Title

cancellations and withdrawals. Collections management activities are coordinated by the Collections Librarian.

# Collections Allocations

The Director of Library Services allocates the annual collections budget, with advice from the Systems & Acquisitions Librarian and the Collections Librarian. The Library monitors on an ongoing basis the allocated funds to ensure responsible expenditure of the budget. Collections assessments, including evaluation of usage, inform the strategic allocation of funds.

## Procedures

# Collections Development Guidelines

The development of library collections will consider the following criteria:

#### General Selection Criteria

The following criteria are not exhaustive or necessarily in order of priority:

- 1. Relevance: Supports courses and programs approved by Okanagan College Education Council and subsequently listed in the official calendar, program accreditation, Okanagan College educational goals, employee professional development or scholarly activity; local history and issues.
- 2. Quality: Authorial credentials and publisher reputation; accuracy; currency; inclusion in standard guides, e.g. *Resources for College Libraries* and *Magazines for Libraries*; favourable reviews in standard bibliographic sources.
- 3. Level: Suitable to the curricula and goals supported. This includes materials at a precollege level, vocational level, technical level, and lower to upper undergraduate level. More specialized and complex materials may be acquired for faculty and instructors to be used in preparation of courses or for scholarly activity.
- 4. Language: English language and other languages that directly support curricula.
- 5. Format: Appropriate for use; content integrity; added value; durability and stability. If usage and access warrant, items may be acquired in more than one format, e.g. a journal subscription in print when available online because of embargo period and content volatility of online version.
- 6. Cost: Price relative to average costs for materials in the subject area, as well as costs for acquiring, processing and housing or providing access.
- 7. Existing Holdings: Augments or updates the existing collection. The availability of material through interlibrary loan or document delivery may be a consideration.
- 8. Multiple Copies: To make available core resources required for courses in the campus library where the courses are offered, multiple copies of an item may be purchased; supplementary resources are made available through intercampus delivery rather than duplicated. Multiple copies may also be purchased where warranted by high demand at one location.

# Selection Criteria: Material Type

- 1. Books: When both hardcover and paperback editions of a book are available, paperback is preferred for significant cost savings over anticipated lifespan.
- 2. Books Au

12. Gifts: Gift materials will be assessed by the same criteria as purchased materials and are accepted with the understanding there are no restrictions regarding use and disposition. See also Okanagan College Library Gift-in-Kind Donation Policy.

## Collections Management Guidelines

The management of library collections will consider the following criteria:

- 1. Replacement: Criteria for replacing lost, missing or damaged items include but are not limited to: relevance to current curriculum, past use, existing holdings and cost.
- 2. Preservation: If replacement is not a viable option, damaged or excessively worn books may be rebound and media materials may be reformatted, in compliance with copyright legislation, to preserve deteriorating content or improve use.
- 3. Transfers to Storage: Low-use materials may be placed in storage due to campus library space limitations. Consultation with Liaison Librarians, Campus Librarians and the Collections Librarian is required prior to transfer of periodical holdings to storage.
- 4. Cancellations: Criteria for renewal or cancellation of standing orders, subscriptions or licenses include but are not limited to: relevance to current curriculum, usage, duplication of content, existing holdings and cost. Print subscriptions may be cancelled or changed to online only subscriptions if digital equivalents meet criteria for content integrity, stability, perpetual access, and agreeable licensing terms.
- 5. Withdrawals: Criteria for withdrawal from the library collection include but are not limited to: licensing expiry, no longer relevant to Okanagan College curriculum, outdated content, superseded edition, duplicated content, stable digital equivalent availability, no or minimal usage, physical deterioration. Consultation with Liaison Librarians, Campus Librarians and the Collections Librarian is required prior to withdrawal of periodical holdings.
- 5.1 De-selection of Internet Resources: Criteria for removal from the library catalogue include but are not limited to: resour