



COLLECTION DEVELOPMENT POLICY 2018

Technical Services

The Collection Development Policy (1st Revision) has been endorsed by the Board during 72th Board Meeting Dated on the 2nd July 2018

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1	Introduction
	The Collection Development Policy serves the following vital objectives: • To support the Library's mission statement • It serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and • As a process for addressing library users' concerns.
2	Purpose
	The purpose of this policy is as a guideline for collection development for Pustaka Negeri Sarawak in assuring quality and relevance in the acquisition of information resources and later as a guide for their retention. The Collection Development Policy (CDP) is intended to: • Provide a framework for the selection, development and maintenance of the library information resources • Indicate priorities • Establish selection criteria across the range of different subjects, languages and media • Create a consistent and coherent guide for continuous evaluation and improvement. • Inform the public of the principles guiding the collection development.
3	Scope of policy
	• Applies to all campuses of Pustaka Negeri Sarawak • Applies to all formats including print, non-print, audio-visual and electronic materials.
4	Selection Responsibility
	The CEO delegates the overall responsibilities to the Sector Head, Library Services with the authority to interpret and apply the selection policy.
5	Methods and Tools for Selection
	Methods of selection may be accomplished through direct selection of library materials through: a. National, state and subject bibliographies. b. Fliers, book catalogues, publishers' blurbs, advertisements. c. Book reviews (in newspapers, press, specialized journals, indexes and abstracts). d. Trade publications (Books-In-Print, etc). e. Social media/website f. Request, suggestion and expert opinion g. Physical selection from: • warehouses

	• library materials showrooms, • book fair/exhibition • bookshop/retail outlets • seminar/conference/forum • library materials selection session • individual/collector/librarian • organization/agencies/department • recommendations from the users/public
6	Suggestion for Purchase
	Pustaka encourages input from the community concerning the collection. A suggestion for purchase procedure enables any interested user to request for the acquisition of a particular item or subject. However, all suggestions for purchase are subject to the same selection criteria as other materials and the constraints of availability to purchase, space and budget.
7	Selection and Evaluation Criteria
	The following criteria are used to evaluate and select items: • Demonstrated or perceived interest need or demand by library users (current or potential). • Contemporary significance, popular interest or permanent value. • Relevance to the experiences and contributions of diverse populations. • Content (quality, accuracy, scarcity, currency, comprehensiveness, integrity and purpose) • Suitability of format to content and compatibility with Pustaka Negeri Sarawak's equipment/system in use • Authoritativeness of the author or reputation of the publisher. • Use of critic's reviews. • Importance as a document of the time. • Security of availability of materials elsewhere. • Value of resource in relation to its cost. • Special niche materials e.g. Sarawakiana collections, sago, pepper. • Local interest • Network able/shareable (site license if possible). • Format (book/serial/online access/CDs). • Forms (packaging/durability/arrangement). • Compatibility with existing hardware (CDs, DVD, etc). • Relevance and usefulness with respect to existing materials. • Lasting and timely value of the materials for interest, information or enlightenment. • Expected type of use and ease of use (research/reference/leisure reading). • Price in comparison with equally useful items.
8	Digital and e-resources (fee-based subscription)
	The Library provides a number of web-based resources available via the Library's website, and are considered a part of the library's collection, acquired either

	through subscription or on consortium basis. Below are the factors that can be considered for subscription: • Compatible with existing library software, hardware and network systems • Product content must be consistent • Speed and ease of document delivery • Reliability of service and technical support of the Provider • Stability of the Provider • Degree of value added material in the database • Access to archived material in the database • License agreement
9	Factors that determine Acquisition Policy
	a. Relationship of materials selection to the operational objectives of Pustaka Negeri Sarawak. b. Selection principles and criteria. c. Selection criteria for special groups. d. Structure of community / potential users to be served. e. Relationship of library's selection policy to resources that are available at other regional/local institutions/libraries. f. Tools for and mechanism of selection (technical and financial procedures). g. Government policy (e.g. controversial/bias/banned items). h. Address collection gap i. Availability of budget
10	Gifts and Donations.
	Pustaka accepts gifts and donations with the understanding that only those items which meet the selection criteria will be added to the collection. The Library does not make any commitment to keep any materials on a special shelf or otherwise separate from the main collection, or to establish special conditions or policies for their use. Donations become the property of the library and may be given to other libraries and non-profit agencies, or discarded at the discretion of Pustaka.
11	Sarawakiana Collections
	The Sarawakaiana primarily holds resources relating to and about Sarawak. The Sarawakianas' collections comprise of books ,documents; manuscripts, maps, newspapers, periodicals, microfilms, photographs, slides, motion pictures, sound recordings, video tapes, postcards, and ephemera of every sort. Sarawakiana collections are retained perpetually and excluded from the weeding process. The State Records Repository which is the official repository for the records of Sarawak state government also houses the State Archives.

12	Subject level
	The minimum level of materials purchased (except for children and teens) are those that are adequate to support research and developments. The Library does not purchase textbooks. The majority of the materials are at advanced and research level.
13	Weeding and Retention
	Weeding is necessary to ensure the currency and relevance of the collection. Outdated materials or materials that are no longer of interest or in demand, worn or damaged copies shall be removed from the collection at regular intervals. Sarawakiana materials will be kept in perpetuity are given special consideration because of their historical value. Materials to be removed and withdrawn from the Library's collection will be based on the following criteria: • Frequency of circulation • Timeliness • Accuracy • Physical condition • Availability of other copies
14	Preservation and Conservation
	Preservation and conservation activities are done to ensure that information materials are in good shape and available for use at any point in time especially those that are rare and valuable. The management shall ensure the following: • Appropriate temperature, physical and environmental care for the materials in its current collection. • Proper housekeeping such as shelving, dusting, and storage of books to protect the collection from deterioration. • Rare materials shall be determined for digitization. • All digital preservation activities shall adhere to the Library's digital preservation
15	Review and Revision
	This policy will periodically be evaluated and revised as circumstances require such as; changes in the organization's objective, the emergence of new resources and technologies and the needs and demand of its patrons.