



ST. PAUL'S UNIVERSITY

POLICY ON COLLECTION DEVELOPMENT

ACADEMIC POLICY NO. 022 OF 2015

2015

A. UNIVERSITY VISION

A University of Academic Excellence Based on Christian Principles Producing Graduates in Various Fields for Global Service

B. UNIVERSITY MISSION

To Develop Servant Leaders by Imparting Knowledge, Skills and Values through Creative Methods of Education, Research and Christian Spiritual Formation

C. LIBRARY VISION

To be a leading center of knowledge and global information by the adoption of ICT developments and to remain relevant in response to user needs

D. LIBRARY MISSION

The mission of St. Paul's University Library is to: *'Acquire current and relevant education resources and provide information access through service delivery for servant leaders'*.

E. PURPOSE

The primary function is to meet information needs of the staff and students of St. Paul's University as they relate to the curricula of the university. The Mission of the university is to: *Develop servant leaders by imparting knowledge, skills and values through creative methods of education, research and Christian spiritual formation'*. The purpose of the library is to provide to develop information resources that support this mission.

This policy is intended to guide the selection of information materials to be added to the library collection, whether by purchase, or through gifts and exchanges. This policy guides the process involved in the selection, acquisition, and overall management of library collections.

F. OBJECTIVES

The objectives of this policy are:

- Systematic, timely, selective acquisition of appropriate print, electronic (digital) and audio-visual materials relevant to teaching, learning and research of the university's programs.
- Developing collections with adequate resources for courses taught and research

This collection development policy is a guide for addressing these objectives, for prioritizing the allocation of collection development resources, and as a strategic tool for planning how the collection development function contributes with other library activities in the attainment of overall library goals.

G. CATEGORIES OF USERS TO BE SERVED

The faculty, staff, and the students of St. Paul's University in all campuses are the primary community to be served. Other members of the public especially from the neighbouring community, and the Alumni of St. Paul's university may be served as per the External Users Policy.

H. COLLECTION FORMATS

The formats to be collected will include printed materials, non-printed materials and electronic resources. The necessary infrastructure will be provided to make appropriate use of the electronic resources.

(1) Print Collection

Printed materials will include monographs, theses, government reports, journals, newspapers, and magazines that are relevant to the curriculum.

The library will endeavor to selectively subscribe to journals, magazines, and newspapers published in Kenya and other relevant international journals and magazines. Relevant reports published in Kenya will also be collected.

(2) Electronic Collection

Electronic resources will include CDs, DVDs, e-journals, e-books, and databases. The library will subscribe to and buy electronic journals, e-books and databases from credible publishers and suppliers

I. NEEDS TO BE MET

The collection will be oriented towards educational purposes, at the general support level for the curriculum. Other appropriate purposes such as general and recreational purposes may be considered but the materials will be collected at a minimum level.

The library will endeavour to provide information materials proportionally and adequately to students and faculty in areas and research program of the University. The students: book ratio will be adhered to as recommended in the Commission for University Education's (CUE) library standards and guidelines. The collection will be developed with emphasis on the programs.

J. LIBRARY BUDGET

The University Librarian is responsible for preparing the annual library budget for the library.

The budget will be based on the Commission for University Education library budget guidelines with an additional provision of % annually for new programs started.

K. SELECTION OF INFORMATION MATERIALS**I. Selection Responsibility**

Primary responsibility for selection of information materials is given to the faculty staff through their Library Representatives.

Library staffs, in liaison with faculty, have the responsibility of selecting general readership and reference materials. The Collection Development Librarian may determine appropriate additions for the library collection.

II. Selection Criteria

- Relevance and appropriateness of the subject of the item in relation to the curriculum
- Currency and accuracy of the information - Materials that are older than 5 years may not be collected except classics.
- Price- Materials of reasonable pricing will be collected.
- Language - Items written in English language will be given priority. Other languages that may be considered are Kiswahili, French, and vernacular languages. Materials on these languages will be collected at a minimal level.
- Format- materials selected must be legible and the binding must be firm. Priority will be given to good quality bound paperbacks because of cost consideration.
- Scope and depth of the subject coverage
- Ease of use
- Reputability of the Publisher
- Duplication- sufficient copies of the same item for each campus library will be collected.

L. SPECIAL COLLECTIONS

The library will endeavor to collect materials of special collection, e.g. photographs, Africana, rare books, grey literature, government publications and publications authored by or about Kenyan. Research papers, articles, book chapters, and books authored by the staff of St. Paul's University will be collected and kept in the special collections. These materials will be catalogued and kept together with others in the special collections.

i. Reference Collection

Materials collected for reference will include but not limited to: General and specific subject encyclopedias, handbooks, indexes, dictionaries, directories, atlases, almanacs, Bible commentaries, and concordances.

ii. Multi-media Collection

CDs, DVD, VHS, Cassettes and any other audio-visual materials deemed significant for teaching, learning and research at the University will be collected. The preferred format for these materials will be CDs and DVDs.

iii. **Research Collection**

A bound copy of each St. Paul's University thesis and/or dissertation will be submitted to the library. The hard copy of the thesis will be kept in the special collection and a soft copy put in the library digital collection.

iv. **Government Publications**

Appropriate and relevant government publications will be collected. The selected publications must be relevant to the needs of the curriculum offered at St. Paul's. Subjects selected more comprehensively include Business, economics, law, statistics, and education. These publications may include but not limited to: various Acts of Parliament, Government policy documents, sessional papers, economic reviews, Census documents, and statistical reviews.

For access to government publications the library will create links to appropriate and relevant publications linked to the library website. The selected links will be relevant to the curriculum offered and research

v. **Rare Books and Grey Literature**

This collection includes reports, books of great value that are out-of-print, Manuscript. Materials collected in support of university programs may become part of rare books collection because of their age, rarity, or unusual format.

vi. **Leisure Reading**

This collection will include fiction books for recreational reading, motivational, and career books. Selection for this will be at a minimal level.

M. LOST ITEMS

Lost library materials will be replaced if they are still available in the market and if considered relevant for the collection. User responsible for the lost item will be required to pay for replacement at the current market value plus a processing fee that will be determined from time to time. An item which has not been returned for a period of 3 months will be declared lost, charges will be accrued into the users account. Any item which is lost and paid for still remains the property of the university library.

N. INTELLECTUAL FREEDOM

Materials purchased or donated for the collection will be guaranteed by non-censorship policy. Materials will be purchased for support of academic program /research and censorship would impede this support.

O. COLLECTION EVALUATION STOCKTAKING & WEEDING

Evaluation of the collection will be done periodically in order to determine the usage levels and maintain a good library collection. This will be done as per the evaluation plan

- User assessments – interview, opinions, questionnaires
- Usage statistics especially of electronic collection
- Circulation counts of print books
- Physical checking of materials on the shelves

Infrequently used and out of scope materials will be withdrawn from the collection periodically.

All these processes will be done after 5 years.

P. DONATIONS

The library will welcome donations of books, periodicals and other information materials from donors which support the instructional and research needs of the university. The library is committed to the high standards of donor stewardship and accountability. This includes appropriate and timely acknowledgement and recognition of all gifts and donations.

The library reserves the right to decline any donations and gifts on:

Where the association with the donor or acceptance of the gift would jeopardize the financial, legal or moral integrity or adverse impact upon the university's standing and reputation in the community and where the conditions of acceptance are inconsistent with existing policies. Gifts and donations will be accepted only when offered unconditionally to the library unless an exception to this policy is specifically made by the University Librarian.

Q. Collection Development Policy Review

The policy will be reviewed regularly initiated by the Collection Development Librarian in cooperation with the university Librarian.

REVIEW OF THE POLICY

This policy shall be reviewed regularly as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 27th April 2015, the 69th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name:

Signature:

Date:

Official Stamp