



## University of Lethbridge Library Collection Guidelines

The collections of the University of Lethbridge Library represent a substantial intellectual effort and economic investment. These collection guidelines provide a framework for the selection, acquisition, evaluation, and maintenance of information resources collected or created by the Library. It also articulates the Library's policies to faculty, students, staff, and other users, including the Library's commitment to provide access to materials we do not own through resource sharing and cooperative collection development agreements, and fostering open access and discovery of open-access materials. As academic programs, information needs, and technology change, the Library remains committed to meeting new information demands.

### **The Library follows these guidelines:**

- Provides leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies
- Develops high-quality, relevant, and balanced collections, regardless of format, that support and strengthen teaching, learning, and research
- Communicates with faculty to identify existing collection strengths that align with current teaching, learning and research and to develop awareness of new and evolving areas of scholarship
- Expands access to information through resource sharing and other cooperative agreements with libraries locally, regionally, and nationally

### **General Considerations for Selection and Acquisition**

The following general considerations apply to all materials, regardless of format:

- Relevance to existing teaching, learning, and research
- Recommendation through standard review sources
- Faculty recommendation
- Scholarly value
- Scope – comprehensiveness and depth of coverage
- Canadian content
- Relative cost including both purchase price and on-going expenses for maintenance and continued access
- Size of the potential audience
- Ease of use and accessibility for all users
- Technological adaptability

## **Specific Considerations for Selection and Acquisition:**

- Materials authored by our faculty members will be collected comprehensively
- The Library does not normally collect undergraduate textbooks
- The primary language is English and languages that directly support the University's instruction and research program.
- Multiple copies are purchased only in special cases
- Electronic books are generally preferred, especially for:
  - Reference works
  - Works which undergo frequent revisions
  - Edited works/anthologies
  - Works that support online programs or programs delivered at locations other than the Lethbridge campus
- Print books may be preferred for certain subject areas.

## **Considerations for Digital Repositories**

The Library creates unique collections of digital content that are of high academic value or community significance. Selection of materials to be digitized or collected may be based on an assessment of:

- Alignment with teaching, learning, and research needs of the University
- Significance to the wider Southern Alberta community and the willingness of external community members to partner with us in the creation of these collections
- Consideration of the long-term needs for access, support, and preservation of materials being added to the repository

## **Considerations for Donations**

The Library will occasionally consider accepting donations of materials that support, broaden, and advance the teaching and research activities of the University in accordance with the donations guidelines: <https://library.ulethbridge.ca/donations>.

## **Special Collections and Archives**

The Library's Special Collections and University Archives each have their own collections guidelines, which may be viewed here:

<https://library.ulethbridge.ca/ascont/archives>

<https://library.ulethbridge.ca/ascont/specialcollections>

## **General Considerations for Collection Evaluation and Maintenance**

The following considerations apply to the deselection of library materials:

- Value for historical, scholarly, and other research
- Usage statistics (number of times circulated since date of acquisition)
- Retention agreements with consortial partners
- Budgetary considerations

The following considerations apply to designating library materials for off-site storage:

- Value for historical, scholarly, and other research
- Retention agreements with consortial partners
- Availability of back runs of serials in stable electronic format

Additional details available upon request.