



## University of Lethbridge Library Collection Guidelines

The collections of the University of Lethbridge Library represent a substantial intellectual effort and economic investment. These collection guidelines provide a framework for the selection, acquisition, evaluation, and maintenance of information resources collected or created by the Library. It also articulates the Library's policies to faculty, students, staff, and other users, including the Library's commitment to provide access to materials we do not own through resource sharing and cooperative collection development agreements, and fostering open access and discovery of open-access materials. As academic programs, information needs, and technology change, the Library remains committed to meeting new information demands.

### **The Library follows these guidelines:**

- Provides leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies
- Develops high-quality, relevant, and balanced collections, regardless of format, that support and strengthen teaching, learning, and research
- Communicates with faculty to identify existing collection strengths that align with current teaching, learning and research and to develop awareness of new and evolving areas of scholarship
- Expands access to information through resource sharing and other cooperative agreements with libraries locally, regionally, and nationally

### **General Considerations for Selection and Acquisition**

The following general considerations apply to all materials, regardless of format:

- Relevance to existing teaching, learning and research
- Recommendation through standard review sources
- Faculty recommendation
- Scholarly value
- Scope – comprehensiveness and depth of coverage
- Canadian content
- Relative cost including both purchase price and on-going expenses for maintenance and continued access
- Size of the potential audience
- Ease of use and accessibility for all users
- Technological adaptability

## **Specific Considerations for Selection and Acquisition:**

- Materials authored by our faculty members will be collected comprehensively
- The Library does not normally collect undergraduate textbooks
- The primary language is English and languages that directly support the University's instruction and research program.
- Multiple copies are purchased only in special cases
- Electronic books are generally preferred for:
  - Reference works
  - Works which undergo frequent revisions
  - Works that support programs at locations other than the main campus

## **Considerations for Digital Repositories**

The Library creates unique collections of digital content that are of high academic value or community significance. Selection of materials to be digitized or collected may be based on an assessment of:

- Alignment with teaching, learning and research needs of the University
- Significance to the wider Southern Alberta community and the willingness of external community members to partner with us in the creation of these collections
- Consideration of the long-term needs for access, support and preservation of materials being added to the repository

## **Considerations for Donations**

The Library welcomes donations of materials that support, broaden and advance the teaching and research activities of the University in accordance with the [Donations Guidelines](#).

## **General Considerations for Collection Evaluation and Maintenance**

The following considerations apply to the deselection of library materials:

- Value for historical, scholarly, and other research
- Usage statistics (number of times circulated since date of acquisition)
- Retention agreements with consortial partners
- Budgetary considerations

The following considerations apply to designating library materials for off-site storage:

- Value for historical, scholarly, and other research
- Retention agreements with consortial partners
- Availability of back runs of serials in stable electronic format

## Canadian Library Association / Association canadienne des bibliothèques Position Statement on Intellectual Freedom

*Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985*

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

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### Énoncé sur la liberté intellectuelle

*Approuvé par le Conseil d'administration, le 27 juin 1974; modifié le 17 novembre 1983 ainsi que le 18 novembre 1985*

Tel qu'entériné dans la Déclaration canadienne des droits et la Charte canadienne des droits et libertés, toute personne au Canada a le droit fondamental d'accéder à toutes les expressions du savoir, de la créativité et de l'activité intellectuelle, et d'exprimer ses vues publiquement. Ce droit à la liberté intellectuelle, garanti par la loi, est essentiel au bien-être et au développement de la société canadienne.

Les bibliothèques ont la responsabilité fondamentale de promouvoir le rayonnement et la défense de la liberté intellectuelle.

Il incombe aux bibliothèques d'assurer l'accès à toutes les expressions du savoir et de l'activité intellectuelle, y comprises celles considérées non conventionnelles, impopulaires, voire inacceptables, pour certains. À cette fin, les bibliothèques acquièrent et rendent disponible une grande variété de documents.

Les bibliothèques ont la responsabilité de garantir le droit de s'exprimer librement en mettant à la disposition des groupes et des particuliers qui en ont besoin ses installations et services publics.

Les bibliothèques ne doivent pas céder sous les efforts voulant limiter l'exercice de ces responsabilités, tout en reconnaissant aux groupes et aux particuliers le droit à la critique.

Aux responsabilités institutionnelles des employés et des employeurs des bibliothèques s'ajoute celle de défendre ces principes.

Canadian Library Association.(1985) Statement on Intellectual Freedom. Retrieved from [www.cla.ca](http://www.cla.ca)