

## **COLLECTION DEVELOPMENT POLICIES**

library collection development policy statements includes a description of user needs; an overview of what is collected to meet those needs; who on the library staff collects what; and a very detailed subject breakdown of what is regularly added to the collection. This policy statement includes detailed subject breakdown of what is acquired by the libraries.

### **PURPOSE**

To provide all individuals in the community with carefully selected books and other materials to aid the individuals in the pursuit of information, research, education, pleasure and the creative use of leisure time. Also to provide materials that support the curriculum and research needs of members of the Bulawayo Polytechnic community. It also states the library's position on intellectual freedom and to describe the library's policy and procedures for dealing with complaints about its materials.

### **Aims**

The materials selection/collection development policy is used by the library in the selection and also serves to acquaint the general public with the principles of selection.

The material selection/collection development policy, like all other policies will be reviewed and/or revised as the need arises.

### **Responsibility for selection**

The ultimate responsibility for selecting library materials rests with the librarian who operates within the framework of the policies determined by H.O.Ds. This responsibility may be shared with other members of the staff according to delegation of duties by the Principal Librarian in consultation with The Principal.

### **CRITERIA FOR SELECTION**

1. The main points considered in the selection of materials are:

- Individual merit of each item/Relevance of subject matter to the curriculum
- Popular appeal/ demand/Usage expectations
- Suitability of material for the clientèle (scope and language)
- Existing library holdings/Current holdings in the subject area
- Budget

Reviews are a major source of information about new materials

2. The lack of a review or an unfavourable review shall not be sole reason for rejecting a title which is in demand.

### **Interlibrary loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons the library agrees to lend its materials to other libraries through the same interlibrary loan network.

### **Gifts and donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. Donated materials must be in good physical condition with no writing or highlighting inside. There should be no stains, mildew, or brittle pages, and bindings should be in good repair. Donations which meet collection development guidelines will be integrated into the main collection.

### **Weeding**

The weeding of library materials (the process of removing items from the collection) is essential for the maintenance of a current, academically useful library collection. Weeding provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. An up-to-date attractive and useful collection is maintained through a continual withdrawals and replacement.

### **Stock Taking**

The library will conduct a stock-taking exercise after a period of three years. So far the Library conducted its stock taking exercise in the year 2012.