



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

---

NUMBER : 017-P-V01-16  
TITLE : COLLECTION DEVELOPMENT POLICY  
ORIGINATING DEPT. : LIBRARY AFFAIRS  
ORIGINAL DATE : NOVEMBER 2016

### 1. STATEMENT OF PURPOSE

#### 2. The purpose of the Collection Development Policy is to

- 2.1 Set out the framework for the development of KSAU-HS libraries' collections.
- 2.2 Provide a commonly agreed baseline document that will inform decision-making on both acquisition and disposal.

### 3. APPLICABILITY

This policy applies to all college libraries of KSAU-HS in all its regions.

### 4. RELATED REFERENCES

- 4.1 Government Tenders and Procurement Law. Issued by Royal Decree No M/48 dated 4/9/1427H, Council of Ministers Resolution No. 223 dated 2 /9/1427H
- 4.2 Copyright Law of Saudi Arabia. Issued by Royal Decree No M/41 dated 2/7/1424H
- 4.3 World Intellectual Property Organization (WIPO) Copyright Treaty. Adopted in Geneva on December 20, 1996
- 4.4 Material request forms.

### 5. DEFINITIONS

- 5.1 **Academic Department Faculty Representative:** a member of KSAU-HS colleges or academic departments who works with the library liaison in expending the departmental allocation and developing the libraries' collections in the department's areas of expertise
- 5.2 **Acquisitions :** the process of securing materials for the library collection
- 5.3 **Collection Deselection:** the removal of materials from KSAU-HS libraries' main collections that are no longer needed or viable

- 5.4 Collection Selection:** a process of planned purchase of library materials in various formats to match the study, teaching and research needs of KSAU-HS students, faculty members, and researchers within the fiscal environment and resource sharing opportunities.
- 5.5 Collection Replacement:** a process made to re-purchase library materials to replace lost, damaged, or mutilated items.
- 5.6 Library Collection:** the collection of information resources which KSAU-HS libraries acquire in the areas of health sciences including books, references, journals, audiovisuals, and electronic resources.
- 5.7 Library Liaison:** a member of the KSAU-HS libraries' staff who has the responsibility of working in a partnership with one or more college academic departments to develop the library's collections.

## 6. POLICIES

### 6.1 Collection Development

- 6.1.1** Deanship of Libraries must balance access to and ownership of information resources.
- 6.1.2** Libraries must acquire or provide access to those information resources needed for the support of curriculum and instructional programs of the University.
- 6.1.3** Deanship of Libraries must acquire or provide access to those information resources required by the students and faculty for research.
- 6.1.4** Deanship of Libraries must acquire or provide access to information resources for interdisciplinary information, which is not covered by the instructional and research programs, to ensure balance in libraries' collections.

### 6.2 Selection Guidelines

- 6.2.1** The selection of materials is a continuous process affected by the content and needs of a changing curriculum.
- 6.2.2** Libraries funds are used to build a balanced collection that supports the academic mission of KSAU-HS.
- 6.2.3** Given the size of the University and the limited financial resources allocated to the libraries, it is impossible to provide all the materials that may be necessary or desirable. Therefore, in selecting materials, the following priorities apply (in descending order):
  - a) Resources supporting the curriculum.
  - b) Essential reference tools.
  - c) Resources supporting student research.
  - d) Resources to support research needs of faculty and staff, with careful consideration of potential usefulness to students.
- 6.2.4** Relevance: information resource purchases, whether in electronic or print formats, must be relevant to the health sciences and must fit the nature and scope of libraries' collections as required.
- 6.2.5** Electronic resources: Preference given to resources has to be in electronic format whenever available. Only electronic resources available through institutional licenses should be purchase.
- 6.2.6** Languages: the usual language of the collections is English, although material is bought in Arabic where it is considered particularly important.
- 6.2.7** Consumable materials: libraries should not purchase materials intended to be consumed in the context of a university course (e.g. workbooks, tests, software, etc.).
- 6.2.8** Library system holdings: Holdings of libraries within KSAU-HS libraries must be considered when making selection decisions. KSAU-HS library system agreements may override local requests for ownership.





### **6.3 Book and Reference Collection**

**6.3.1** Books are considered the core type of KSAU-HS libraries' collections.

**6.3.2** Books and reference materials are selected and purchased based on the following considerations:

- a) Lasting value of the content, e.g.:
  - Relation to teaching and research needs.
  - Quality of scholarship.
  - Uniqueness of content or treatment.
  - Appropriateness of the level of treatment (depth, breadth, etc.).
  - Currency of information and/or frequency of updating.
  - Quality of printing and formatting.
- b) Reputation or authoritativeness: of the author, reliability of the publisher, compiler, producer, vendor, etc.
- c) Up-to-datedness: priority should always be given to new published titles and editions. Recommended currency of books and editions is less than 5 years from the date of publication.
- d) Strength of present holdings: titles in the same or similar subject areas shall always be considered when making purchasing decisions.
- e) Price: For reasons of price, paperback editions, when available, are preferred. If usage warrants, paperbacks have to be bound.
- f) Multiple copies: normal demand books and reference materials can be purchased up to 2 copies. High demand books can be purchased up to 5 copies. Books available in another KSAU-HS library can be purchased with no more 3 copies.
- g) Textbooks: each college library should purchase no more than 5 copies of required textbooks in the college. Textbooks available in another KSAU-HS can be purchased up to maximum 3 copies.

### **6.4 Journal Collection**

**6.4.1** Only electronic journals should be purchased and made available via the Digital Library Services of KSAU-HS and NGHHA.

**6.4.2** Journal titles are acquired primarily to support the learning, teaching and research needs of students, faculty members, and researchers.

**6.4.3** Priority is given to those journals with multiple requests, high impact factors, and titles of interest to more than one college.

### **6.5 Audiovisual Collections**

**6.5.1** The University Libraries acquire and provide access to audiovisual materials that support when necessary the curricular and educational needs of students and faculty.

**6.5.2** Audiovisual materials are purchased upon requests from faculty and instructors for classroom and programmatic instruction purposes.

**6.5.3** Audiovisual types collected must include audio, video, and image resources

**6.5.4** Depending on availability, audiovisual should be acquired with the following format: CDs, DVDs, and streaming audios and videos.

### **6.6 Electronic Information Resources**

Collection development policies of electronic information resources are dealt with under "E-Resources Policy".



### 6.7 De-selection and Replacement Guidelines

- 6.7.1 Periodic evaluation of libraries' collections is important in keeping the collections vibrant, relevant, and useable.
- 6.7.2 Library materials will be de-selected or replaced based on the following considerations:
- Items that are no longer relevant to current teaching, learning or practice.
  - Items that no longer support current school / faculty research profiles.
  - Superseded editions of textbooks and reference sources (except where of historic interest).
  - Low used items which are in poor physical condition.
  - Available in electronic format.
  - Available in alternative preferred formats.
- 6.7.3 **Officially lost or missing materials:** when library materials are "officially lost or missing", the item is withdrawn from the library collection and libraries' catalog. Review of the item should be made by library liaison to determine whether or not the item should be replaced. If available in the market, an immediate replacement should be considered if the item is lost in circulation or is a heavily circulated item. If the reported lost item is found, library liaison will determine if this item should be add to the collection.
- 6.7.4 **Worn, mutilated or defective materials:** materials requiring other than routine repair should be identified by library staff and reviewed for their usefulness in the collection. If the decision is made to retain, the materials may be repaired or rebound. Materials that cannot be repaired, a replacement order is made. If the decision is not to retain, the materials are removed from the library collection and libraries' catalog.
- 6.7.5 **None relevant and none used materials:** materials that are found not relevant to current teaching, learning, or research needs of faculty and students should be removed from library collections and libraries' catalog. Materials that are not used for a long time should also be removed.

### 6.8 Gifts and Donations

- 6.8.1 KSAU-HS libraries welcome all gifts and donations whether these be financial contributions, donated materials such as books, journals, audiovisual materials, computer media, etc. that fit the scope of the libraries' collection. Donated materials that become part of the libraries' collections are subject to libraries' policies and procedures.
- 6.8.2 Financial contributions are accepted in accordance with finance regulations of KSAU-HS. Libraries should arrange with Financial Affairs Department at times of financial donations.
- 6.8.3 KSAU-HS libraries reserve the right to determine the donated library items to be added to their collections, as well as the location and degree of access to the donated items. Donors have to be informed of the policy when materials are given to the libraries.
- 6.8.4 Donated items may be rejected on the basis of existing copies of the same items, poor physical condition, outdated content, inappropriate academic level or subject focus, or any copyright or other legal objections.

### 6.9 Acquisition Guidelines

- 6.9.1 **Frequency of Ordering:** For the purpose of time, effort, and financial efficiency, library materials are normally ordered in bulk only twice a year. Urgent requests will be dealt exceptionally with clear justifications.





- 6.9.2 Ordering Time Frame: due to long ordering and purchasing transactions especially for international books and other physical library materials, a five-month period is required for ordering and delivery of the requested materials.

## **7. PROCEDURES**

- 7.1 At the end of every academic year, library liaisons will contact department heads and Learning Resource Committee to discuss their requirements of library materials for curricula and teaching needs, by filling out the material request forms (departmental and individual)
- 7.2 Items in the material request forms that meet the selection guidelines of this policy will be forwarded to the College Learning Resource Committee for review, then it will be forwarded to the College Deans or Associate Deans for endorsement to the Dean of Library Affairs for final approval.
- 7.3 Approved materials are sent by Deanship of Libraries Affairs to Contracts and Logistics Department for processing and ordering procedures.
- 7.4 Requesting Library will be contacted by the Deanship of Libraries Affairs for Technical Evaluation.
- 7.5 Once the ordered materials arrive, they will be received by the Deanship of Libraries and delivered directly to the requesting library.


## **8. RESPONSIBILITY**

- 8.1 Ultimate responsibility for the development and maintenance of the libraries' collections rests with the Dean of Library Affairs. Responsibility for the selection and de-selection lie with the college libraries and library liaisons, on behalf of the students and faculty.
- 7.2 Academic faculty members are responsible for recommending resources in the fields of their particular expertise to their designated department representatives to support the curriculum and research mission of the University.
- 7.3 Learning Resource Committee are responsible for collection areas not addressed by faculty, for coordinating the collections as a whole to meet the needs of the libraries' users, and for aiding the faculty through selection and de-selection assistance and/or purchase suggestions.



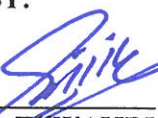
## 8. APPROVAL

PREPARED BY:

  
DR. ABDULLAH AL SHAYA  
Consultant, Health Sciences Library  
Postgraduate Education, KSAU-HS

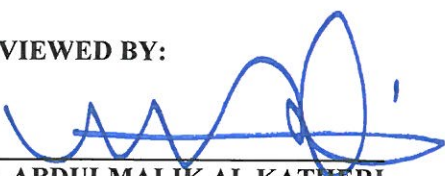
\_\_\_\_\_  
DATE

PROPOSED BY:

  
PROF. ALI AL TUWAIJRI  
Dean, Library Affairs  
KSAU-HS

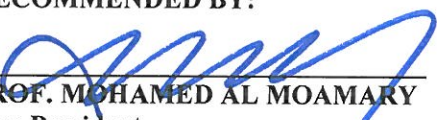
\_\_\_\_\_  
DATE

REVIEWED BY:

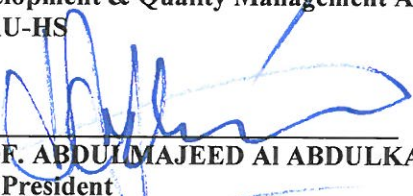
  
DR. ABDULMALIK AL KATHERI  
AVP, Development & Quality Management Affairs  
Dean, Deanship of Development  
KSAU-HS

\_\_\_\_\_  
DATE

RECOMMENDED BY:


  
PROF. MOHAMED AL MOAMARY  
Vice President  
Development & Quality Management Affairs  
KSAU-HS

\_\_\_\_\_  
DATE

  
PROF. ABDULMAJEED AL ABDULKAREEM  
Vice President

25 DEC 2017  
\_\_\_\_\_  
DATE

APPROVED BY:

  
H.E. DR. BANDAR AL KNAWY  
President, KSAU-HS

21 JAN 2018  
\_\_\_\_\_  
EFFECTIVE DATE



**Chief Executive Officer, MNGHA**

---

This document contains confidential internal information about KSAU-HS which must not be distributed to any persons or organizations without prior written consent. Requests should be addressed to the Library Affairs, KSAU-HS.

