PURPOSE

The purpose of this policy is to provide guidelines for the selection, acquisition, and maintenance of library materials at the University of Kalba (UKB) to ensure a balanced and dynamic collection that supports the university's curriculum and educational mission.

DEFINITIONS

1. **Collection Development:** The process of selecting, acquiring, and maintaining library materials to build and improve the library's collection.

2. **Weeding:** The process of removing materials from the library's collection that are outdated, damaged, or rarely used.

3. **Preservation:** The act of protecting library materials from damage or deterioration through proper storage, handling, and conservation techniques.

4. **Special Collections:** Materials that are distinguished from the rest of the library's collection because of their rarity, value, or uniqueness.

5. **Retention Guidelines:** Guidelines established by the library to determine which materials should be kept and which should be removed from the collection.

POLICY STATEMENT

- **Selection Criteria:** Library materials will be selected based on their relevance to the curriculum, scholarly significance, demand, cost, format, and availability. Recommendations from faculty, students, and staff will be considered in the selection process.

- **Weeding and Deselection:** The library will regularly review its collection to identify outdated, damaged, or rarely used materials for removal or replacement. Decisions will be made in consultation with the relevant faculty and in accordance with the library's retention guidelines.

- **Preservation:** The library will take appropriate measures to preserve its collection, including proper storage, handling, and conservation techniques.

- **Special Collections:** The library may develop and maintain special collections in areas of particular interest or significance to the university community.

SELECTION OF RESOURCES

- The library gives priority to purchase academic resources, which meet the needs of the faculty member students, and staffs which includes books, articles, reports, case studies, & research papers, etc.

- UKB Library pays special attention to research in order to maintain and make available basic required resources at the outset.

- We procure at least 2 copies of the essential and recommended reading lists.

SELECTION CRITERIA

We base all acquisitions on the following:

- **Importance/relevance:** The importance and relevance are based on research conducted at UKB, and latest books published on the field of interest. The VCAA will finalize the list to be ordered.

- **Recommendation:** All UKB community may recommend books for Library through their respective Head of department, which will further be considered and approved by the concerned HODs. Accordingly, the Library will take necessary action to procure the books periodically.

- **Demand by user:** if any particular book is continuously demand by the user, The Director of library will recommend to VCAA to procure some additional copies of the same book.

METHODS FOR BUILDING RESOURCES

- Receiving suggestions/recommendations from UKB Community
- Publisher's catalogs
- Book exhibitions

RESPONSIBILITIES

- **Director of Library:** The Director of Library is responsible for implementing and overseeing the collection development policy.
- **Library Staff:** Library staff involved in the selection, acquisition, and maintenance of library materials are responsible for following the guidelines outlined in this policy.
- **Library Users:** Library users may recommend materials for the collection, providing valuable input to the selection process.

DUPLICATION OF BOOKS

We base decisions on procuring a duplicate copy of books and other readings on the following criteria:
- Resource usage as indicated by the library automation system or through the observation of the staff members.
- Suggested book.
- Demand by the users.

SCOPE

This policy covers all aspects of collection development, including selection criteria, and deselection, preservation and special collections.