AKENTEN APPIAH-MENKA UNIVERSITY

of Skills Training *and* Entrepreneurial Development

COLLECTION MANAGEMENT POLICY

2024

AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND ENTREPRENEURIAL DEVELOPMENT

COLLECTION MANAGEMENT POLICY

AUGUST 2024

CONTENTS   **PAGE**

Foreword by the Vice Chancellor

I am pleased to introduce the Collections Management Policy to the Academic Community. This policy reflects our commitment to academic excellence and information resource accessibility. It also signals our dedication to providing comprehensive, relevant, and updated Library resources that support our educational, research, and informational mission. By adhering to this policy, we ensure that our Library remains a vital center for learning and inquiry, equipped to meet the evolving needs of our academic community. I commend the Library Board and all contributors for their diligent efforts in developing this essential framework.

Signed

PROF. FREDERICK KWAKU SARFO

VICE CHANCELLOR

Executive Summary

The Collection Management Policy of Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development (AAMUSTED) Library provides a structured framework for the development and management of the University Library collections. The policy outlines responsibilities, key principles, and guidelines for book selection, acquisition, forms of acquisition, replacements, evaluation, and de-selection/weeding of library materials. It is designed to support the academic programmes of the University by developing a curriculum-based collection, considering faculty recommendations, professional literature reviews, and economic factors. The policy also addresses the inclusion of electronic resources, censorship concerns, and maintenance of the collection's quality and relevance, while aligning with environmental sustainability.

1.0 INTRODUCTION

The Collection Management Policy at Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development Library offers a structured framework to guide the development and management of the University's library collections. This policy provides direction for the Collection Management Unit within the University Library, outlining the key principles, responsibilities, and guidelines necessary for effective collection management. It aims to ensure that the Library's resources are consistently aligned with the academic, research, and informational needs of the University community.

1.1 PURPOSE OF THE POLICY

The purpose of the Collection Management Policy is to establish the general responsibilities and priorities for acquiring library materials. It provides comprehensive guidelines for various collection development methods, including the acquisition of gifts/donations and participation in inter-library cooperation. Additionally, the policy offers guidance on post-collection development activities, such as collection assessment, weeding, and addressing censorship concerns, to maintain the relevance and quality of the library's resources.

1.2 RESPONSIBILITIES

1.2.1 The Library Board

The Library Board of the Academic Board is responsible for, among others, "formulating policies for the development and utilisation of Libraries in the University". The Library Board, therefore, facilitated the development of the Collection Management Policy. It shall also act as a channel of communication and dialogue between the University Library System and the

University Community regarding the implementation of the Collection Management Policy. The Board shall make recommendations to the Academic Board from time to time on Collections Management in the University Library System.

1.2.2 The University Library

The Library plays a critical role in supporting the academic programmes of the University through the development of a curriculum-based collection. It identifies, evaluates, acquires, process and make learning resources available to the faculties, students and the entire University community for teaching, learning and research.

1.2.3 The University Librarian

The Librarian, acting through the Collections Management Unit, has the primary responsibility for collection development and management, in consultation with Faculties, Directorates, Institutes, Schools and Units.

1.3 KEY PRINCIPLES UNDERLYING THE POLICY

i. The Library commits to facilitating access to resources that meet the teaching, learning, research, and informational needs of the University Community.

ii. The Library will ensure the availability of at least five print copies of essential textbooks as recommended by faculty members.

iii. The Library will include materials covering broadly appealing topics such as graphic novels, entertainment, and both fiction and non-fiction in its collection.

iv. The Library is tasked with the procurement of materials from approved suppliers within its allocated budget. No reimbursements will be provided for purchases made by individuals without the formal endorsement from the Vice-Chancellor and the Librarian.

v. Items that are missing or lost will be replaced only if they remain relevant and fit the criteria for selection.

vi. The Library will exert all reasonable efforts to retrieve items that are significantly overdue before considering them for write-off.

vii. The Library will obtain electronic resources through consortial arrangements and direct licensing agreements with content publishers.

1.4   BOOKS SELECTION AND ACQUISITION GUIDELINES

The University Library adheres to the following principles for the selection and acquisition of materials:

i.   **Recommendation from Faculty Members:** Taking into account academic staff's recommendations to support curriculum and research needs.

ii. **Professional Literature Reviews:** Assessing materials based on evaluations found in professional and scholarly reviews.

iii. **Economic Factors and Timeliness:** Considering the cost of materials and their publication dates to ensure up-to-date relevance.

iv. **Pertinence:** Ensuring the content's applicability and contribution to the academic and research needs of the University community.

v. **Authorial and Publishing Credibility:** Evaluating the reputation and credibility of the authors and publishers associated with the materials.

vi. **Collection Analysis:** Reflecting on the existing collection's strengths and gaps to make informed acquisition decisions.

vii. **Community Interest:** Accounting for the interests and needs of the University population to maintain a dynamic and engaging collection.

viii. **Fiscal Responsibility and Material Accessibility**: Balancing budgetary constraints with the necessity and accessibility of required resources.

1.5   SELECTION TOOLS AND AIDS FOR COLLECTION BUILDING

To assist in selecting relevant information resources, the Library uses the following tools:

i. **Publishers' Promotional Materials:** These include catalogs, leaflets, and brochures provided by publishers, which offer detailed information about their latest and upcoming publications. These materials help in identifying new titles and editions that may be relevant for the library's collection.

ii. **Subject Bibliographies:** Curated lists of books and articles in specific subject areas. These bibliographies can help identify significant and relevant materials that support academic and research needs.

iii. **Professional Journals:** Publications that focus on the latest developments, research, and trends in specific professional fields. These journals are crucial for keeping the collection current and relevant to the needs of the university community.

iv. **Trade Journals:** Magazines and periodicals that focus on the book publishing industry and literary market trends. These resources are valuable for spotting popular and emerging topics, as well as understanding market availability.

v. **Reviews from Reputable Sources:** Critiques and evaluations from well-established sources provide an objective assessment of a publication's quality and relevance, aiding in the decision-making process.

vi. **Periodical Literature within Various Curricular Areas:** Scholarly articles and updates specific to different academic disciplines help in identifying resources that support the educational curriculum and research initiatives.

vii. **Standard Reviewing Sources:** Trusted platforms and publications that offer professional reviews of books, journals, and other materials. These sources provide authoritative opinions that can help guide the selection of high-quality and relevant materials for the library's collection.

1.6 FORMS OF ACQUISITION

The following are the various forms by which information resources shall be acquired:

1.6.1 Purchase

Books, periodicals, government publications, and other information materials shall be purchased from publishers and vendors. The ensuing Public Procurement Laws shall apply when using the purchase method for Library acquisitions. These additional guidelines shall apply:

i. Book vendors who sell books to the Library must register with the Procurement Unit of the University.

ii.   In addition, all books purchased are to be inspected by the Audit Unit of the University before processing.

1.6.2   Donation

Organizations, publishers, authors, and individuals can donate materials to the Library. A letter of acknowledgement shall be written to all donors. These guidelines shall be applicable in the event of donations:

i.   The Library may accept donations of books and other materials on the understanding that they shall not necessarily be added to the collection.

ii.   The Library may accept book donations, other materials and equipment. However, in the case of book donation, the bibliographical details must be provided to the Librarian prior to donation.

iii.   In general, donated materials that carry stipulations or restrictions to their use shall not be added to the collection. Decisions of this nature shall be made on an individual basis.

iv.   The Librarian shall recommend to the Library Board to dispose of any donations not meeting the selection criteria.

v.   Acceptance and appreciation to donors shall be put in writing.

1.6.3   Exchange of Information Resources

The Library may exchange information resources with other institutions or organisations.

1.6.4 Interlibrary Loan and Documentary Delivery Services

The Library borrows or obtains book(s) and electronic resources, through its Inter-Library Loan Service, from other libraries for users and arranges for its (their) return. However, with Document Delivery Services, materials for this service are usually duplicated and sent by snail or electronic mail to the recipient. The University Library shall have agreements to borrow or lend materials from and to other libraries on behalf of its clients.

1.6.5 Voluntary Deposit

Authors of published works (hardcopy and/or soft copy) are encouraged to deposit a copy(ies) of their publications in the University Library.

1.7 REPLACEMENTS AND DUPLICATES

Replacement of damaged, lost or stolen materials shall be considered on an item-by-item basis. In general, a heavily used item or one deemed essential by the Faculties, Directorates, Institutes, Schools or Units shall be replaced.

1.7.1 Considerations for Replacement of Items:

The Library will consider replacing items if:

i.   There is no duplicate copy already in the collection.

ii.   There is no latest edition available on the market.

iii. There are no other publications that present information with greater scope and authority.

iv.   It is available for purchase.

1.7.2 Considerations for Adding Multiple Copies:

The Library will consider adding multiple items if:

i. Circulation Statistics and user requests identify a title's popularity and its subsequent unavailability.

ii. Faculties recommend additional or multiple copies for special assignments or purposes.

iii. It is a heavily used reference item.

iv. It is damaged or worn out but still in use.

1.8 EVALUATING THE QUALITY OF THE COLLECTION

The evaluation of the Library's collection quality will be based on the following criteria:

i. The collection's relevance and up-to-dateness.

ii. The diversity of available media resources and their formats.

iii. Data reflecting the frequency of item checkouts and overall material usage.

iv. The ease with which users can access materials.

v. The comprehensive count of volumes held within the collection.

vi. The proportional figure representing volumes per full-time equivalent student.

vii. The range and thoroughness of the collection's subject matter coverage.

viii. Benchmarking the collection against those of comparable institutions.

ix. Resources that are representative of and conducive to the student body's diverse needs and skill levels.

x. The physical condition of the collection items, noting any wear, damage, or fragility.

1.9   CENSORSHIP OF LIBRARY MATERIALS IN THE COLLECTION

The following shall guide the process of objecting to Library materials in the Library Collection:

i.   Persons who object to the presence of any materials in the University Library are encouraged to identify and discuss their concerns with the Librarian.

ii. Initial effort shall be made to settle the complaint through dialogue.

iii. In the event that the dialogue is unsuccessful, the complainant may put it in writing to the Library Committee.

2.0   SELECTION OF SERIALS

Periodicals, including magazines, journals, newspapers, and newsletters, are publications released on a recurring schedule. The assessment for acquiring such serials should consider the following aspects:

i. Alignment with the current academic syllabus.

ii. The robustness of the current collection regarding the subject matter of the title.

iii. Anticipated utilization in the future.

iv. Financial investment required for acquisition.

v. Credibility and standing of both the journal and its publisher.

vi. Listing within a reputable indexing service.

2.1 ELECTRONIC INFORMATION RESOURCE COLLECTION

Electronic resources shall include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, software tools for research, electronic books, or any information resource that is available in electronic form.

Electronic information resources should also be properly evaluated before purchase/subscription. The Electronic Resources Librarian, the Acquisitions Librarian and other professionals in consultation with the University Librarian should consider the following criteria in selecting electronic resources:

- Authority of the publisher
- The quality of the resource
- Current and projected curricular needs
- Features of the electronic resource, including searching, printing, access by multiple users, access by remote users, etc.

2.1.1 Electronic Books

Electronic Books (e-books) will be acquired subject to the following guidelines and conditions:

a) E-books may be acquired to complement and extend access to popular and heavily-used titles (e.g required or key texts, such as would be found in the Core Collection).

b) E-books may be acquired upon request by a faculty member or instructor.

E-books are generally not acquired as a substitute for print monographs, except under the following circumstances:

i. As the preferred format for reference materials (encyclopedias, dictionaries), either in lieu of or as a supplement to print;

ii. E-books may be acquired in the case of collections of essays or conference proceedings (i.e, publications that are composed of many parts by different authors and are read or consulted like a journal volume).

iii. In all cases, the acquisition of e-books will be subject to the following conditions:

- Ownership of digital titles is preferred to access by subscription.

- E-book platforms permitting unrestricted saving and printing by page, section, chapter and volume are preferred to platforms that restrict these functions.

- Single-user access licenses are acceptable and sufficient in most cases; however, depending on need and demonstrated use, individual titles and even entire collections will be licensed for multiple concurrent users.

- Licenses are negotiated for access by both the University Librarian and AAMUSTED communities whenever possible.

- E-book package subscriptions (publisher collections) will be considered depending on subject needs and relevance to the University's research and curricular needs.

- Collections of historical texts in digital (e-book) format will be acquired, as these texts are generally no longer available or difficult to acquire in print.

- Microform texts are no longer acquired. Digital formats are preferred.

- Texts on CD-ROM or DVD are no longer acquired.

2.2 USAGE STATISTICS

The Library shall collect and analyse meaningful statistics on the usage of print and electronic resources. Usage for print collections shall be determined by the following:

- Checkouts

- Renewals, and

- In-house uses.

In the case of electronic resources, a combination of full-text retrievals and abstracts viewed will be considered (for abstracts and index resources), or abstracts viewed alone (for full-text resources). The usage statistics shall be used to inform purchasing and renewal decisions in conjunction with the Library's overall assessment of its services and collection.

2.3 DE-SELECTION/ WEEDING

This involves the periodic or continual evaluation of the library's resources aimed at removing outdated, unused, or otherwise irrelevant materials to maintain the collection's relevance and physical condition.

2.3.1 Environmental Sustainability Statement

In our commitment to environmental sustainability, the process of de-selection, also known as weeding, prioritizes eco-friendly practices. We endeavour to repurpose, recycle, or donate items whenever possible, reducing waste and supporting community access to resources. We collaborate with recycling centres, local schools, non-profit organizations, and community groups to ensure that materials continue to serve educational and informational purposes beyond

their life in our collection. This approach not only streamlines our collection but also reinforces our dedication to sustainable practices and social responsibility.

2.3.2 Factors to Consider when De-selecting/ Weeding

Collection Management Staff consider the below factors when de-selecting or weeding the collection:

a) Utilization

Evaluate the frequency and potential future use of materials to determine their relevance and necessity in the current collection.

b) Temporality

Consider factors such as the date of publication, copyright status, acquisition date, and when items were added to the collection to assess their current relevance and accuracy.

c) Merit and Integrity

Assess the materials based on the relevance and depth of the subject matter, their historical significance, the expense associated with replacing them, and the availability of alternative or updated resources. Additionally, identify items that are obsolete, redundant, or no longer visually appealing for retention.

d) Physical Condition

Identify items that are physically deteriorating, such as those that are worn, damaged, aged, or soiled, to maintain the overall quality and durability of the collection.

A combination of the factors mentioned above would ensure an effective weeding exercise that promotes and ensures a healthy collection. Despite the above factors, the final decision concerning the removal of Library materials rest with the University Librarian in collaboration with the Library Board.

2.4   PRESERVATION RESPONSIBILITY

The Library is dedicated to preserving and protecting its collection by establishing a culture of maintenance. To ensure the longevity and integrity of the collection, the following practices are implemented:

a) Rebinding

To prevent the collection from diminishing due to wear and tear, materials in need of repair must be rebound. This process should involve collaboration with the Client Services Section to ensure proper handling and restoration.

b) Photocopying

For books that are no longer in print or difficult to find in the market, the Library may seek appropriate permissions to photocopy specific texts, always adhering to copyright laws to avoid legal issues.

c) Repairs

Minor repairs of Library materials, such as applying glue or adhesive tapes, can be conducted in-house if the damage is not extensive enough to necessitate professional restoration services. This approach helps in promptly addressing wear and tear, damage, and maintaining the usability of the collection.

3.0   MONITORING AND REVIEW

The Collection Management Policy is intended to serve as a statement of the Guidelines for the management of the Library Collection of the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development. The Policy shall be reviewed every five (5) years by the Library Board of the Academic Board to reflect best practices and procedures in the research, teaching and learning ecosystem.

References

Deemed University (2015). Library manual.
http://lib.iaseuniversity.org.in/download/forms/Library%20Manual%202015.pdf?cv=1

Drake University. Collections development policy (2019). https://library.drake.edu/get-help/services-for-faculty/collection-development-policy/?mobile=1

Kumasi Technical University (n.d.). Library policies.
http://www.kpoly.edu.gh/sites/default/files/policies/LIBRARY_POLICY.pdf

University of Cape Coast, Sam Jonah Library (n.d.). Library policy.
https://library.ucc.edu.gh/aboutus/library-policies

ACKNOWLEDGEMENT

Prof. Stephen Jobson Mitchual
Prof Emmanuel Dartey
Prof. Humphrey Danso
Prof. Faith Ben-Daniels
Dr. Christopher M. Owusu-Ansah
Dr. Josphine Aboagyewaa Ntiri
Dr. Emmanuel Agyepong Asare
Dr Emmanuel Akweittey
Dr. Kwame Acheampong
Dr. Joana Apenkwa
Dr. Bernard Effah
Dr Reginald Asangba Taluah
Mr. Kwabena Amoako
Ms. Patience Yeboah
Mr. Adam Kofi Jamiru
Mr Stephen Wiafe

Date Approved by Academic Board: **Thursday, August 15, 2024**