

 <p><b>S P Jain</b> School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Library Resources Collection Development Policy</h2>
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### 1. Purpose

The Library Resources Collection Development Policy is intended to guide the library's collection development activity in order to ensure the creation and maintenance of scholarly information. The policy is directly relevant to and supports the learning, teaching, research and scholarship endeavours of the School.

### 2. Scope

The development of the School's library's learning resources collection is an inclusive program involving library and academic staff, as well as student users.

### 3. Policy Principles

- a. The S P Jain libraries exist to support teaching and learning through the provision of appropriate learning resources, up-to-date and accurate information, and to provide services required by staff and students.
- b. The libraries act as the most convenient point of access for the required materials and information. They actively seek to make library users aware of library resources and services, which are also made available electronically.
- c. The libraries serve to provide and promote access to information resources that are integral to the scholarly endeavours of students, staff and researchers of the School.
- d. The School's libraries aim to have primarily electronic and digital resources. This will be achieved by purchasing electronic versions of material in preference to print or hardcopy versions.
- e. The School may not be able to meet every need from its own collection. To deal with this it will endeavour to build strong relationships and collaborative

partnerships with other library, educational and professional organisations to add value to the library services.

#### **4. Collection Development Process**

- a. The S P Jain library collections support the teaching, learning and research of staff and students, through careful selection and purchase of learning resources.
- b. Since library materials and information come in a wide variety of formats, the library fulfills its mission by buying materials in both print and non-print form. Multimedia and learning tools such as DVDs, e-journals, online simulations, case studies and CDs are examples of other resources being purchased for the collection.
- c. When selecting materials, the librarian considers the author's competency, the information presented, and the potential usefulness to the library's collection as below:
  - i. The librarians will attempt to meet the patrons' demands and ensure that the material bought is both pertinent and timely.
  - ii. The librarians will make a special effort to obtain materials representing all the perspectives of pertinent topics and issues.
  - iii. The librarian will look to see that the author presents his or her material accurately, clearly, and in a readable manner.
  - iv. Besides books, the library maintains an extensive collection of reference books, journals, magazines, DVDs, CDs, e-journals and electronic databases to meet the informational needs of the library patrons. The librarian will consider whether or not the material under consideration duplicates materials already in the library's collection.
- d. The S P Jain Librarians support the research activities of staff and students through subscriptions of online resources and databases such as EBSCO business source complete, ProQuest Business complete, Euromonitor, Thomson Reuters Eikon terminals as well as subscriptions to premier business news sources.
- e. The decisions of purchasing and acquisitions are made according to the teaching and learning needs of the faculty members and in consultation with the library staff, to ensure that all students readily have access to electronic and or physical library and information resources required to achieve their learning outcomes for their courses for all modes of delivery and degree levels.

Major library resource acquisitions will be made through consultation with the Learning and Teaching Committee( a subcommittee of the Academic Board).

- f. For each subject that is delivered, the Libraries hold copies of the prescribed and recommended texts.
- g. Other than in exceptional circumstances, all book orders and journal subscriptions for resources required as working tools or professional reference by staff will be purchased by the library staff.
- h. The libraries provide targeted services that are aligned to developing the research priorities of the School and to support researchers and their activities.
- i. The Library accepts gifts of materials that fall within the scope of the resource collection development policy and are approved by the Library Manager. Materials are accepted on the condition that the Library manages what is held and what is

not needed, and where items will be shelved. Only items which will develop the collection are added.

- j. The Librarians also endeavor to have collaborations with other local libraries to provide the users with a wider access to library materials and databases.
- k. The Librarians give preference to electronic subscriptions which allow access of electronic resources from any location.
- l. On regular intervals librarians conduct and seek the feedback from its users about its collections and their relevance to school curriculum.
- m. The library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.
- n. Deselection of library materials is essential to ensure an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Library staff is responsible for conducting ongoing evaluation and for maintaining the quality of the collection. As an overall principle, the library will retain a single, 'last copy' of all titles held. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.
- o. This Policy is reviewed and revised annually in order to reflect the changing information environment and the changing needs of students and staff of the School. This includes the review, stock take and weeding of all library items.

## **5. Related Policies and Procedures**

- a. Library Collection Development Procedures