per day*	+1	+2	+2	+2	+2	+2	+2	+2
Average transaction of each copy > 4 per day*	+2	+2	+3	+3	+3	+3	+3	+3
Average transaction of each copy < 40 per term* (purchase of new ed)	0	0	0	-1	-1	-1	-1	-1
Average transaction of each copy < 20 per term* (purchase of new ed)	0	0	0	0	0	-2	-3	-3
Out-of-print	0	0	+1	+1	+1	+1	+1	+1
Maximum	4	4	5	6	7	8	10	10

* Average transaction after purchase of current edition or track record from older edition

6.4.4 Retirement of low-use RBR title – A RBR book will be housed at RBR. When there are excess copies, these will be flagged as 21-day loan.

6.5 Duplicates

- a. Generally 1 copy of each title will be purchased.
- b. When more than a copy is recommended at Subject Librarian's discretion or when recommended by teaching staff, Subject Librarian will make the final decision on the purchase of additional copies based on past pattern of duplication requests, fund available and judgment on needs. Subject Librarians are required to keep a record of discretionary decisions made.
- c. Additional copies of a title will be purchased urgently when there are 3 reservations held subsequently after the first copy is circulated.
- d. Additional copy for a library located away from its main collection will be considered for purchase if the existing copy is well used. A title is generally considered well-used when the average charged-out rate is 5 or more per year.
- e. Subject Librarians can use their discretion to recommend an additional copy of a RBR title to be purchased for the open shelf if it is a non-standard text-book, best seller or popular title. This is to allow all users to have access to titles that appeal to a wider audience.

6.6 Foreign-language

The primary language of the collections is English. Materials in other languages are collected selectively according to academic requirements in teaching and research or as components of special collections. There is no intent to collect in a wide range of languages.

6.7 Format

6.7.1 In addition to print materials, the Library will acquire non-print materials such as electronic books, CD-ROMs, DVD-ROMs, microform, maps, slides, music scores, interactive media, audio and visual media as long as they are needed to support the curriculum.

6.7.2 The Library must have the equipment to support materials, except accompanying materials, which come in whatever format purchased by the Library.

6.8 Out-of-Print

6.8.1 In general, for humanities subjects, particularly for topics that are not time sensitive, out-of-print (OP) materials recommended will be automatically followed up for purchase.

6.8.2 Subject librarians will be notified of OP titles that have been marked as urgent or "to place hold". They will decide, based on reasons given by requestor, price, value, necessity, etc., whether OP titles should be pursued.

6.9 Hardcover vs. Paperback

In general, hardcover or library binding edition will be purchased whenever available, unless subject area covered is likely to be ephemeral in nature.

6.10 Gifts

Gifts from individuals and institutions are a useful source for collection building. Addition of gifts is determined by the same general selection criteria.

Please refer to the Gifts & Exchange Policy for details.

6.11 Exclusions

6.11.1 Generally the following types of materials are not collected unless there is special justification or consideration.

- a. Materials covering or containing objectionable topics or images, unless they required for course work or research by academic staff.
- b. Materials with no scholarly or academic value, i.e. those that does not conform to normal scholarly practices, such as the use of citations, references, etc., or those written poorly.
- c. Juvenile materials except when required as course materials
- d. Instruction manuals for very specific equipment and users

- e. Materials in obsolete formats which are no longer readable by existing equipment.
 - f. Earlier editions of a work unless specified by teaching staff or Subject Librarians.
 - g. Computer software for use by schools and departments.
 - h. Electronic games for use by schools and departments.
- 6.11.2 The following are acceptable in small quantity (i.e. highly selective) and when recommended by academic staff
- a. Workbooks, teacher's edition, solution manuals, instructor's notes, software certification textbooks, and other material supporting the classroom teaching

7 Collections

7.1 Special Collection

7.1.1 Singapore Collection

7.1.1.1 Purpose

This collection will provide comprehensive access to information about Singapore. In addition to supporting the curriculum and research needs of staff and student from undergraduate to graduate level, this collection will support in-depth research in Singapore studies.

7.1.1.2 Scope

7.1.1.2.1 Resources on Singapore cover a broad spectrum of disciplines on Singapore business and trade, health, environment and natural science, education, arts, social, cultural, political and economic history, development and current state of affairs.

7.1.1.2.2 The collection will carry titles about Singapore or have a strong focus on Singapore that may not necessarily be written by a Singaporean or published by a local publishing house.

7.1.1.2.3 Titles translated and published in both English and Chinese editions are acquired.

7.1.1.2.4 The following materials will also be acquired for this collection.

- a. pictorial books such as coffee table books
- b. literary fiction for adults and juveniles
- c. biographies of Singaporeans or Singapore residents whose works include their experiences in Singapore
- d. audio-visual items such as documentaries

7.1.1.3 Grey Literature

Materials which originate outside mainstream publishing will be collected if it is considered to have research value now or in the future. The collection of grey literature on Singapore will not be exhaustive. Nevertheless, materials identified for the Singapore collection will be diligently gathered.

7.1.1.3.1 Ephemeral Materials

Ephemeral materials such as promotional leaflets, posters and brochures are selectively collected. Materials collected have to contain

- a. significant amount of factual or descriptive information
- b. significant visual elements such as design and logo or impactful social, artistic, political, economic cultural messages

The following will be included in the collection:

- a. election ephemera
- b. materials on national organisations and associations
- c. materials on events of national significance
- d. materials on national programmes and campaigns, especially when it concerns issues of public debate and social movement
- e. exhibition booklets, brochures and performance programmes. These are collected by ADM Library.

7.1.1.3.2 Newsletters & Bulletins

Contents of one newsletter differs from another. Some newsletters weigh heavily on staff activities, news and events that are primarily of interest to employees of organisations. Others would provide information on performance and achievements, current trends, prospects and future plans that are of interest to clients and the general public. The latter will be selectively collected.

7.1.1.3.3 Government Publications

Publications from the ministries and statutory boards that are not commercially sold but available for public consumption will be collected. They include

- a. Statistics
- b. Departmental annual reports
- c. Administrative and descriptive documents of ministries, departments and statutory boards
- d. Policy documents including press releases
- e. Working papers or background documents to policy implementation and changes

7.1.1.3.4 Academic/Institution Publications

Publications collected include working/occasional papers, seminar notes, synopsis of talks/events whose topic is about Singapore. Materials collected can be published by either local or foreign research institutes, universities or regional/international organizations.

7.1.1.3.5 Business/Industrial Publications

Materials that provide information on local companies, their business activities, industrial trends and development, and contribution and impact on the national economy will be collected. Examples of publications collected include

- a. annual reports. These are added to the Business collection.
- b. prospectus of local IPOs. Similar to annual reports, these are added to the Business collection.
- c. announcement and notices to shareholders on important matters such as mergers and acquisitions
- d. commemorative publications

Trade and product catalogues, factsheets on stocks and shares are excluded.

7.1.1.4 Exclusions

In addition to para 6.11, the following are not considered for this collection.

- a. Textbooks. Textbooks on business, engineering and science that are written by local authors. The contents of titles are technical in nature. These titles are acquired by the subject libraries for their respective collection.
- b. Conference proceedings. International or national conferences held in Singapore unless the theme is on Singapore. Otherwise such publications are found in other parts of the collection.
- c. Singapore statutes/subsidiary legislation/gazettes. These are available online and print copies are acquired for courses.
- d. Market reports. Specialised market and industry reports written by consultancy firms may be acquired by the subject libraries for their respective collections.
- e. Directories. These are housed as reference materials at the respective subject libraries.
- f. Television serials. Local television series are acquired for curriculum use and do not constitute part of the Singapore collection.

7.1.2 AMIC Publications

7.1.2.1 The Asian Media Information and Communication Centre (AMIC), located at Wee Kim Wee School of Communication & Information, has a close working partnership with the School and also works with government and national agencies. AMIC publishes research materials, seminar and conference papers that often focus on communication and media issues in Asia.

7.1.2.2 Two copies of AMIC Asian Communication Series, monographs, conference publications written, co-authored, edited, compiled or translated by AMIC staff will be collected through gift and/or purchase.

7.1.2.3 ACRC will house one copy of all current AMIC publications.

7.2 General Collection (Non-Curriculum)

7.2.1 Fiction (General Collection)

7.2.1.1 Fiction of different genres such as sci-fi, fantasy, mystery, thriller, horror, romance, historical fiction, etc., will be collected selectively to enrich the library collection. The Library will acquire contemporary works, classic works of enduring value and to a lesser extent, graphic novels. A collection of representative works by varied authors on a variety of topics is preferred over an extensive collection of works by a few authors or on limited topics.

7.2.1.2 Fiction will not be selected based solely on popularity and demand. Literary merit of a work will be highly regarded. The style of writing, originality of plot, development of characters, appropriateness of level of readers, and reputation of author and publisher are also considered. Whenever a hardcover or paperback is available for the same title, hardcover is the edition of choice.

7.2.2 Popular Non-Fiction (General Collection)

7.2.2.1 Popular non-fiction in all subject areas which are not developed as part of the permanent subject collection will be collected. The Library will acquire titles offering opposing viewpoints or on public issues of a controversial nature to achieve a balance collection.

7.2.2.2 Titles selected will be influenced by the needs, interests and demands of majority of the users. Other selection criteria include publicity level of reviews, reputation of author/s, accuracy and timeliness of information, availability of similar titles, the reputation of publisher, and informational or entertainment value of the works.

7.2.3 Audio-Visual

7.2.3.1 Video

The following are taken into consideration when building this collection for general viewership.

- a. Titles that impart knowledge or skills, for example, documentaries.
- b. Titles that support language courses conducted by the University, for example, foreign language films or recordings.
- c. Titles produced from different parts of the world, representing a variety of culture and societies, for example, world movies and recordings.
- d. Titles of different genre, that is, works of different styles and form.
- e. Highly acclaimed or award winning films.

7.2.3.2 Audio Book

Unabridged versions of both fiction and non-fiction titles on a variety of topics are preferred. The following are considered in addition to the general criteria for selection:

- a. authority and competency of producer
- b. artistic merit and reputation of reader
- c. sound quality
- d. quality of content and performance

8 Evaluation of Collection

The Library collection will be evaluated at regular intervals to ensure that a certain size, depth, range, quality, balance, accessibility and value are reached. A combination of qualitative and quantitative methods will be deployed to assess the collection.

9 Collection Maintenance

9.1 Weeding

Regular weeding exercise will be carried out to remove outdated, duplicate and worn-out materials for relegation or de-accessioning in accordance with the Library Weeding Policy.

9.2 Preservation

Preservation and conservation work will be carried out on valuable titles and rare books as and when required. Binding and repairs of library materials are routinely undertaken to prolong the usage of circulating materials.

Detailed guidelines are spelt out in the Preservation Policy and Binding Policy.

9.3 Replacement

Lost, damaged, missing, or worn-out materials will be replaced by the exact same title or a comparable title if they meet the general selection criteria or have a record of high usage.