



Policy Number	Library Policy
Approval Body	ECUAD Library and Learning Commons
Policy Officer	Suzanne Rackover/Ana Diab
Approval Date	
Review Date	

LIBRARY COLLECTION DEVELOPMENT POLICY

ENABLING LEGISLATION + LINKED POLICIES

All related ECU policies:

- *Library Donation Guidelines*
- *Archives and Special Collections Policy*

OBJECTIVE

The purpose of this document is:

- to provide guidance in the selection and retention of library materials in support of curriculum, creative practice and research at Emily Carr University;
- to facilitate the development of library collections with efficient and effective use of resources and funds.

SCOPE + APPLICATION

The ECUAD Library Collection provides support for curriculum. This includes reference resources, monographs, exhibition catalogues, periodicals, audio-visual materials, electronic resources and other special collections, collected in a variety of formats and across a spectrum of subject areas related to all areas of study and research in art, design, media, and critical studies. The collection supports artistic practice and applied research initiatives.

The core of the collection is focused on current and contemporary publications in art, media, design, material and studio arts, critical studies, and Indigenous cultures. Subject coverage includes animation, art history, ceramics, communication design, computer graphics, design, design history, digital art + installation, digital media, drawing, film, humanities, illustration, industrial design, interaction design, interactive art, media history, new media, painting, photography, print media, sculpture, social science, sound arts, visual arts and writing.

The collection supports interdisciplinarity and acquires material on global, nation, local and Indigenous topics.

This document applies to staff of the Emily Carr University Library involved in the acquisition, selection and maintenance of the library collections.

EVALUATION

The collection undergoes ongoing evaluation to ensure that it meets the needs of the Emily Carr University community, and that financial resources are allocated strategically. Evaluation of the collection is done on an ongoing basis by librarians as they prioritize and make selection decisions based on anticipated and current needs and what is already available in existing holdings and through other BC Post-Secondary Institutions.

SELECTION

The Librarians work closely with faculty to identify specific collection development needs in support of instruction, studio practices and research. Ongoing recommendations for acquisitions are welcomed and encouraged from students and the Emily Carr University community at large. The librarians actively refer to current journal publications, book reviews, exhibition listings, blogs, websites, and their own subject knowledge across all areas of art, design and media.

The librarians are responsible for the selection of all materials for acquisition, including reference resources, monographs, exhibition catalogues, periodicals, audio-visual materials, electronic resources, artists' books and other special collections. Librarians may also select materials required to update or enhance the collection in support of specific Emily Carr University activities. In addition, they are responsible for the replacement of lost and damaged items.

COLLECTION DEVELOPMENT PRIORITIES

Collection development objectives, in order of priority:

1. To support curricular activity and objectives – Materials are acquired to support current and future course curriculum.
2. To support ongoing commitments - The library plans the budget to cover periodical subscriptions, standing orders, and subscription-based electronic resources. Items in these areas are subject to frequent review and evaluation.
3. To promote the growth of diverse, quality content in library collections by collecting materials from decolonial perspectives and diverse voices.
4. To support general study and research – Acquisition of materials covering knowledge in all areas of art, design and media and related disciplines, must be managed as the budget allows, and after immediate programming needs have been met.

SELECTION CRITERIA

The following broad criteria should form the basis of the selection procedure:

1. Individual merit of the material:

- Qualifications of authors and/or quality of the work: Consideration is given to the professional qualifications or experience of the author, and/or the quality of the work. Information on which to base evaluations are obtained from reviews in professional literature and other current publications, subject specialists, as well as from the professional knowledge of the librarians. Controversial authors/creators and viewpoints should be represented and are encouraged to provide a balanced collection.

- Reputation of the Publisher, Editor, Director, or Distributor: Reputation is an important consideration in the selection process. Information on publishers, etc. is obtained from professional literature, subject specialists and librarians' knowledge.
- Works related to the current collection that are authored by or focus on underrepresented voices and diverse groups.

2. Support of Programming Activities

- Careful consideration is given as to whether material selected will provide ongoing support for teaching and research at the University. Attention is paid to meeting existing curricular requirements and new program developments. Material should be acquired where there is observable and anticipated use

3. Usage

- Priority is given to developing a collection that will meet the needs of faculty and students and will have anticipated widespread use.

4. Relevance to the Existing Collection

- Materials are selected with reference to the existing collection. Consideration is given as to whether items update or supplement materials already in the collection, address gaps or weaknesses in the collection, or build comprehensiveness.

5. Currency

- Current publications are the primary collection focus. Material on new developments in a discipline and updated editions of items already in the collection are considered for acquisition as they are published. Older publications are purchased as required to support teaching and research, or to replace missing or damaged materials.

6. Categories

The library currently collects:

- Reference Materials: This includes items such as encyclopedias, dictionaries, codes and standards, and bibliographies in both general and specific subject areas.
- Monographs: The library makes an effort to acquire current monographic titles that fall within the parameters of its collecting scope.
- Exhibition Catalogues: Exhibition catalogues from museums, art galleries, artists' run centers and other venues are collected extensively.
- Graphic Novels: The libraries seek to support research in the historical, literary, artistic, and cinematic aspects of graphic novels. The focus is on selectively collecting contemporary graphic novels.
- Periodicals: The Library subscribes to and maintains a collection of print and electronic periodicals. Backruns of periodicals may also be purchased. The following additional guidelines for periodical selection will be considered:
 - Rate of price increase, cost of storage, cost of obtaining an Interlibrary loan
 - Professional reputation of the journal
 - Indexing and abstracting in our electronic databases accessible to library users
 - Demand for title in Interlibrary loan requests
 - Full-text availability through electronic means

- Exceptional examples of independent, contemporary art, design and media magazines and journals – selection based on the uniqueness of the design, the quality of the concept and the content and the contributors.
- Audio Visual: The Library selects audio-visual materials on the same basis, and through the same process, as print materials. Videos are purchased with institutional rights whenever possible, in order to support circulation and classroom use. DVD and streaming formats are preferred.
- Electronic Resources: The library subscribes to and purchases electronic resources that fall across all areas of the library's collection. Electronic resources are selected based on their scholarly value, anticipated use, cost per use, number of simultaneous users and usability. Electronic Resources may include: dictionaries, encyclopedias, and other reference works; full-text electronic books; full-text journals and newspapers; indexes and abstracts; image databases, sound effects; and streaming media.
- Artists' Books: See Appendix B : Artists Books Collection Development Policy

7. Format

There is a wide range of choices of format for most materials collected by the library. The following criteria are used to help in selection decisions:

- Appropriateness of chosen format for the subject matter (print, digital, audio, visual)
- Durability - Due to the cost of acquiring and processing items, careful consideration is made regarding the durability or longevity of different formats.
- Price - Cost differences and cost savings are carefully considered in choosing formats. Cost is evaluated in relation to the budget and costs of similar materials
- Equipment required to view material is ideally owned by the library and the majority of library patrons
- Availability of format
- Ability to increase access to an item (number of simultaneous users, offsite access, etc.)
- Space requirements
- Processing requirements
- Integrity of content - essential content may be missing or unfavourably altered
- Preservation and Security of materials

8. Language

The primary language of collecting is English. Exceptions include multilingual publications, exhibitions catalogues and image-based works.

9. Libby Leshgold Gallery and Emily Carr University Press publications

The library actively collects two copies of all Libby Leshgold Gallery and ECU Press publications. One copy is housed in the University Archives and the second copy is added to the library collection.

10. Consortial opportunities and partnerships

The Emily Carr University Library participates in local, regional and national cooperative efforts that help build its' resources.

Purchasing or subscription decisions may be affected by opportunities presented through joint licensing and other consortial opportunities. Partnership agreements with other libraries or organizations may also influence collection development.

Specifically, the Emily Carr University Library benefits from participation in the following:

- BC Post-secondary Reciprocal Borrowing Initiative
- BC Electronic Library Network (ELN), representing 30 post-secondary libraries in BC
- Association of Independent Colleges of Art and Design (AICAD)

DONATIONS

Gifts or donations of material are welcomed by the Library, following the Library Donation Guidelines, provided they meet the collection criteria and can be processed given existing resources. The Library retains the right to de-accession and dispose of any materials regardless of how they were acquired.

DUPLICATE MATERIAL

Materials are not normally ordered in multiple copies for the Library collection, except by special arrangement with the librarians and in consideration for enrollment and projected use.

DISCARDS

In order to keep the collection current and to meet the space limitations in the library, there must be regular weeding. Obsolete items, damaged items, duplicate items where demand no longer requires multiple copies, and items which have not circulated for a number of years, may be deaccessioned. Deaccessioned items will be sold in the library book sale. Proceeds from the book sale are allocated into the library collections budget. Deaccessioning is done on an on-going basis, particularly in the case of materials superseded by new editions. Responsibility for deaccessioning lies with the librarians.

ROLE OF INTERLIBRARY LOAN

Materials that are required for specific and unique topics of research for students and faculty may be acquired through interlibrary loan.

ROLE OF COURSE RESERVES

Rather than purchasing multiple copies of an item, the library may place materials that are in high demand for a specific program on course reserve for short-term loan.

INTELLECTUAL FREEDOM

The Library at Emily Carr University subscribes to the principles expressed in the Statements on Intellectual Freedom of the Canadian Federation of Library Associations (<http://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>). Disputes will be handled by the University Librarian.

APPENDIX A: CFLA STATEMENT ON INTELLECTUAL FREEDOM

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

APPENDIX B: ARTISTS' BOOK COLLECTION DEVELOPMENT POLICY

The Library recognizes the value, importance and increased visibility of its artists' book collection and is committed to the further development of this unique collection area.

The collection represents an effort to maintain an ongoing conversation between contemporary practice and key figures of the international avant-garde art movements of Fluxus, Conceptual and Performance Art. The library is committed to supporting regional artists, but also takes the work of international artists into consideration. The collection acknowledges informal networks between structure, form and conceptualization. It is this non-linear approach to the development of the artists' book collection at Emily Carr Library that realizes artists' books as a "zone of activity," rather than a static collection (Drucker 1995).

The aim of collection development for Artists' Books is not to develop a comprehensive archive of the works of few select artist(s), but rather collect broadly from many artists and/or collectives work.

-Drucker, Johanna. *The Century of Artists' Books*. New York : Granary Books, 1995.

Collection Development Criteria

- Correlation to the existing collection: Priority will be given to those materials that add value to the already existing collection strengths.
- Place of Publication: Local, Regional, National, International. Collection development is international in scope but with special consideration for regional works that contribute to the fabric of the contemporary Vancouver art scene.
- Chronological coverage: Emphasis on collecting contemporary materials in response to current trends and in anticipation of future trends. Retrospective purchasing (1960's onwards) only occurs on special occasions in consideration of budget limitations.
- Format: Emphasis is on collecting limited editions with special consideration of form, structure and conceptualization. Attempt to collect a variety of innovative structures.
- Language: Foreign language materials not actively collected but may be included.
- Exclusions: Formats not currently collected include virtual artists' books, one-of-a-kind book works and limited edition, fine-printing or binding.

Selection Committee

The Collections Librarian is the primary selector for the Artists' book collection. Where necessary, members of the Emily Carr community, such as faculty, galleries, and staff are consulted.

Acquisitions

Books are purchased from a variety of sources including artists' book vendors, individual presses, recognized publishers, galleries and often directly from the artist(s).

Donations

Donations are evaluated for addition to the collection applying the same criteria used to purchase artists' books. In addition, one-of-a-kind and limited-edition, fine printing or binding are accepted as gifts for the collection if they meet the collection development requirements and at the discretion of the Collections Librarian. See Library Donations Guidelines.