

Collection Development Policy

A. Introduction

The Library's mission is to provide easy access to a diverse and dynamic scholarly collection of material in support of the research, teaching, and learning at the University.

The Library aims to serve both current academic needs and to anticipate future ones (new program and course developments) and to develop a balanced and diverse collection, in various formats, subject areas and languages. The Library primarily serves an academic population of undergraduate and graduate students, faculty members and researchers; working in four faculties: Theology, Canon Law, Philosophy and Human Sciences.

The Collection Development Policy provides a set of guidelines to help in the maintenance and development of the Saint Paul University Library's collection. The policy document is not intended as a set of rules, but to complement the knowledge, intuition and expertise of the Collection Development Librarian and those who make recommendations to the Librarian.

All new materials will be evaluated using the criteria outlined in this policy.

B. The Collection

The collection is recognized by scholars as one of the best collections in theology, Canon law, philosophy, and medieval studies in North America.

1. History

Historically, the Library's collection was based around the doctrine, practice and history of Christianity, with special attention to the Bible, biblical studies, theology and philosophy. Starting with only four books in 1937, the library has grown to become one of the largest theological resource centers in Canada. Through its long association with the Oblates of Mary Immaculate, the University has ensured an exceptionally strong representation of materials from the Western Roman Catholic tradition.

2. Holdings Summary

The Library holds over 600,000 items; in formats including monographs, periodicals, microforms, DVDs and others. Access to Library resources is provided using a single discovery layer service located on the Library web page.

3. Subject areas

Being a dynamic institution, the University creates new programs and institutes on a regular basis. Consequently, the subject range of the Library has grown to meet the scholarly needs of faculty and students in new programs.

Within the subject areas linked to the curriculum, the Library aims to purchase the majority of significant materials, both current and retrospective. In addition, general works are purchased in a variety of fields to provide a broad cultural perspective for researchers in theology, philosophy, canon law, and human sciences.

4. Languages and Geography

In the selection of materials, all geographical areas, chronological periods and languages are taken into consideration. The Library's main emphasis is on English and French documents. Documents in most Western languages – both modern and Classic, such as English, French, German, Italian, Spanish, Portuguese, Dutch, Latin, modern and classical Greek - as well as in Hebrew are also acquired. Occasionally, the Library purchases materials in Slavic, Eastern European, and Asian and African languages such as Arabic, Amharic, Armenian, Bulgarian, Georgian, Hungarian, Romanian, Croatian, Serbian, Syriac, Chinese, Japanese, and Korean. The holdings include gifts which have been acquired in those languages. English and French translations are also purchased whenever possible. Translations of original texts into languages other than English and French are not purchased unless such an edition translation represents a unique contribution in the subject area involved. Translations of serials are not purchased.

5. Format Types

a) Audiovisual materials

Audiovisual material in current formats (e.g. DVD, Blu-ray, streaming video, digital image) are purchased if they support research, teaching, and learning at the University.

b) Dissertations and theses

The Library collects dissertations in relevant fields, in either paper or electronic format, depending upon availability. Until 2011, the Library was a depository library for Saint Paul University theses and research papers, in print format. Saint Paul University theses and research papers published since 2011 are made available online through University of Ottawa's institutional repository, [uO Research](#). We no longer collect print copies of Saint Paul University dissertations and theses.

c) Electronic documents

The Library collects selectively electronic documents which are indispensable for research in the University's fields. We have a contract with the University of Ottawa and share their electronic library resources.

Openly available resources of all types that meet our intellectual criteria are considered equally valuable to licensed or purchased resources in support of the university's research and teaching mission, and scholarship in general. These open access materials complement existing strategies and methods.

d) Government documents

The Library is not a depository library; selections must be made and orders placed for desired publications. The majority of Canadian government publications are currently available in online format only. Print publications have been purchased in the past. Print publications from other countries are occasionally purchased, if relevant to Saint Paul University's curriculum. These materials are integrated into the general collection.

e) Microforms

The Library has a collection of microforms but this format is no longer acquired. Exceptions can be made if other formats are not available.

f) **Newspapers and magazines**

The Library subscribes to a number of electronic magazines and newspapers, daily and weekly, Canadian and international (e.g. The Globe and Mail, National Post, Le Monde, etc.).

g) **Paperback vs hardbound editions**

Due to the high cost of hardcover editions, the Library purchases paperback editions whenever available.

h) **Rare books**

The Library's valuable collection includes approximately 10,000 rare books published between 1500 and 1799 and twelve incunabula published in the 1400's. Rare books are not systematically purchased.

i) **Serials**

The Library prefers online journals over print. The Library cancels print subscriptions when the online format becomes available. However, we take into consideration faculty's special requests for the retention of print. The print version is retained if it contains images, graphics or other forms of non-text content which is not reproducible clearly or accurately online or if there is an embargo (i.e. 'moving wall' for online content). The Library ensures access to journal archives as appropriate, to ensure the completeness of the scholarly record. Journals available as gifts or on an exchange basis are evaluated using the same criteria as serials obtainable by purchase. Print journals received on an exchange basis will be kept as long as they add value to the collection.

j) **Textbooks**

Due to the high cost and short-term value of post-secondary course materials, the Library does not systematically collect textbooks.

C. Subject Area Profiles

1. Definition of Collecting Levels

In developing guidelines for specific subject area levels of collection appropriate for the Library, the following categories will be used (as partially adapted from *Guidelines for Collection Development*, David L. Perkins, ed. Chicago: American Library Association, 1979):

- a) **Research:** collection contains materials necessary for dissertations and independent research.
- b) **Study/Instructional support:** collection supports undergraduate or graduate-level coursework and sustained independent study.
- c) **General/Basic:** highly selective collection that introduces and defines the subject and indicates the varieties of information available elsewhere.

a) Research level

Research level collections include materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. They also include important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field.

- Anglican studies
- Biblical studies
- Canon law
- Church history and Patrology
- Conflict studies
- Counselling and Spirituality
- Eastern Christian studies
- Ecumenism
- Ethics
- Human relations
- Leadership and group intervention
- Medieval studies
- Ministry
- Pastoral liturgy
- Philosophy
- Psychology
- Religious education
- Religious Studies
- Social Communications
- Theology (in all its branches)

b) Study level

Study level collections include a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

- Biblical archaeology
- Christian art, music, and architecture
- Comparative religion
- Non-Christian religious traditions : Judaica, Islamica

c) General level

General/Basic level collections include major dictionaries and encyclopaedias, selected editions of important works, historical surveys, important bibliographies, an a few major periodicals in the field.

- Anthropology: religious customs and practices
- Archaeology
- History and its auxiliary sciences
- Literature
- Philology
- Political science
- Sociology

2. Subject Area Profile Consultations

Approximately every 2 years, the subject area profiles listed in section C.1 will be brought to the Library Committee of Senate for review.

D. Methods and criteria of selection

1. Responsibility for the selection of resources

Responsibility for the selection of library materials resides with the Collections Development Librarian under the direction of the Chief Librarian.

2. Selection criteria

The most relevant criteria used by the Collection Development Librarian include:

- Reputation and reliability of the publisher
- Price/value (full-text, peer-reviewed, usage) ratio.
- Special discounts or circumstances which allow for reduced cost.

3. Methods of selection

The Collection Development Librarian ensures that scholarly material for the collection is acquired in a timely manner. The collection is developed using several strategies:

a) Recommendations from faculty members

Recommendations from faculty members are considered a necessary part of the selection process. Students and library staff may also submit suggestions for purchase. Faculty members are requested to conduct a catalogue search before submitting recommendations for purchase. All acquisition requests are required to include proper bibliographic information.

b) Vendor profiles

The library creates profiles on vendor software for each of its subject areas. This serves to let the vendors know in which subject areas the library is interested in making purchases. The vendors then send automatic notifications to the Collection Development Librarian to advise of new materials available for purchase based on the profiles. The Librarian can then make acquisition decisions. This method saves the library both time and money, as compared to manual selection of materials.

c) Librarian collection selection

The Librarian bases her decisions on a close understanding of the needs of her community, and significant collaboration and dialogue with faculty members and students. The Librarian develops subject expertise and consults selection tools such as authoritative academic lists, catalogues, reviews, citation lists and collection analysis tools.

d) Donations

Library welcomes gifts of books and other materials which contribute to the growth and development of the collection and which are aligned with current collecting priorities. The Library has been the beneficiary of many generous donations, and gifts are welcome as long as they fulfill the requirements outlined in the Donations of library materials policy. Upon acceptance, gifts-in-kind are irrevocable and become the property of Saint Paul University. Donors are required to sign a release form at the time of the donation. Duplicates or titles not meeting selection criteria will not be kept and will be made available to other institutions or individuals.

4. Allocation of funds

The Chief Librarian is responsible for preparing the library budget, including the collection development fund recommendation. The University administration is responsible for the amount approved and allocated each year for the library budget. Funds for the purchase of library materials are administered by the Collections

Development Librarian. In case of budget limitations, funds shall be used first for purchases in research level subjects, followed by study and general level subjects, as outlined in the current collection levels section of this policy.

E. Replacement and Weeding

1. Duplicates and reprints

As a rule duplicates are not purchased. Reprints of materials already in the library are also not purchased.

2. Replacements

Lost volumes or volumes in poor condition are replaced at the recommendation of the Collection Development Librarian, usually after they have been missing for a period of one year.

3. New editions

New editions of titles already available in the Library are purchased if deemed relevant to current curriculum, as long as they are revised and/or enlarged versions.

4. Weeding

Weeding and transfer to storage are based on the material's relevance to teaching and research, and criteria such as: usage, duplication, format, electronic access, currency (i.e. superseded editions), and the physical condition of the material.

The items kept in on-site storage can be retrieved with 24 hours' notice, upon making a request at the Library Services Desk.

F. Resource Sharing

The Library has many internal and external partnerships which have been of benefit to users. For example, we have agreements to host special collections from the Metropolitan Andrey Sheptytsky Institute of Eastern Christian Studies, from the OMI Lacombe Missionary Oblates, from the Goethe Institut and from the Ottawa Psychoanalytic Society.

We have a long-standing partnership with the University of Ottawa (uOttawa). This has ensured our students, researchers, and faculty members have access to an additional six million items from the uOttawa Library (print and electronic).

As rich as our collection is, we must also ensure that we have access to the widest range of material possible in order to meet the growing research needs of our users. To that end, we provide the following collection extension services:

- **Inter Library Loan (ILL)**
ILL is a system in which one library borrows materials from another library for the use of an individual library user. A partnership with the University of Ottawa Library was created allowing SPU to share the uOttawa automated ILL system.
- **Sm@rtLibrary**
Sm@rtLibrary is a partnership of National Capital Region libraries that provides residents of the National Capital Region with a consolidated research tool and access to information available through

our libraries. It includes all kinds of libraries – public, academic, and specialized, providing a vast array of information for National Capital residents. The consolidated research tool allows you to find resources at all of the member libraries in a single search.

- Canadian University Reciprocal Borrowing Agreement (CURBA)
Saint Paul University is part of CURBA via a partnership with the University of Ottawa Library. Professors and students can borrow books in person from other Canadian University Libraries that are part of the program by acquiring an Inter-University Borrowing Project (IUBP) card.

G. Evaluation

Our collections are evaluated using a combination of collection-centered and client-centered approaches which include both quantitative and qualitative techniques. Collection-centered techniques are employed to determine the size, age, scope, use, costs and depth of the collection compared to an external standard. Client-centered techniques identify the effectiveness of the collection relative to use. Use statistics (including internal library use and ILL) are both collection and client-centered. Qualitative measures include subjective evaluation and involve the professional judgment of librarians, appraisal from subject experts, or the opinion of patrons.

In order to ensure we have key materials in the disciplines taught at Saint Paul University, the Library staff periodically compare our holdings against specific subject bibliographies, publisher's catalogues, and book reviews. Our holdings can also be evaluated by comparing them with those of other institutions' libraries. When new classes are added to the curriculum, the librarian will work with the faculty member teaching the course to ensure that resources are sufficient for the requirements of the class.

H. Policy Review

The Chief Librarian and the Collection Development Librarian undertake a review of the Library's Collections Development Policy on a three-year basis.

This item replaces all previous policies on this subject.

Liz Hayden
Chief Librarian
March 2015