

OFOSUA LIBRARY
ASANSKA COLLEGE of DESIGN &
TECHNOLOGY



COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

2018

Introduction

Mission of the Library and of Collection Development

The mission of Collection Development Policy at the Ofosua Library; AsanSka College of Design and Technology is encompassed within the Mission Statement of the College, which states inter alia:

‘to develop the human capital need for critical sections of the national economy through relevant educational programmes in areas of Jewellery Design Engineering, Technology and Education’.

To help attain the above goal the Ofosua Library shall serve as its intellectual and information needs centre and as such shall be instrumental to the achievement of the effective and maximum learning function of AsanSka College.

Succinctly, the Library’s mission is thus:

“To seek to satisfy the information needs and seeking skills of AsanSka College. It shall also strive to sustain its position as the well-endowed resource for Jewellery & Product Design Engineering and Entrepreneurship studies; also, to promote use of our Library’s immense collections for education, research, teaching, learning and publishing”.

Included in its objects are:

- The facilitation of access to all forms of information by continuous improvement of:
 - ✚ resources and expertise,
 - ✚ information literacy skills within college,
 - ✚ co-operation through networking;
- To provide collections and services in support of the instruction, research, and publications mission of the AsanSka College of Design and Technology. In keeping with the College's dual role as capstone of technology in gem and product design, emphasis shall be placed on meeting anticipated as well as current needs.
- Ofosua Library shall develop, manage, and store collections in an expanding variety of formats, provide access to knowledge and information in those collections using appropriate storage, access, and communications technologies; preserve the information in those collections for present and future generations; and assist and instruct its patrons in the use of library resources. The Library also sits to serve its patrons through participation in cooperative efforts to collect, access, and preserve information for its institutional repository.”
- In the next Five Years the Library sees itself in an Evolving Collection: that is Blending Access, Ownership, and Preservation (*modern library collection is a mix of traditional print and a growing body of electronic publications. Our challenge is to provide the best blend of these resources in a package that is easily understood and used*).

Patrons

Library Policy: The College Community as well as the public is welcome to use the library resources for on-campus research.

Opening Hours

Hours of Operation are Monday through Friday, 8:30 a.m. – 5:00 p.m.

Saturday, Sunday and Public Holidays: Library Closed.

Guide lines on Use of the Library

Refer to the Ofosua Library Guide on how to use the Library.

Facilities

The Ofosua Library is closed-stack, which means that library staff help patrons at the front counter.

- The library provides reference via email and telephone.
- Five Computer workstations are available to patrons who wish to gain Internet access to design engineering, gem and jewellery web sites. Three additional computers are available for searching the Library's collections through the local online catalogue and the Articles/Auction catalogue database.
- Coin-operated photocopying is available.
- Contact the Ofosua Library to schedule appointments to view materials. Requests should be made at least two weeks prior to the desired viewing date. Materials from the Archives may not be checked out. A research area is available for examination of these materials.

Scope of the Collection Development Policy

The policy is an inclusive statement of aims rather than a description of the collections that have been built. It sets out the Ofosua Library's aspirations, which are intended to be realistic rather than utopian. Implementation is dependent on the availability of resources.

The policy provides guidance to staff engaged in selection. It is not exhaustive in its provisions and not every item considered for acquisition will be unambiguously included or excluded by the policy. The stock collection may depend on an individual's (the Librarian's) knowledge, experience, common sense or intuition. The collection development policy is meant to complement the above qualities.

Many collecting areas are supported at a higher research level, covering the major published source materials required for gem products and product design, entrepreneurship, dissertations, independent research - including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. Hence, greater emphasis shall be placed on collecting the science and technology-based materials published on gems, gemology, product design and entrepreneurship. It is intended to provide information to staff and to readers about the principles on which the collections are acquired, to create an awareness of the objectives of the Library and to form the basis for future developments and modifications as circumstances require.

The College Library upholds the principle of free speech and does not discriminate against material on the grounds of race, religion, sex, political controversy or social acceptability. Serious books or periodicals falling within the normal criteria for selection but expressing opinions or containing illustrations which might be considered blasphemous, offensive or distasteful are acquired, subject to any legal restrictions.

Subject Areas Covered by this policy

- Advanced Computer Application
- Alloy Calculation, Measuring and Marking
- Assaying, Refining & Hallmarking
- Communications Skills
- Computer application in Design
- Design & Modelling
- Drawing
- Engineering Graphics
- Entrepreneurship
- Ergonomics /Human Factors Applications
- Fabrication & Finishing
- Field Assessment
- Gem Setting
- History of Industrial /Product Design
- History of Jewellery
- Host Entity Evaluation Report
- Industrial Activity /Project Report
- Industrial Casting Methods
- Introduction to African Art & Culture
- Introduction to Gemology
- Introduction to Manufacturing
- Introduction to Materials
- Introduction to Metallurgy
- Jewellery Casting Methods
- Jewellery Design
- Jewellery Surface Coating Methods
- Manufacturing Processes
- Maths & Calculus
- Metalsmithing
- Product Design Fundamentals
- Rendering for Presentation
- Research Methodology
- Technical Communication
- Technical Drawing
- The Design Process
- Workshop Practice (theory)

Generally, the purpose of the CDP includes:

- To translate the College's research, instructional, and programmatic needs into collecting practices for the Library's collections
- To describe the scope and nature of the collections
- To delineate collection priorities
- To provide guidelines and encourage consistency for the librarian with selection responsibilities
- To facilitate the rational and orderly expenditure of the materials budget within the fiscal year
- To communicate the Library's collection policies to the clients

General Collection Development Goals

Those responsible for collection development in all subject areas at the Ofosua Library, AsanSka College of Design and Technology strive to:

- Make informed and timely resource selection decisions based on a carefully prepared, up-to-date collection development policy
- Allocate the materials budget and perform selection in a systematic manner that maximizes coverage, minimizes gaps, and avoids unnecessary duplication
- Anticipate as well as respond to users' needs
- Be engaged with the complete life-cycle of items in the collection, including selection, use, storage, preservation, and possible withdrawal from the collection
- Base changes on continuing evaluation of collections, evolving academic programmes, and library use patterns
- Participate in cooperative purchasing agreements with other libraries
- Recruit, train, and encourage professional growth of library faculty in collection development roles
- Enhance understanding of the purpose and nature of collection development within the Library and the College community

Scope of the Library's Collection

The size and range of the College's programmes require a library collection that is correspondingly in line with its goal. AsanSka College of Design and Technology offers degree programmes in mainly two fields – B. A. in Jewellery Design and Entrepreneurship and B. A. Product Design and Entrepreneurship.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Librarian. Under his/her direction, selection is delegated to the professional library staff. All staff members, faculty and the general students are encouraged to recommend materials for consideration.

Methods of Acquisition

The Library acquires materials through two main avenues:

- Outright purchase of recommended books and Journals
- Donations and Gifts

Suggestions for Purchase

Through the publisher's catalogue required titles are selected by Faculty and/or the Librarian for purchases to be effected. The library also strongly encourages input from individual members of the AsanSka College of Design and Technology community concerning the collection. A suggestion for purchase procedure enables AsanSka College of Design and Technology to request that an item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community. You can suggest and drop it in the suggestion box for the necessary attention.

Donations and Gifts

The Libraries welcome gifts of scholarly materials, whether in the form of large collections or individual volumes. To facilitate the Library's' commitment to access, donors are asked not to place restrictions on the gifts they provide. All gifts are reviewed by subject selectors or special collections staff to determine their appropriateness for addition to the collection. Gifts are not added to the collection when their content is outside the scope of the collection, their physical condition is poor, or they would represent unnecessary duplication of material in the collection. Gift materials not added to the collection are donated to other libraries, sold, or discarded. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing and access to the materials.

Books are sometimes produced in a preliminary state that predates the first published edition; these are known as uncorrected proofs or galleys. Because further changes may be made to the book manuscript before publication, uncorrected proofs and galleys do not represent the final version of the publication. Such books are not added to the Library's general collection, but they may be considered for special collections. Books labelled as "advanced reading copy," "review copy," "free copy not for commercial distribution," or similar wording do represent the final version of the publication and may be added as gifts to any area of the collection.

Monetary gifts to the collection are welcome and may be designated as memorials.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

The library will accept for evaluation gift materials only in designated areas as listed below. All gifts must be in excellent condition.

Also, Library staff cannot appraise the value of the gift material. Donors may have independent professional

appraisals performed for especially valuable gifts.

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, the Ofofua Library maintains a ratio of one copy for every six reserves, placed through the shared computer system.

Selection Criteria

Criteria differ from one subject area to another, but in general the following factors should be considered in the decision to purchase a library resource:

- Availability of copies in other university/college system libraries or other research institutions in Ghana
- Cost
- Degree of specialization (whether the resource is likely to serve multiple interests or a narrower range of users)
- Intended audience (scholarly vs. popular; university/college vs. lower-level, etc.)
- Language
- Physical condition (for older materials)
- Projected need based on use patterns of similar material already in the collection
- Relevance to curriculum
- Reputation and type of publisher
- Reputation of author

Other Selection Criteria to consider include:

i. Current vs. Retrospective Collecting

As a very general guideline, the purchase of current material receives preference over the acquisition of retrospective material. Newly published material is usually less expensive to acquire, and, more importantly, it tends to be the type of material most in demand by faculty and students. Building strong collections of current materials also lessens the need for retrospective collecting in the future.

The amount of retrospective collecting performed varies by subject area and by the availability of funding. Normally it is done primarily in response to faculty requests. Retrospective materials are acquired as original publications, reprints, microforms, and digital editions. Original publications may be more expensive to acquire and in less viable physical condition. No preference is given to acquiring an original publication for the general collection unless the member of the college's community who requests it provides a compelling reason to do so.

ii. Electronic Resources

Electronic resources include any work that has been digitally encoded and made available using a computer. The data may be remotely accessed or held by the Library in a physical format such as compact disc. The Library acquires access to digital information through a variety of avenues, including providing links in the catalogue to free resources on the internet, digitally reformatting texts, and purchasing or licensing

commercial products. It is with the final category that this policy is concerned.

In the purchase of electronic resources, consideration of the following factors is essential:

- While one academic school or department may be the primary users of an electronic resource, the resource must be available to the entire college community if the Library is to fund the purchase
- For electronic journal subscriptions, long-term archival access to purchased content must be provided, either by the vendor of the electronic version or through other means
- The licensing agreement must meet library, college, and state legal requirements

The following additional factors may influence the decision to purchase an electronic resource:

- The resource provides added value over the print version (if applicable) in the form of greater searching capabilities, more frequent updates, multimedia data provided that is unavailable in print, etc.
- There is little overlap with other electronic resources
- Remote access is preferable to physical ownership in the form of CDs or other formats
- Full-text content or reliable links to full-text are provided
- Links are frequently checked and well-maintained
- No plug-ins or other extra software or hardware are required to use the resource
- Number of simultaneous users is unlimited
- Use statistics are provided
- Resource is compatible with a variety of web browsers
- Navigation is easy and clearly explained
- Effective tutorials or other forms of help are provided
- Downloading and printing options are clearly explained and function reliably
- Updates are regular and timely
- Vendor has a reputation for prompt and effective technical support

iii. Periodicals and Serials

The Library maintains a strong, extensive collection of current periodicals and serials. The responsibility for periodical and serial selection rests with the appropriate subject selector who weighs each potential addition or cancellation carefully, considering requests from faculty and students, current trends in the subject field, and financial considerations. Although the ideal practice would be to start new subscriptions whenever they are requested by users or deemed desirable by the subject selector, budget limitations may require that current subscriptions of equivalent cost be cancelled before a new subscription can be added. Because of the ongoing monetary commitment made when new periodicals or serials are selected, the Librarian must approve all new subscription requests as well as cancellations.

In addition to the general selection criteria on serials stated above, the following factors are desirable when a subject selector considers adding new subscriptions to periodicals and serials:

- Electronic availability, including back files
- Full-text availability
- Inclusion in major indexing and abstracting tools

In general, the electronic-only format, when available, is preferred for periodical subscriptions. High

subscription costs preclude collecting both electronic and print formats in most cases. Electronic subscriptions have the advantages of not occupying physical space and not requiring as much handling by library staff. Exceptions to this policy include lack of acceptable archiving practices on the part of the electronic format vendor or superiority of the print format regarding images or other considerations.

Upon the decision of the subject selector, back issues of print periodicals are bound and shelved, or retained until a microform copy is obtained, or discarded after a designated interval. Materials printed on low-quality paper such as newsprint, which will rapidly deteriorate, cannot be retained in print format in the general collection.

iv. Newspapers

The newspaper collection of the Ofosua Library is a significant information resource in the country Ghana. The collection's greatest strength is in its coverage of Ghana news, but it also has a selection of regional, national, and foreign newspapers. New newspaper subscriptions, like other continuations, are initiated with great care and must be approved by the Librarian.

Print newspapers are retained for periods ranging from several months to a year and then bound.

v. Languages

Although the predominant language of the Library's collection is English, followed by the major European languages, subject selectors acquire material in any language appropriate to a given subject area. The frequency of acquisition of materials in languages other than English necessarily varies from discipline to discipline and depends to some extent as well on specific research needs.

vi. Translations

Literary works in major European languages are acquired in the original language as well as in English translation. Non-literary works may be acquired in the original language and/or in English translation, depending on the subject. Purchase of works translated from one foreign language into another is generally avoided but may be initiated if no English translation exists. In this case, translation into a more accessible language (usually French, German or Spanish) will be preferred. Translations from English into other languages are acquired only in the rarest of circumstances.

vii. Theses and Dissertations (Electronic and Print)

These shall comprise the written works of students.

viii. Faculty Publications

Because there is a strong possibility that faculty-authored works will be frequently used for teaching and research, such publications are regularly acquired. Many of these publications are supplied by the Library's approval plan for scholarly materials. The Libraries do not, however, make a systematic effort to collect every publication produced by AsanSka College of Design and Technology faculties. The general guidelines for textbooks, reprints, multiple copies, replacements, and translations, found elsewhere in this policy, are applicable to faculty publications.

ix. Textbooks

The term "textbook" is used to describe a variety of publications, and thus a clear, concise definition is not

possible. Most textbooks do not present new information about a topic but are rather designed to present summaries, surveys, or introductions. They may include sections with problems or exercises.

In general, the Library's emphasis is on collecting works presenting new and original research or primary source material rather than textbooks. However, in addition to material supporting advanced teaching and research, it is important for the Library to provide basic instructional material for members of the college community who may be beginning new areas of inquiry. A selection of textbooks or other introductory publications aimed at a college-level audience is therefore appropriate for the Library's collection, but no effort is made to collect systematically or heavily in this type of material. Study guides and materials accompanying textbooks, such as instructor guides and workbooks, are rarely purchased.

If a Professor or Lecturer wishes to have a textbook placed on reserve for a class and the textbook is not already in the general collection, Reserves will order a single copy, but the Library does not acquire multiple copies of textbooks that are required for coursework. Students may use the copy on reserve or purchase their own copy at a bookstore.

x. Popular Works

The Library's primary collection development commitment is to the acquisition of scholarly materials supporting the College's teaching and research needs; however, on limited basis popular reading materials are also acquired.

Requests for specific titles and for multiple copies are considered on an individual basis. Titles remain in these collections until either their popularity diminishes, or their physical condition deteriorates beyond repair. When books are removed from Reading for Pleasure, subject selectors for the general collection are given an opportunity to evaluate any in usable condition for possible addition to the general collection.

xi. Multiple Copies

Greater emphasis is placed on the acquisition of unique material rather than multiple copies of the same title. However, multiple copies may be ordered at the discretion of the subject Lecturer based on demonstrated or predicted demand. In addition to the general collection there may also be a need for copies in other locations in the collection such as Reference or special collections.

As noted in the section on textbooks, classroom assignments sometimes create temporarily high demand for certain titles. In this situation, ordering multiple copies for the general collection is not recommended because even multiple library copies may not be sufficient for the immediate need and may not arrive until after the need has subsided. A preferable alternative is for the professor/lecturer making the reading assignment to place the library copy of the book on reserve (Reserves will order a copy if the title is not already in the general collection) or encourage students to purchase their own copy.

xii. Replacements

Evaluating the continued need for material worn or damaged beyond repair or lost by users is a fundamental part of collection development. Standard works, classics, and studies on topics of current interest are usually the most heavily used material in the Libraries, and as such, the material most susceptible to damage or loss. Subject selectors should make every effort to replace material that is still of value to current or future users, but they may also determine that a lost or damaged item does not need to be replaced if other copies or editions are available in the collection or if the title was of marginal significance to the collection.

xiii. Reprints and Subsequent Editions

Collecting new and unique titles is generally preferred to acquire different editions of items already in the Library's collection. However, adding another edition is entirely appropriate if the edition is already in the Library's collection:

- Is lost or missing
- Is worn or damaged beyond repair
- Dates from the era of publications that are now becoming brittle (approximately 1870-1930) due to acidic paper. Subject selectors should consult with Preservation staff to determine whether a volume is brittle rather than merely old and whether any repairs are possible.
- Has a high circulation count (the definition of high varies from one subject area to another)

Adding another edition is also appropriate when:

The edition under consideration makes an important contribution to scholarship in the discipline because of the author's or editor's reputation, approach, etc.

- The edition under consideration is likely to be in demand by users
- The content of the edition under consideration has been substantially revised or updated

xiv. Hardbacks vs. Paperbacks

Experience has demonstrated that hardcover bindings provide significant protection against normal wear and tear as well as more serious damage from fire or water disasters. The Library acquires hardcover volumes either by purchasing them in hardback or by purchasing paperbacks and having them commercially bound. When a title is available in both hardback and paperback format, the hardback format is generally preferred. However, if the price difference between the two formats is significant, the selection of the paperback edition may be warranted even though binding the paperback will incur some additional expense and time.

Cancellations

Normally the Library attempts to fill all orders and honour commitments to ongoing publications such as periodicals, but from time to time it is necessary and sometimes even desirable to cancel orders and subscriptions.

Firm orders that have not been fulfilled within a reasonable time are reviewed by subject selectors and cancelled if the material is no longer wanted or if the chances of obtaining it have become unacceptably low. Cancellation frees up encumbered funds so that they may be spent on other resources.

Publications and products requiring an ongoing commitment should be evaluated not only when first considered for purchase, but also in subsequent years to make sure they are still appropriate for the collection and worth the cost of continuing. The following circumstances may prompt cancellation:

- The resource no longer offers valuable, reliable, or current information
- The resource is no longer well-maintained
- Another resource offers superior coverage
- Use statistics reveal unacceptably low use or high cost per use
- Price increases are unsustainable
- Budget shortfalls force the Library to cut back on subscriptions

- Some volumes (as in a publisher's series) are still desired, but not all. The desired ones would be better purchased by firm ordering them individually

Organization of Collection Development Activities

Building and maintaining a collection of resources that supports the teaching and research of a college, requires the efforts of many dedicated individuals. At AsanSka College of Design and Technology collection development is carried out primarily by the Librarian, faculty and students, although requests and advice from the Library staff are actively solicited.

The Library follows a hybrid model for collection development that makes use of faculty members as well as individuals based in other departments who can help in the selection responsibilities. Selection activities also take place in specialized areas such as Reference and Special Collections. The faculty is supported by classified staff assistants who perform the searching and verification necessary to ensure accuracy and completeness of information for selection decision-making.

In addition to selection, other collection development responsibilities include faculty liaison; library instruction and user assistance; collection analysis; monitoring of standing orders, subscriptions, and approval plans; and development of collection policies.

Reference Collection

The Ofosua Library Reference Collections exist to support the teaching and research of the College's students, faculty, and staff. The reference collections comprise two formats: print and electronic resources.

This Collection Management and Development Policy serve to guide reference collection selectors. It is a general statement of philosophy that underpins the growth and management of the reference collections at the Ofosua Library.

Definition: A reference tool is "designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than read consecutively" (*ALA Glossary of Library and Information Science*, 1983). Reference tools are usually one of two types: they either promote the rapid retrieval of information or they provide a starting point for further research. In either case, they are authoritative.

Criteria: The goal of the Reference Department is to collect print and electronic products that are designed for efficient consultation, to provide factual answers, to give a concise overview of a subject, or to refer users to additional sources for research. It is of paramount importance that each collection strives for a balance between comprehensive coverage and concise in-depth information. The print reference collections occupy prime space on the entry levels of the main library, and their locations attract users who seek assistance in meeting their research, teaching, and general information needs.

Subject Scope: Items in the reference collections should be of broad introductory interest, although specialized sources will be included when they are in high demand. While each academic discipline has somewhat different information needs, reference sources should be weighed in view of their usefulness in

finding facts, summaries, or references quickly. Resources that are narrowly focused and not expected to be in high demand are better suited for the stacks, even though their titles may include words such as “encyclopaedia,” “dictionary,” or “almanac.”

Information Currency: New editions are added if they provide a substantial amount of newer information.

Authority: Sources are selected based on their authoritative nature. Seminal reference works in a field and accurate, reliable, and current information all lend to the authority of the reference collections. Sources that are based on dubious research, treat topics superficially, or are shown to contain inaccurate information should not be in the reference collections. Librarians should evaluate the reputation of the author, publisher, and editorial staff before selecting a source for purchase.

Language: Strong preference is given to materials in English. Exceptions include foreign-language dictionaries and encyclopaedias.

Format: Since ease of use is of utmost importance, selectors must evaluate the arrangement and the quality of indexing in print resources. Preference is given to electronic editions over print versions if the price difference is reasonable, as digital resources are more widely accessible and easier to search comprehensively. For electronic sources, any value-added features such as broader access, usability, currency, and links to related resources must be weighed against the greater cost over a print counterpart. In selecting electronic resources, librarians should favour one-time purchases over sources requiring subscriptions or continuing maintenance fees. In most cases, the cost of the electronic source should not exceed 25% of the cost of the print or have a price differential of \$125 or more. Resources on CD-ROM/DVD that are limited to single workstations in the library buildings are generally not purchased.

Duplication: Except for a few sources that are heavily used by all disciplines (i.e., citation style guides, English-language dictionaries, and the World Almanac), print reference sources are not purchased for more than one building’s reference collection. Duplication of stack material should be also avoided.

Criteria for Specific Types of Materials

Almanacs: General almanacs are not purchased except for the *World Almanac and Book of Facts*.

Atlases and Gazetteers are purchased selectively since place name information is available on the Internet.

Bibliographies:

- **National and Trade:** These are not collected, as most countries have an online database or national library catalogue.
- **Monographs:** Due to the increased availability of bibliographical databases, subject-specific bibliographies are generally not collected by Reference (i.e., *Creation/Evolution Controversy: An Annotated Bibliography*).

Biographical Sources: Main Reference collects and retains current and retrospective authoritative sources

about major figures. Science Reference collects and retains current and retrospective biographical dictionaries of scientists.

Dictionaries: Main Reference selects the major monolingual, bilingual, polyglot, and etymological dictionaries. Science Reference selects general and subject-specific dictionaries of scientific terms as well as a selection of language dictionaries to suit researchers working internationally.

Directories: Directories are purchased when an equivalent depth of information and breadth of listing is not freely available on the web.

Encyclopaedias: The *Encyclopaedia Britannica* is available on the Internet.

Indexes and Abstracts: Reference subscribes to online periodical indexes that cover major disciplines with preference given to those that include the full-text of the sources indexed.

Manuals: Manuals are not generally collected since they are more appropriately used in laboratories or at field sites.

Statistical Sources: Main Reference selects current and historical statistical sources covering demographic, social, and business topics worldwide. Science Reference selects current statistical sources on relevant topics where available.

Circulation of Reference Materials

Reference materials do not circulate except with special permission from the librarian staffing the reference desk. Before giving permission, check stock to see if the stacks hold a second copy or an acceptable substitute. Avoid giving special permission to heavily-used titles. Multivolume sets (or any volume that is part of a set) should not be loaned out since they may be difficult to replace. The loan period should not be for more than three days except in extenuating circumstances (i.e., over a holiday). If you are unsure whether to loan an item, it is probably best not to loan it out. Any patron objections may be referred to the Librarian for a final decision.

Selection: It is important that the librarian who is working with the collection be the one primarily responsible for its development and maintenance. The Librarian needs to keep him/herself apprised of available resources in their areas of responsibility. Selection duties include:

- Recommending titles for purchase
- Scanning review sources and publishers' catalogues for important new sources in their subject areas
- Monitoring new editions and deciding whether they should be purchased
- Examining availability and price of electronic resources and deciding which format is preferred considering cost and usability

- Communicating with their counterpart bibliographer about reference-type titles that may be better suited to the stacks collections
- Maintaining awareness of the reference sources needed to support class assignments and research trends at AsanSka College of Design and Technology.

Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

i. Weeding

The Ofosua Library is committed to retaining most materials in perpetuity for future generations of scholars. While some materials may seem more relevant and valuable than others, scholarly emphasis changes over time, and it is impossible to predict with complete accuracy the research trends of the future. Information considered outdated by today's standards may be of historical research interest in years to come.

Exceptions to this rule include:

- Materials that are too damaged or worn to use and impossible to repair
- Materials produced on newsprint or other poor-quality paper that will deteriorate quickly
- Serial publications in which the new volume completely supersedes the previous one
- Additional copies of titles that are receiving little or no use, if at least one copy is retained

ii. Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

The last copy of a work in the Ofosua Library is evaluated in terms of its value to Faculty, with consideration to the following:

- Faculty interest
- Reputation of author, publisher, producer, illustrator
- Significance as identified in standard bibliographies
- Quality of graphics
- Uniqueness of information for research

iii. Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area

- Cost and availability

iv. Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

- Adverse impact on circulation because of appearance
- Feasibility of binding
- Cost of binding vs. cost of replacement

v. Revision of Policy

This Collection Development & Management policy will periodically be evaluated and revised as times and circumstances require.

References