

## 8.a.1 Library Policy Procedures and Regulations - Collection Development

<b>Subject</b>	Learning Resource Centre	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	8.a.1	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Library Policy Procedures and Regulations - Collection Development	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Library Standing Committee	<b>Policy Pages</b>	2
<b>Definitions</b>	<p><b>AAU:</b> Al Ain University</p> <p><b>Library collection:</b> refers to: books, thesis, dissertation, magazines and newspaper, dictionaries, encyclopedia, UAE constitutions, Law codes, Multimedia and Electronic databases.</p> <p><b>Selection:</b> refers to the decision of adding an item to the library collection either printed or non-printed.</p> <p><b>Weeding:</b> is an ongoing process to maintain the library collection useful, updated and relevant.</p>		
<b>Purpose</b>	<p>The purpose of the policy is to guide the library staff in the selection of materials to be added to the library collection also to inform the public about the principles upon which selections are made. It helps in planning as guidance in the allocation of funds. It supports the library mission to build quality collections that serves AAU goals for learning, teaching and research.</p>		
<b>Scope</b>	<p>Library supports the needs of AAU community (students, faculty and staff) and community of researchers from outside AAU.</p>		
<b>Statement</b>	<p>AAU Library strives to provide an interdisciplinary collection that serves the needs of AAU community.</p> <p>AAU Library collection will be acquired selectively as needed for teaching learning and research purposes to support the learning and research mission of AAU.</p> <p>AAU Library acquires Books that have study or research value, continuous education programs, scientific periodicals, etc.</p>		
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• Library Committee reviews mission and strategic plan for the AAU and update Library collection development accordingly.</li> <li>• Library Committee reviews circulation statistics in regular basis to determine demanded areas.</li> <li>• Library will avoid unnecessary duplication of resources wherever possible.</li> <li>• Library selectively acquires and retains at least 3 copies of each item of the physical collections.</li> <li>• Any academic member can recommend titles to be added, management will review the selection then library will be assigned to purchase after receiving at least three quotations.</li> <li>• Library recognizes and complies with the laws of intellectual property and it is committed to copyrights protection.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Library complies with the UAE conventions regarding the authors.</li> <li>• AAU community has role in shaping library collections by participating in the collection development process through suggestion and feedback.</li> <li>• Serial holdings will be maintained filled up and up to date.</li> </ul> <p><b><u>Gifts:</u></b> Library welcomes gift materials, but these materials will be subject to the same criteria as those materials obtained through the regular selection process.</p> <p><b><u>Weeding:</u></b> library performs periodically weeding to replace outdate publications with updated one, remove unwanted or underuse materials, unneeded titles, and legally prohibited items.</p> <p><b><u>Electronic Resources:</u></b> Library provides access to electronic databases and it is accessible in campus and remotely by AAU community.</p> <p>Library continuously evaluates the collection to serve teaching, learning and research needs of students and faculty.</p>
<b>Recent Changes</b>	