



Reg Erhardt Library Collection Development Guidelines

The Collection

Purpose

The Collection has been established at the Reg Erhardt Library to provide users with equitable access to subject-specific materials relevant to SAIT programs and schools. The Collection should evolve in close alignment with SAIT's strategic priorities and values, serving as a living, highly adaptable entity, usage being a key principle.

Scope and Inclusion Criteria

Coverage

The Collection is primarily aimed at meeting the needs of SAIT students and academic staff, with other use groups (i.e. alumni, administrative staff, TAL members, Calgary community) assuming secondary roles. The vast majority of Collection content should directly relate to SAIT programs and schools. Materials which have been integrated within SAIT curriculum (i.e. textbooks, supplementary or research material) should be considered items of highest value and sought after. Common content levels are as follows:

- > Introductory/popular
- > Basic studies
- > Professional
- > Trade publications
- > General academic

Edition

Current editions should always be preferred, but the Collection must accommodate SAIT curriculum. Superseded editions should be acquired if heavily requested or required by curriculum.

Format

E-books (Electronic Books) are the format of choice for the Collection. E-books provide the advantage of both enabling distance/blended learning, and allow the Collections Team to utilize Demand-Driven Acquisition systems. Print monographs may overlap with e-books in the event of a request or highly used item.

Duplication

A single duplicate copy (2 copies) of a specifically requested resource may be made. Requests for exceptions should be passed to the Collection Development Librarian. E-books with multiple concurrent access licenses should help avoid the need for duplication.

Selection source of materials

The Acquisitions Team, led by the Coordinator of Technical Services and using Data & Demand-Driven Acquisition methods, is responsible for acquiring the majority of Collection materials. Library Liaisons should help provide strategic direction for their subject areas, are highly encouraged to submit personal and faculty

item/publisher requests, and should maintain close communication with the Acquisitions Team and Collections Librarian & Technician throughout the fiscal year(s).

Donations

As stated in section 5.3 of the general Collection Development Policy, donations should be accepted if they might have otherwise been acquired by other means. However, several 'best practice' principles should be followed:

- Gift receipts should only be issued for significant donations and by special exception
- The library reserves the right to reject and/or discard any donated material
- Donations should generally not be accepted if items would likely be subsequently weeded within the fiscal year (items should at least be current within 5 years)
- The Acquisitions/Cataloging Technician & Collections Librarian will review the Donations shelf at regular intervals of 6 months
- The Acquisitions/Cataloging Technician is responsible for selecting which donated materials will enter main and sub collections

Maintenance & responsibility

The Collections Librarian is responsible for overall adherence to and maintenance of the Collection and the Collection Development Policy, reporting to the Library Manager. Assistance, communication and implementation support are provided by the Collections Technician, in coordination with the Acquisitions Team and Library Liaisons.

Weeding

Weeding of this collection will occur on an ongoing case-by-case basis, as well as at a scheduled interval every year. The SAIT Weeding Tool should be used to help gauge the value of Collection materials, as to maintain relative worth and year-to-year consistency, while avoiding unnecessarily weeding items of value.

Edition

Superseded editions should be retained if still relevant, accurate and highly used, and it is acceptable to house several past editions of a single text depending upon usage. Books should be given at least 5 years to circulate, independent of edition. As a general rule, both the current and one copy of the previous sequential edition should be housed in the Collection.

Condition

Highly used items (circulated at least once in the last year or several times in the last five years) should be replaced.

Currency

Currency is dependent upon the item's subject-matter and program, but as a general rule, print books should be given at least 5 years to circulate. Certain SAIT programs rely on heavily on classics and/or texts written within relatively stable industries. This treatment should be respected and these items not weeded. However, SAIT's vision and mission of innovation should also be emphasized, permitting the aggressive deselection of items no longer relevant and/or used. Individual items specifically identified as out-of-date by liaison team members and/or faculty should be updated or removed.

Collection Development Policy

1.0 Institutional Vision & Mission

1.1 SAIT Vision Statement

SAIT's vision is sharply focused - to be recognized as Canada's premier polytechnic, one of the world's finest, setting the standard in education, training and innovation.

1.2 SAIT Mission Statement

SAIT shall be an innovative organization equipping people to compete successfully in the changing world of work by providing relevant, skill-oriented education.

1.3 Reg Erhardt Library Vision Statement

As a collaborative leader on campus, we will play an integral role in developing critically engaged information creators and consumers among SAIT students, faculty and staff.

1.4 Reg Erhardt Library Mission Statement

The Reg Erhardt Library facilitates excellence in teaching, research and learning through the provision of authoritative information resources and community-driven programs. By providing equitable access to print and digital collection, innovative technology and learner-focused spaces, the Library creates an inclusive environment which supports creative inquiry at SAIT.

2.0 Strategic Direction of the Collection

The Collection strives to meet the needs of the SAIT community, in alignment with the combined values of SAIT and the Reg Erhardt Library, by providing access to the highest quality academic resources. To accomplish this goal, the Collections Team utilizes a 'Data & Demand-Driven Acquisitions' approach. Resources are continually evaluated based on cost per use statistics, while a comprehensive collection is attained by limiting outright purchases until a proven methodology has been used to assess value. Practical, authoritative materials that directly impact the success of SAIT students are considered resources of highest value.

3.0 Scope of the Collection

The Collection is an evolving entity. The majority of items are directly relevant to SAIT schools and programs, and an emerging goal of the Collection is to support SAIT as a degree-granting institution. Also in alignment with SAIT's strategic priorities, the Collection must continue to enable distance, blended and creative learning initiatives (i.e. D2L, flipped classrooms). Electronic resources present the unique advantage of accommodating both of these goals, and as such, the physical, print collection will likely continue to decline while electronic monographs (e-books) remain the format of choice.

4.0 Accountability and Responsibility for the Collection

The Collections Librarian is accountable for overall adherence to and maintenance of the Collection and the Collection Development Policy, reporting to the Library Manager. Assistance, communication and implementation support are provided by the Collections Technician, in coordination with the Acquisitions Team and Library Liaisons. The Acquisitions Team, using Data & Demand-Driven Acquisition methods, is responsible for acquiring the majority of Collection materials. Library Liaisons should help provide strategic direction for their

subject areas, are highly encouraged to submit personal and faculty item/publisher requests, and should maintain close communication with the Acquisitions Team and Collections Librarian & Technician throughout the fiscal year(s). Liaison schools/departments include:

- > Business
- > Construction
- > Information and Communications Technology
- > Energy
- > Hospitality & Tourism
- > Transportation
- > Health & Public Safety
- > Manufacturing & Automation
- > Academic Services Learner Services

5.0 Collection Criteria

As the Reg Erhardt Library is not a traditional research library or library-of-record, the Collection is geared more towards curriculum and supplementary support. This includes, but is not limited to, works with content levels such as:

- > Introductory/popular
- > Basic studies
- > Professional
- > Trade publications
- > General academic

One copy of each textbook will be purchased for the collection and placed on Course Reserve for two-hour loan. In alignment with SAIT's vision of world-class innovation, the library strives to maintain the most current and high-quality resources available. Selection and deselection of resources should therefore be relatively aggressive. However, while the Reg Erhardt Library is not a library-of-record, many SAIT programs and subject-matter experts rely heavily on classic texts, and the Collection should respect items of lasting, niche significance.

5.1 Selection considerations

- > Relevance to the SAIT community & curriculum
- > Currency, authority, accuracy & purpose
- > Content level
- > Format (electronic, unlimited-user resources are preferred)
- > Language (English, with very few exceptions)
- > Origin (North America preferred)
- > Cost per use
- > Faculty and/or student requests

5.2 Deselection considerations

Print items should be weeded beyond superficial levels (i.e. age & physical condition). The formula provided in the Library weeding tool emphasizes the following factors:

- > Circulation and/or in-house usage within 1, 5 and 10 year intervals
- > Currency
- > Date acquired

- Purchase cost of item

Beyond these factors, deselection should qualitatively be contingent upon:

- Integration within course development
- Vintage (classics & out of print editions)
- Physical condition (highly used items in poor condition should be replaced)
- Outdated information
- Editions (superseded editions should be kept if still circulating and/or used in courses)

Electronic resources are not held to the same rigors as print, due to the inapplicability of physical space considerations. Outdated information and system capacity (prevision vs. recall in library Discovery tools) should still be monitored and weeded on a case-by-case basis, but in most instances, e-books should not be weeded.

5.3 Donations

The selection policies outlined above also pertain to donated materials - if the library might have otherwise acquired a given resource, the gift should be accepted. The library reserves the right to reject and/or discard any donated material.

5.4 Open Access

The Library supports open access initiatives and makes every effort to acquire applicable open access publications.

5.5 Electronic resources considerations

In nearly every circumstance, if the below considerations are met, electronic access to a resource is preferred over the print version.

- Trial availability
- Technical feasibility
- Acceptable licensing terms (i.e. length of contract)
- Sustainability (perpetual access is highly preferred)
- Access (multiple concurrent user licenses with remote, IP authenticated (via EZ Proxy); electronic resources should be accessible to all students (very few exceptions should be made)
- Ease of integration and/or inter-operability with current systems and workflow (i.e. Discovery tool and ILS)
- Reporting and evaluation statistics

6.0 Collection acquisition budgeting

Capital budget figures are determined holistically and, year to year, incorporate all or some of the following factors:

- SAIT full-load equivalent
- Circulation statistics
- Previous year's allotments
- Previous year's expenditures
- Liaison input ratings
- Average cost/item by program

7.0 Policy review

This policy should be reviewed and updated on an annual basis, at the beginning of each budget year, with additional updates being made in alignment with the evolution of the Collection and library landscape. Minor alterations and exceptions to policy can be made throughout the year at the discretion of the Collections Librarian. The approval of the Library Leadership Team and/or Library Manager is required before annual updates take effect.