
University Libraries Collection Development Policy

Title:	University Libraries Collection Development Policy
Policy number:	POL 034
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	27/06/2023
Date of Board approval if required	06/12/2023
Effective date of implementation	Spring 2023
Frequency of review required	Every five (5) years
Replacing or superseding information	This policy supersedes AS Paper No.: 23-109, the policy of the same name originally formulated in 1976 and its revision in May 2022.
Revision number	
Responsible Office	University Libraries
Accountable Officer	University Librarian
Related legislation, regulation, policy, or policies	Policy on External Access to University of The Bahamas Libraries
Appendix/Appendices	Appendix A: History of the University Libraries' Collections Appendix B: University of The Bahamas Vision, Objects and Mission Appendix C: HBL Collection Development Policy Appendix D: Library Bill of Rights Appendix E: Withdrawal Form Appendix F: Acquisition Purchase Request Form

1. **Authority**

This policy is under the authority granted in the University of The Bahamas Act, 2016.

2. **Purpose**

The purpose of this policy is to provide guidelines for the rational development of library collections.

3. **Scope**

This policy applies to University of The Bahamas Libraries, specifically, its librarians, staff and patrons.

4. **Definitions**

- 4.1. Collection Development: The rational, systematic selection of information materials for a library that meet the needs of all users of the library.

5. **Policy Statement**

5.1. **Overview**

Developing a library's collection must be accomplished in a rational, systematic manner to meet the needs of students, faculty, researchers, and other users of the library. A collection development policy helps librarians identify, select, manage and preserve collections of quality materials that will support the curricular and research interests of the parent institution. This policy further helps the institution identify its priorities and support decisions about what materials are needed to support the degree programmes offered. The University of The Bahamas Libraries (UB Libraries), thus, takes an active role in the support of the overall mission of University of The Bahamas by providing access to relevant information through the development of a sound collection.

5.2. **Policy**

5.2.1. The goals of the Collection Development Policy are as follows:

- 5.2.1.1. To guide University Libraries' librarians and staff in developing the library's collections (monographs, journals and media, in print or electronic format) to best serve the instructional, research and programmatic needs of the University of The Bahamas as needs evolve.
- 5.2.1.2. To guide in the selection of materials to be added to the collection.
- 5.2.1.3. To provide all persons involved in selecting, acquiring and withdrawing library materials with a common set of policies and principles.
- 5.2.1.4. To describe the scope and nature of the constituent collections of the University Libraries.
- 5.2.1.5. To delineate collection priorities and ensure collections are developed rationally and consistently.
- 5.2.1.6. To ensure the rational expenditure of the annual collection development budget.
- 5.2.1.7. To provide guidelines that can be applied when principles involving intellectual freedom or censorship arise.
- 5.2.1.8. To establish a benchmark against which progress toward meeting collection development goals can be measured and evaluated.
- 5.2.1.9. To inform members of the University community, donors, etc. of the principles on which the library's collections are developed.

5.3. **General Collection Development Goals**

5.3.1. The purpose and goals of the Collection Development Policy are as follows:

- 5.3.1.1. To guide University Libraries' librarians and staff in developing the library's collections (monographs, journals and media, in print or electronic format) to best serve the instructional, research and programmatic needs of the University of The Bahamas as needs evolve.
- 5.3.1.2. To guide in the selection of materials to be added to the collection.
- 5.3.1.3. To provide all persons involved in selecting, acquiring, and withdrawing library materials with a common set of policies and principles.
- 5.3.1.4. To describe the scope and nature of the constituent collections of the University Libraries.

- 5.3.1.5. To delineate collection priorities, ensure collections are developed rationally and consistently.
- 5.3.1.6. To ensure the rational expenditure of the annual collection development budget.
- 5.3.1.7. To provide guidelines that can be applied when principles involving intellectual freedom or censorship arise.
- 5.3.1.8. To establish a benchmark against which progress toward meeting collection development goals can be measured and evaluated.
- 5.3.1.9. To inform members of the University community, donors, etc., of the principles on which the library's collections are developed.
- 5.3.2. A collection development policy is intended to be flexible enough to respond to short and long-range objectives of the institution. It should, therefore, be reviewed regularly by its users and suggestions to improve it should be forwarded to the University Librarian.
- 5.3.3. The policy consists of the general provisions noted below in addition to specialised policies relating to the collections supporting the LL.B programme, the Hilda Bowen Library (Nursing and Allied Health programmes), and the University Archives.

5.4. **Scope of the University Libraries Collections**

- 5.4.1. University of the Bahamas Libraries support the teaching, research, and service of a small university with two hundred (200) academic faculty and over five thousand (5,000) students. At the undergraduate level, the University offers Baccalaureate and Associate-level degree programmes in over seventy (70) fields and at the graduate level, the University offers Master-level degrees in business and teacher education, as well as professional degree programmes in nursing, law, and pharmacy. A list of academic programmes offered may be found on the University of The Bahamas website (See Programmes - University of The Bahamas at ub.edu.bs).
- 5.4.2. The variety of UB academic programmes require a library collection that is adequate to support undergraduate and graduate-level instruction, as well as sustained independent study.
- 5.4.3. Special Collections of Bahamian materials, Caribbean dissertations, and quality private deposits (such as the Arthur Hailey Room, the Michael Craton Collection on the Lynden Pindling Room) can attract research interest from a global community.

5.5. **Clientele Served by UB Libraries**

- 5.5.1. The primary clientele of UB Libraries are the currently registered students of the institution, current faculty and current staff. Secondary clients are high school students, students attending other post-secondary institutions in The Bahamas, Bahamian students studying abroad, researchers using the specialised resources of the library, etc. Tertiary clientele include the general public, government agencies, personnel of medical institutions, and so forth.
- 5.5.2. The External Access to University of The Bahamas Libraries policy (See *Policy on External Access to University of The Bahamas Libraries*) outlines various categories of user access to the collection and/or borrowing privileges for an annual fee.

5.6. **Methods Of Acquisition**

- 5.6.1. University Libraries acquire material through five (5) main avenues:
 - 5.6.1.1. Firm orders for individual titles
 - 5.6.1.2. Depository materials from international organisations
 - 5.6.1.3. Gifts
 - 5.6.1.4. Donations

5.6.1.5. Subscriptions

5.7. **Collection Development Budget**

- 5.7.1. An annual budget to acquire library materials in all formats is allocated for the continued development and strengthening of the collection.
- 5.7.2. The Collection Development Budget is allocated among the campus collections, with the HCML allocation being divided equally among the academic Schools and Faculties and Bahamian Special Collections falling under its jurisdiction.
- 5.7.3. Journals are regarded as the lifeblood of a research collection. While it is difficult to determine an appropriate percentage, a general aim is that no more than 80% of the library's materials budget will be spent on the journal collection.
- 5.7.4. The library's subject bibliographers, in conjunction with the Collection Development/Acquisitions Librarian, are responsible for supervising the rational expenditure of the School, Faculty or Branch campus allotment.

5.8. **Collection Development Tools**

- 5.8.1. The library uses bibliographic tools to assist with the rational development of collections such as publishers' catalogues, bibliographies, databases such as WorldCat, and vendor online databases, such as GOBI, Amazon and ABE.

5.9. **Responsibility For Selecting Materials**

- 5.9.1. The process of collection development rests with the library's professional librarians and with the participation of faculty, staff and students. The Collection Development/Acquisitions Librarian makes the final decisions.
 - 5.9.1.1. *Librarians/ Subject Bibliographers:* Prime responsibility for the development of the library's collection rests with the professional members of the library's staff. The professional librarians will each be responsible for one or several Schools within a College, becoming the subject bibliographer for those disciplines within the School's subject area. Care will be taken to match the librarian's undergraduate field of specialisation or area of interest to a particular School or Department within a School. The library liaisons are a link between the library and the School to which they are assigned, establishing a relationship with Faculty members, the Chairperson and Course Coordinators to ensure an ongoing flow of information.
 - 5.9.1.2. *Faculty:* Faculty can make suggestions for acquisitions based on their reading of the literature, just as the professional Librarian-Subject Bibliographer will suggest titles based on their specialist knowledge of the subject area, as well as reviews of the literature, catalogues, bibliographies and book reviews. By establishing a relationship with the subject librarians, members of the faculty will have greater input into collection development decisions.
 - 5.9.1.3. *University Administrative Staff:* Non-academic staff of the institution are also encouraged to provide input into the collection development process, either in their role as students enrolled in courses or as administrative staff requiring materials to assist their functioning on the job.
 - 5.9.1.4. *Students:* Students should also have input into decisions about collection development. The students, the main users of the collection, need to be encouraged to make suggestions and recommendations. The library should have a New Acquisitions bulletin board, provide small forms that can be used for acquisition recommendations, and the responses (anonymous) should be posted. Therefore, a dialogue between students and Collection Development librarians would be developed.

University Libraries Committee of The Academic Senate: The University Libraries Committee of the Academic Senate meets four (4) times annually and is composed of twelve (12) members: the University Librarian; five (5) representatives from different areas of University Libraries, including the branch libraries; five (5) Faculty representatives, at least two (2) of whom should be Senators; and one student representative from The Senate or Student Government Association. (See *Senate Handbook*, May approved). The role of the University Libraries Committee is to make recommendations to the Academic Senate regarding the operation and development of all University Libraries.

- 5.9.2. All library users are encouraged to make suggestions for purchases of books, journals and other learning resources for UB Libraries. Suggestions and recommendations should be submitted on the Acquisition Purchase Request Form (See Appendix G).

5.10. Collection Level Descriptions

- 5.10.1. Collecting levels are applied to each special collection and discipline at UB Libraries. Standard terminology to describe collection levels has been established by the Research Libraries Group (RLG) and the Association of College and Research Libraries (ACRL).
 - 5.10.1.1. Minimal level – Few selections are made beyond basic books on a subject.
 - 5.10.1.2. Basic level – A selective collection of materials that serves to introduce and define the subject – dictionaries, encyclopedias, handbooks, a few major periodicals, a few basic monographs and access to appropriate databases.
 - 5.10.1.3. Curriculum or Instructional Support level – A collection that is adequate to support undergraduate and most graduate instruction but less than research level. This includes a wide range of essential works in appropriate formats, languages, historical works, complete collections of the works of the most important writers and thinkers, supportive materials by secondary writers, representative journals, access to databases and other fundamental bibliographical and reference tools.
 - 5.10.1.4. Research Support level – Adequate to support doctoral and other original research. At this level, the library would have a comprehensive collection of reference works, specialised monographs, an extensive collection of journals, all the major indexing and abstracting services and pertinent foreign language materials.
 - 5.10.1.5. Comprehensive level – Exhaustive collections, including all significant works of recorded knowledge, in all languages and formats, for a defined and limited field.
- 5.10.2. UB Libraries collections must support all academic programmes offered by the University. To meet this goal, the libraries must build quality collections of print and non-print materials to the Curriculum or Instructional Support level (as defined above). Presently, the University offers programmes to the following academic standards:
 - 5.10.2.1. Continuing Education special interest courses
 - 5.10.2.2. Certificate level (to obtain professional competency)
 - 5.10.2.3. Diploma level
 - 5.10.2.4. Associate Degree
 - 5.10.2.5. Baccalaureate Degree
 - 5.10.2.6. Graduate Degree
- 5.10.3. In addition to purchasing materials directly related to the University's curriculum, UB Libraries selects and acquires materials that provide users with a broad cultural background which, in some way, may enhance their lives. These extracurricular materials, found throughout the library's collection, include popular fiction, biographies, cookery and arts and craft.

5.11. General Selection Criteria

- 5.11.1. Criteria for selection will differ from one area to another, but in general, the following guidelines should be considered in decisions about resources that are either purchased or donated to the library:
 - 5.11.1.1. Content
 - 5.11.1.1.1. UB Libraries collects subject-related materials that represent the subject matter in a clear, concise, factual manner, in addition, fiction that supports the curriculum or is of literary merit, such as prize-winning literature, the classics, local interest, etc.
 - 5.11.1.1.2. In the case of literary works, complete works are preferred over abridged works. Items acquired must be relevant to the curriculum and appropriate for the university with undergraduate programmes.
 - 5.11.1.1.3. Materials should include content of lasting value.
 - 5.11.1.2. Format
 - 5.11.1.2.1. UB Libraries collects materials in all formats for which it has the appropriate equipment to use, store and maintain them.
 - 5.11.1.2.2. Materials will be selected in the most appropriate format for its use. These include monographs, electronic and print serials, newspapers, government documents, maps, pamphlets, and manuscripts, audio and video recordings (in formats for which the library has appropriate equipment).
 - 5.11.1.2.3. Greater preference will be given to materials in electronic format.
 - 5.11.1.3. Currency
 - 5.11.1.3.1. Priority will be given to the most current materials. Requests to purchase or offers to donate items older than five (5) years will not usually be considered. Exceptions would be made for out-of-print materials, classics of the literature in a particular field, materials needed to fill gaps in collections, items that are needed for special collecting areas or for a new academic programme, and older materials should either be in good condition, or a digitised copy acquired.
 - 5.11.1.3.2. In general, UB Libraries will not engage in retrospective collecting.
 - 5.11.1.4. Bias
 - 5.11.1.4.1. UB Libraries will strive to develop a well-balanced collection with materials representing multiple viewpoints on controversial topics.
 - 5.11.1.4.2. Materials in the collection should encourage readers to consider all points of view and to arrive at their own conclusions without the interference of extreme or biased points of view. The reputation of the author and publisher will be taken into consideration.
 - 5.11.1.5. Geographical Area
 - 5.11.1.5.1. There are no limits on the geographical area represented in the selection of materials for academic disciplines. Collection of materials relating to The Bahamas and Caribbean Region will be as extensive as possible.
 - 5.11.1.6. Multiple Copies/Duplication

- 5.11.1.6.1. Generally, emphasis is placed on the acquisition of single copies rather than multiples of the same title. If appropriate, single copies will be acquired (whether a monograph, DVD, journal) for each library, unless there is justification for an additional copy due to continued high demand or for a Reserve Collection copy. Duplication of titles in both print and e-book format should be considered on a case-by-case basis for the general circulating collection.
- 5.11.1.6.2. In the case of materials destined for Bahamian Special Collections, three (3) copies of each title will be acquired: two (2) copies for current use in the Bahamian Collection in Harry C. Moore Library and one (1) copy for the UB-North Campus Library. In special cases, a fourth copy will be purchased for the Hilda Bowen Library. When available, titles of Bahamian interest will be acquired in both print and e-book format.
- 5.11.1.6.3. Items destined for the West Indian Collection should be purchased in duplicate if there is anticipated high demand.

5.12. Formats Collected and Guidelines

5.12.1. Monographs

- 5.12.1.1. University Libraries (UL) collections consist largely of printed monographs.
- 5.12.1.2. The purchase of hardbound books should be given preference to that of paperbacks, despite the higher cost, because they are more durable.
- 5.12.1.3. Books with spiral or loose-leaf binding will not be purchased.
- 5.12.1.4. Student workbooks, exercise books with questions and answers, instructor's manuals and test banks or the required textbooks assigned to current courses will not be purchased.
- 5.12.1.5. Where possible, the purchase of e-books (digital monographs) should be encouraged, and duplication of print and electronic materials should be avoided.

5.12.2. Textbooks

- 5.12.2.1. In general, UL's emphasis is on the collection of works presenting new and original research or primary source material rather than textbooks.
- 5.12.2.2. Required or set textbooks for courses are excluded from purchase; however, a selection of textbooks or other introductory level-publications may be acquired if they are aimed at the university-level audience, are of high quality, supplement the library's holdings or are classics of the literature.
- 5.12.2.3. UL does not systematically collect or purchase student study and laboratory guides, instructor guides and workbooks that accompany textbooks.

5.12.3. Popular Works

- 5.12.3.1. The libraries' primary collection development commitment is to the acquisition of scholarly materials supporting the University's teaching and research needs; however, on a limited basis, popular reading materials are also acquired.
- 5.12.3.2. The general collection contains a selective representation of specific popular genres, for example, classics of mystery, American western fiction, and science fiction.

5.12.4. Replacements

- 5.12.4.1. Items that have been lost, stolen, or withdrawn from the collection because they are irreparably worn or damaged and, therefore, unusable, will be replaced only if they still meet the selection criteria for collection development.
- 5.12.4.2. A mutilated or damaged item should be evaluated by the Acquisitions Librarian, in consultation with a member of faculty, to determine whether it would be less expensive to repair, rebind, or to replace with a new copy or new edition.
- 5.12.4.3. If the material is no longer available in print or the damage is beyond repair, and it is determined that the item should be replaced, then the Acquisitions Librarian should seek to replace the material from out-of-print dealers.
- 5.12.5. Reprints and Subsequent Editions
 - 5.12.5.1. Collecting new and unique titles is generally preferred to acquiring different editions of items already in the libraries' collection. However, adding a new edition is entirely appropriate if the edition already in the libraries' collection is lost or missing, worn or damaged, or is in high circulation or if the new edition has been substantially revised or updated.
- 5.12.6. Hardbacks vs Paperbacks
 - 5.12.6.1. Experience has demonstrated that hardcover bindings provide significant protection against normal wear and tear as well as more serious damage from fire or water disasters.
 - 5.12.6.2. UB Libraries acquire hardcover volumes either by purchasing them in hardback or by purchasing paperbacks and having them commercially bound or reinforced.
 - 5.12.6.3. When a title is available in both hardback and paperback format, the hardback format is generally preferred. However, if the price difference between the two formats is significant, the selection of the paperback edition may be warranted even though binding or reinforcing the paperback will incur some additional expense and time.
- 5.12.7. Electronic Resources
 - 5.12.7.1. Electronic materials include any work that has been digitally encoded and made available using a computer either online or offline.
 - 5.12.7.2. Online e-resources are those accessed via the internet, such as e-articles, e-newspapers, online electronic journals and e-books, while offline resources would include items such as CD-ROMs and DVDs held physically in the library.
 - 5.12.7.3. Online e-resources offer extra benefits in comparison to the printed version of books or articles, because tables, charts, animations, and virtual reality are more user-accessible.
- 5.12.8. E-books
 - 5.12.8.1. UL will generally purchase e-books in the one 1U1B (one user/one book) level largely owing to the high cost of e-books. Collections of open access and DRM free e-books are widely collected.
- 5.12.9. Digitisation
 - 5.12.9.1. UL also digitises valuable Bahamiana, University of The Bahamas publications and rare materials to add to the University of The Bahamas Libraries collection on the Digital Library of the Caribbean (DLoC).
- 5.12.10. Microforms
 - 5.12.10.1. Microforms include microfilm, microfiche, microprint, and microcards.

- 5.12.10.2. UB Libraries have discontinued collecting materials in this format.
- 5.12.10.3. In 1995, the microfilm journal collection was scaled back and replaced by the ProQuest CD-ROM Journals Collection and in turn, by online access to electronic databases and full text journals in 2000.
- 5.12.11. Rare Books, Manuscripts and Maps
 - 5.12.11.1. UB Libraries will acquire rare books, manuscripts and maps primarily for Bahamian Special Collections. However, consideration may be given for the purchase of rare materials which support the undergraduate curricula, particularly degree programmes in English, History, and Art.
- 5.12.12. Periodicals and Serials
 - 5.12.12.1. UL has access to over 100,000 periodical and serial titles in print or digitally.
 - 5.12.12.2. The collection of periodical and serial literature includes journals of general interest, academic merit and sources of current information that will support all subjects and disciplines taught at the University.
 - 5.12.12.3. Periodicals may be in print (hardcopy) or electronic format. University Libraries no longer collect journals on microfilm. Priority will be given to the most widely cited and indexed periodicals in each discipline.
 - 5.12.12.4. Generally, the library should not acquire titles in multiple formats, for example, those periodical titles available in EBSCO or JSTOR should not also be purchased in print unless that title is a Bahamian imprint, in high demand or has current interest.
 - 5.12.12.5. Periodical titles must be continuously evaluated to ensure that they correspond to the needs of the university curriculum.
 - 5.12.12.6. The library will strive to maintain serial titles in one continuous format only.
 - 5.12.12.7. In addition, when adding a new subscription to a periodical or serial title, selectors should ensure that the new title is included in the indexing and abstracting databases to which the library subscribes.
 - 5.12.12.8. Cancellations
 - 5.12.12.8.1. Periodical and serial titles may be cancelled if they no longer offer valuable, reliable or current information, if the title is ceases publication, another resource offers superior coverage, statistics reveal low usage or high cost per use, price increases for the resource are unacceptable, budget shortfalls require subscription cutbacks or volumes in a publisher's series are not needed.
- 5.12.13. Newspapers
 - 5.12.13.1. University Libraries subscribe to the major daily newspapers published in The Bahamas: *The Tribune* and the *Nassau Guardian*.
 - 5.12.13.2. Newspapers maintain an online archive and some of the earlier years of both major dailies have been digitised and are archived on the Digital Library of the Caribbean (e.g., *Nassau Guardian*, *Royal Gazette*, and *Bahama Advertiser*, *The Tribune*, *Nassau Times*, *Bahama Herald*, *Bahamas Official Gazette*, *Bahama Argus*, *Bahama Gazette*).
 - 5.12.13.3. Other sources of backfiles of Bahamian newspapers are the University of Florida at Gainesville and the Bahamian National Archives in Nassau.
- 5.12.14. Languages

- 5.12.14.1. The predominant language of UL collections is in English followed by materials needed to support those languages taught at the University (Haitian-Creole, French Spanish and German) or materials acquired for either the Caribbean Dissertations or West Indian collections.
- 5.12.14.2. Small collections of materials in other languages may come from donations such as in Portuguese from the Brazilian Ministry of Foreign Affairs or to support Chinese language learning at the institution.
- 5.12.15. Translations
 - 5.12.15.1. Literary works in major European languages are acquired in the original language as well as in English translation. Non-literary works may be acquired in the original language and/or in English translation, depending on the subject.
- 5.12.16. Theses and Dissertations (Electronic and Print)
 - 5.12.16.1. Theses and dissertations acquired for the Caribbean thesis collection that have significant behavior or Caribbean content.
 - 5.12.16.2. Doctoral and Master's theses written by Bahamians or about The Bahamas will be acquired.
 - 5.12.16.3. Electronic copies of these are accepted and archived on the UB website and on the Digital Library of the Caribbean.
 - 5.12.16.4. Bound dissertations by Bahamians are accepted as gifts and housed in Bahamian Special Collections.
- 5.12.17. Faculty Publications
 - 5.12.17.1. Publications authored by UB faculty are acquired or accepted as gifts/donations and placed in the Bahamian Special Collections.
 - 5.12.17.2. A list of all publications by COB/UB faculty, including monographs, edited works, contributions to anthologies, and scholarly articles published in academic journals, is maintained by the Bahamian Special Collections Librarian.
- 5.12.18. Gifts and Donations
 - 5.12.18.1. UB Libraries welcome gifts of scholarly materials and financial contributions from students, faculty, staff and other sources. However, the library reserves the right to determine the disposition of donated items.
 - 5.12.18.2. The following policies apply to the acceptance of all gifts:
 - 5.12.18.2.1. UL accepts unconditional, unrestricted gifts. All gifts and donations will be reviewed by the Collection Development Librarian and UL Librarian subject specialist to determine whether an item will be kept, sold, discarded or given away.
 - 5.12.18.2.2. Donated materials will be evaluated for inclusion in the University Libraries collections on the same basis as purchased materials. Gifts will not be added to the collection if they lie outside the scope of the collection, that are in poor physical condition or represent unnecessary duplication.
 - 5.12.18.2.3. Gifts or donated materials requiring pickup service will not be accepted sight unseen.
 - 5.12.18.2.4. Gifts or donated items added to the collection may subsequently be withdrawn under the same conditions as any other items in the

collection. This will be done at the library's discretion and without notice to the donor.

- 5.12.18.2.5. UL will not normally provide special treatment or handling for gifts and donations, such as book plates, special storage, or display of materials. In extraordinary cases where such treatment is agreed upon, the cost will be borne by the donor.
- 5.12.18.2.6. Gifts of money may be designated for specific purposes upon the mutual agreement of the donor and UL and should be channeled through the University of The Bahamas Office of University Relations.
- 5.12.18.2.7. University Libraries will, upon request, provide a letter of acknowledgement for donations. The library will not provide bibliographies or itemised lists of donations. Donors desiring such lists should create them before delivering goods to the library.
- 5.12.18.2.8. University Libraries cannot appraise or assign a monetary value to gifts of materials. If a donor desires such an appraisal, it must be carried out at his/her expense.

5.12.19. Audio and Visual Materials

- 5.12.19.1. The Instructional Media collection consists of audio-visual materials such as DVDs, videos, 35mm slides, phonograph records, photographs, prints and negatives.
- 5.12.19.2. All items in the collection support subjects taught at the University.
- 5.12.19.3. The Instructional Technology and Media Support Department of the Office of Information Technology maintains all the equipment needed to access audio visual materials.

5.13. General Collection

5.13.1. Harry C. Moore Library and Information Centre

- 5.13.1.1. This library is located at the University of The Bahamas Oakes Field Campus and is the general library that serves all programmes taught on that campus. It consists of a general monograph collection and several smaller specialised collections.

5.13.2. General Collection

- 5.13.2.1. The general monograph collection supports all academic disciplines taught at the University.

5.13.3. Reference Collection

- 5.13.3.1. University of The Bahamas Libraries' references collections exist to support the teaching and research of the University's students, faculty, and staff.
- 5.13.3.2. The objective of the Reference Collection is to provide library users with quick access to current information in all fields of knowledge. Titles are acquired in both print and electronic or digital format and provide information on subjects relevant to the University curriculum.
- 5.13.3.3. Selection of reference materials is the responsibility of the Reference Librarian on the Subject Bibliographer as well as faculty members.
- 5.13.3.4. The print Reference Collection is supplemented by the online Credo Reference Collection of over 1000 encyclopedias, dictionaries, handbooks and the other essential tools.

- 5.13.3.5. The Reference Collection is housed on the first floor of the Harry C. Moore Library and all items have the call number prefix REF.
- 5.13.4. Reserve Collection
 - 5.13.4.1. Materials in the Reserve Collection are selected by faculty for students to use in a particular course.
 - 5.13.4.2. These materials may either be drawn from current library holdings, a professor's personal copies, School office texts or photocopies of articles.
 - 5.13.4.3. Library copies of required textbooks are often placed on reserve.
- 5.13.5. Law Collection
 - 5.13.5.1. The law collection is located on the second floor of the Harry C. Moore Library and Information Centre.
 - 5.13.5.2. The collection supports the information needs of the faculty and students in the University's LLB Programme and Associate Degree Programme in Law and Criminal Justice Programme.
 - 5.13.5.3. Further, the library also maintains an ongoing relationship with other lower libraries in the Commonwealth of The Bahamas, and law libraries in the Caribbean, specifically UWT's Cave Hill Campus' Faculty of Law Library, Council of Legal Education Eugene Dupuch Law Schools' Library, the Office of The Attorney General and Ministry of Legal Affairs' Library, the Court of Appeal of the Commonwealth of The Bahamas Library and the Supreme Court of the Commonwealth of The Bahamas Law Collection.
- 5.13.6. West Indian Collection
 - 5.13.6.1. Materials in this collection focus on the history, culture, and literature of West Indian countries, territories, colonies, and possessions, with the exception of The Bahamas (which are included in the Bahamian Special Collection).
 - 5.13.6.2. Materials are collected predominantly in English; however, there are some materials in French, Creole, Spanish and Dutch. A small West Indian/Latin American reference collection that includes directories, handbooks, bibliographies and other core texts is located in the Bahamian Special Collections room.
 - 5.13.6.3. The West Indian collection is housed on the first floor of the Harry C. Moore Library and items have the prefix W.
- 5.13.7. Teaching Practice Collection
 - 5.13.7.1. The primary focus of the Teaching Practice collection is on materials for the School of Education's undergraduate programmes, particularly those related to teacher training and support lesson plan preparation.
 - 5.13.7.2. Materials support the methods and practicum courses in the education curriculum, and children's and young adults' literature courses.
 - 5.13.7.3. The collection includes juvenile and young adult literature, textbooks, supplementary teaching materials, curriculum guides, reference works, audio-visual materials, journals, and tests.
- 5.13.8. Government Documents
 - 5.13.8.1. Official publications emanating from government agencies collected extensively from The Bahamas and selectively from other Caribbean countries, Canada, the United States and other countries.

- 5.13.8.2. Many documents from international organizations are received as part of UB libraries depository status.
- 5.13.9. United Nations and Allied Agencies Documents
 - 5.13.9.1. In 1995, University Libraries was designated the national depository library for United Nations documents for the Commonwealth of The Bahamas.
 - 5.13.9.2. Also, University Libraries is the depository library for official documents and publications from constituent bodies of the UN such as the World Health Organization, Pan American Health Organization, and regional bodies such as CARICOM.
 - 5.13.9.3. All UN documents received in print format are fully catalogued and classified with the prefix UN and housed in the Government Documents section on the second floor of the Harry C. Moore Library.
 - 5.13.9.4. As most UN documents are available electronically, a link to the digital format is included in the catalogue record for the print version, allowing users to access UN documents using the library's catalog.
- 5.13.10. Bahamian Government Documents
 - 5.13.10.1. Documents, reports and official publications of Bahamian government ministries and departments are housed in the Bahamian Special Collections Room and are classified with the prefix B.GOVDOC. The collection is as comprehensive as possible.
 - 5.13.10.2. Documents that are issued electronically are downloaded and bound so that there is a permanent printed version available in the event the URLs change or are lost.
 - 5.13.10.3. Important documents are added to the UB Institutional Repository on the Digital Library of the Caribbean.
- 5.13.11. Specialised Collections
 - 5.13.11.1. These Collections are found at the Harry C. Moore Library and are shelved either separately within the library or in a separate room in the library. These specialised collections must also be developed and maintained:
 - 5.13.11.2. Bahamian Special Collections
 - 5.13.11.2.1. Any material pertaining to the history, culture, and current developments in The Bahamas form the Bahamas Collection, the main component of the Special Collections Department of University Libraries.
 - 5.13.11.2.2. This collection includes books, newspapers, periodicals, pamphlets, maps, manuscripts, government documents, and non-print media.
 - 5.13.11.2.3. An extensive file of newspaper clippings and other ephemeral material has been developed.
 - 5.13.11.2.4. For the purposes of collection development, any material with subject content pertaining to The Bahamas, materials published in The Bahamas, or materials written by Bahamians, will be considered "Bahamian" and is included in the collection which is located in the Special Collections Room.
 - 5.13.11.2.5. Within the Bahamian Special Collections are several smaller collections:
 - 5.13.11.2.5.1. Arthur Hailey Collection
 - 5.13.11.2.5.1.1. The Arthur Hailey Collection at the Harry C. Moore Library of the

University of The Bahamas contains over 800 items from Hailey's home at Lyford Cay, New Providence. This collection of commercially published editions of his work is a resource that scholars may use for research on this bestselling author. (See the Arthur Hailey Collection *International Journal of Bahamian Studies* - sfu.ca).

5.13.11.2.5.2. Sir Lynden O. Pindling Room

5.13.11.2.5.2.1. The Lynden O. Pindling Room at the Harry C. Moore Library and Information Centre of University of The Bahamas contains an exhibit of over 260 items, including personal effects, gifts, gowns, photographs, speeches, and publications. The items included in this special exhibit space are resources that scholars, students and the public may use to research the legacy of the former Prime Minister and, by extension, the history of The Bahamas. (See <https://cob-bs.libguides.com/HCML/LOPRoom>)

5.13.11.2.5.3. Michael Craton Collection

5.13.11.2.5.3.1. Michael Craton (1931 to 2016), author and historian, donated books, and journals from his personal library to University of The Bahamas. This collection holds a wealth of historical materials pertaining to the English-speaking Caribbean. It is housed in Special Collections. It consists of approximately XX volumes. Items have the call number prefix MC. (See Project Muse, In Memoriam Michael Craton, Historian: jhu.edu).

5.13.11.2.5.4. Caribbean Dissertations Collection

5.13.11.2.5.4.1. This collection was acquired in 1984 and includes copies of doctoral-level theses and dissertations, regardless of the discipline, as long as the focus is on any area and aspect of life in the Caribbean region. It is housed in the Special Collections Room.

5.13.11.2.5.5. University Archives

5.13.11.2.5.5.1. The institutional archives were established in 1995 and are housed in the Special Collections Room. The mission of University Archives is to collect,

organise, preserve, and make accessible the official records that document the history and development of the University of The Bahamas and its predecessor and amalgamation institutions. Materials collected include copies of reports, papers and selected ephemeral materials. (See *University Archives Collection Development Policy* in Appendix C).

5.13.11.2.5.6. The Counsellors Limited (TCL) Collection

5.13.11.2.5.6.1. The Counselors Limited, a Bahamian public relations and media consulting company, donated an image archive consisting of black and white photographs and video cassette tapes in a variety of formats (Beta, VHS, etc.). Contents cover topics ranging from tourism, notable personalities, agriculture, regattas, among many others.

5.13.12. Hilda Bowen Library

5.13.12.1. The Hilda Bowen Library is the Nursing and Health Sciences library of the University Libraries system located at the Grosvenor Close Campus.

5.13.12.2. It houses a collection of books, journals, DVDs, posters, and other resources, including Rare Books and Nursing History Archives, clipping files, etc. to support the programmes offered through the School of Nursing and Allied Health Professions: Bachelor's degrees in Nursing (BSN and RN-BSN), and Pharmacology, as well as post-diploma courses in Midwifery, Community Health Nursing, and Critical Care Nursing; Associate degree in Environmental Health; and the Trained Clinical Nurse Diploma. (See HBL Collection Development Policy in Appendix D).

5.13.12.3. The Grosvenor Close Campus was closed in December 2021 and the Nursing and Allied Health library's main collection has been integrated into the collection at the Harry C. Moore Library pending future decisions.

5.13.13. University of The Bahamas-North – Campus Library

5.13.13.1. The UB-North Campus Library, located in Freeport, Grand Bahama, holds library material in various formats in the fields of business, economics, accounting, computers, education, social work, as well as a general collection to support the programmes offered there.

5.13.13.2. UB-North Campus Library has a closed stack collection of Bahamian materials and a clippings file. The collection was destroyed completely in Hurricane Dorian in September, 2019 and is rebuilding.

5.13.14. Gerace Research Centre

5.13.14.1. Formerly known as the Bahamian Field Station, the Gerace Research Center (GRC), is located on the island of San Salvador and has been in operation for over 40 years as an educational and research institution. (See geraceresearchcentre.com).

- 5.13.14.2. Field courses are offered in geology, biology, ecology, and archaeology. The GRC maintains a small library with internet access.
- 5.13.14.3. All materials in the GRC library are included in the UL online catalogue.

5.14. Weeding

- 5.14.1. UL is committed to retaining most materials in perpetuity for future use by scholars and students, as well as the nation.
- 5.14.2. A well-balanced, pertinent and useful library collection meets the needs of all its users, and to achieve this, periodic assessment and evaluation of the collection must be carried out every 5 – 10 years.
- 5.14.3. Systematic assessments and evaluations ensure that dated and non-relevant items are removed, or in library parlance, “weeded” from the collection.
- 5.14.4. A weeding policy will guide decision-making.
- 5.14.5. Faculty’s input is critical to the success of maintaining a viable library collection, and their input will be solicited and given consideration.
- 5.14.6. Weeding Schedule
 - 5.14.6.1. A schedule for weeding will be determined by the Collections/Circulation and Reference Libraries, in consultation with the University Librarian and Library Liaisons/Subject Bibliographers and faculty representatives.
- 5.14.7. Criteria for Weeding Decisions to weed specific works are based on at least one of the following criteria:
 - 5.14.7.1. Appearance and Condition
 - 5.14.7.1.1. Material that cannot be repaired and is damaged enough to make the title unusable will be weeded. If the title is core to the subject area/discipline, or determined necessary for the collection, every effort will be made to acquire a replacement.
 - 5.14.7.2. Value to the Collection
 - 5.14.7.2.1. Materials that are outdated, have poor circulation records, and/or for which the library lacks equipment to read or view the content the title, will be weeded. The value of a book, beyond information content, is also a consideration.
 - 5.14.7.3. Superfluous or Duplication
 - 5.14.7.3.1. Unless there is a determined need, such as circulation records, for more than a single copy at the time of weeding, the library’s policy is to retain a single copy of any specific title or edition. Unneeded titles, subjects no longer of interest and works with information available in newer materials, or items for which new editions have appeared and or supersede the previous edition will be weeded.
 - 5.14.7.4. Language
 - 5.14.7.4.1. Works in languages outside disciplines taught in the University will be weeded.
 - 5.14.7.5. Age of Material
 - 5.14.7.5.1. Materials 10 years or older and not listed as ‘classic’ in its discipline will be weeded.

- 5.14.7.6. Classes of Books and Materials
 - 5.14.7.6.1. Almanacs and Yearbooks that have been superseded, Encyclopedias 5 years or older, materials on Pure Science and Technology that 5 plus years old, travel and geography information over 10 years old will be weeded.
- 5.14.7.7. Use Pattern
 - 5.14.7.7.1. Materials not circulated for 5 years or more will be weeded.

5.15. Assessment and Evaluation of the Collection

- 5.15.1. The process of collection evaluation is an important function in collection development as it gives some measure of the usefulness of the collection to its users.
- 5.15.2. It should normally be carried out at least every ten (10) years on the library collection as a whole or on specific subject areas to determine how well the collection is meeting the needs of the curriculum.
- 5.15.3. An evaluation of the collection or parts of the collection is carried out periodically by Librarians assigned to a subject area or discipline.
- 5.15.4. The Librarian must become acquainted with the literature of the discipline, with the strengths and weaknesses of the collection and make appropriate recommendations for purchase or weeding.

5.16. Complaints and Censorship

- 5.16.1. A Library that draws no complaints about its collections is probably not doing its job. By its very nature, the diversity of materials in a library's collection will, from time to time, draw criticism from its users who disagree with the content of certain items.
- 5.16.2. Likewise, because no library can identify and obtain every title published, eventually someone will express concern over items that are not in the collection.
- 5.16.3. UB Libraries policy for consideration of requests for withdrawal of materials is as follows:
 - 5.16.3.1. The library adheres to the ALA Library Bill of Rights and Intellectual Freedom Principles Academic Libraries. (See Appendix E)
 - 5.16.3.2. All requests for withdrawals of materials from the library collection must be done in writing on the form provided by the library. (See Appendix F)
 - 5.16.3.3. A copy of the library's Collection Development Policy will be provided to anyone who wishes to see it.
 - 5.16.3.4. When there is a request for withdrawal of materials, a committee (composed of the University Librarian, the subject bibliographers, the VP of Academic Affairs and a representative from the University Libraries Committee of the Academic Senate) will be convened within 30 days to consider the matter and determine the outcome.
 - 5.16.3.5. The Committee's decision will be provided in writing to the person initiating the request.
 - 5.16.3.6. The material in question will remain in the library's collection pending the Committee's decision.

Appendices (See following pages)

APPENDICES

Appendix A: History of the University Libraries' Collections

The College of The Bahamas Library at Oakes Field Campus was formed in 1974 by merging the existing collections of the Bahamas Teacher's College (BTC), the San Salvador Teacher's College (San Sal), and C. R. Walker's Technical College (C. R. Walker). The collection at San Salvador was transferred to New Providence and was merged with the collection at BTC becoming known as the Oakes Field Library. The C. R. Walker collection remained at the Soldier Road site and was renamed the Soldier Road Library of The College until May 1984, when it too was transferred to the Oakes Field Campus Library. The same year, the Education Library at Moss Road (established by the Ministry of Education in October 1978, for the University of the West Indies (UWI) Bachelor of Education and Diploma Programmes) was also transferred to the Oakes Field Campus.

Materials for the University of the West Indies Hotel and Tourism Management programme were also housed in the Oakes Field Campus Library from November 1984 until the fall of 1996 when they were transferred to the Tourism Library of the UWI/Hospitality Management Training Programme at the Bahamas Tourism Training Centre on Thompson Boulevard.

With the financial assistance of numerous local corporate donors, in the summer of 1984, the microform journal collection (including four microfilm readers and a reader printer) and the Caribbean Dissertations Collection were acquired.

An extension to the library was completed in October 1985; the materials from all libraries were integrated and became known as The College of The Bahamas Library and Microform Research Area.

In 1987, The College of The Bahamas extended its programmes to students living on Grand Bahama Island. The Northern Campus of The College of The Bahamas in Freeport, Grand Bahama, offers a variety of Business and Education programmes, as well as College preparatory courses and in 2000, introduced a Bachelor of Science in Nursing programme (RN-BSN) to a cohort of nurses on the island. When first established, the Northern Campus Library was housed in a trailer adjacent to the administrative building. In 2011 the Northern Bahamas campus moved to a new location in East Grand Bahama and the library moved into a purpose-built facility. The campus was renamed UB-North in 2016 and the library became known as the UB-North Campus Library. A full-time Librarian, an Assistant Librarian and a library paraprofessional were available to assist patrons. Unfortunately, in 2019 the campus was destroyed by Hurricane Dorian. In 2022 a building in downtown Freeport was purchased to house a new UB-North Campus which will include a new library.

In the summer of 1991, the Government of The Bahamas extended The College's mandate to include all nursing education programmes in The Bahamas. The facilities for this programme are located at the Grosvenor Close Campus, off Shirley Street. The facility's existing library became a branch of the College library system. On May 12, 1994, this library was officially named the Hilda Bowen Library to honour an outstanding Bahamian nurse. One full-time professional librarian and two library paraprofessionals managed the library. In 2022, the campus closed, and the library shuttered pending future decisions.

In 1995, when The College was granted partial autonomy, a restructuring of its administration occurred. The Library Department became known as Libraries and Instructional Media Services (LIMS). The structural reporting relationship was moved from the President's Office to that of the Vice President of Research, Planning and Development.

In May 2000, the Government of The Bahamas mandated that the Bachelor of Law (LLB) Degree programme offered through the University of the West Indies be introduced at The College. A new library branch was established to support this programme and opened in September 2002 at the Bahamas Tourism Training Centre. A Librarian and four library paraprofessionals administered services to patrons.

Library operations were automated in 1993 using the DataTrek software. In 2000, the library migrated to Voyager (Endeavor) now known as Ex-Libris.

The library acquired subscriptions to EBSCOHost online research databases in 2002, steadily adding new databases as demand for other subject areas increased, such as APA PsycINFO, Humanities Index, SocIndex, and CINAHL with Full Text.

In 2007 additional online databases were acquired: JSTOR, Westlaw, QuickLaw, FirstSearch. LIMS also joined the Digital Library of the Caribbean (dLOC) as an institutional partner.

In 2007 the Virtual Library was launched, and an Information Commons was created in the Oakes Field Campus library, a major upgrade was done to the campus computer network, wireless capability was installed, and the first e-book collection was acquired from OCLC's NetLibrary.

Small satellite library collections are found at the University's Gerace Research Centre on San Salvador Island, Exuma, and Abaco.

In 2004-2005 ground-breaking for a new library building on the Oakes Field Campus took place and the Harry C. Moore Library and Information Center was officially opened on April 11, 2011. This marked a major milestone in The College of the Bahamas' move towards becoming a university and for the Bahamian nation as the university library also serves as a de facto national library for the country. The satellite Law and Tourism libraries located in the Bahamas Tourism Training Centre building were moved to the new Harry C. Moore Library and Information Centre.

With the passage of the University of The Bahamas Act in 2016, LIMS became known as the University Libraries (UL).

Appendix B: University of The Bahamas Vision, Objects and Mission.

Vision

The University of The Bahamas will be the nation's primary resource for research & innovation and community engagement. It will meet the educational aspirations of its students and nurture their creativity. It will promote the values of learning, leadership, and service.

Objects

University of The Bahamas is to

- provide education and learning through a variety of patterns, levels and modes of study, and by a diversity of means;
- promote research and embrace a constantly evolving technological infrastructure consistent with the standards required and expected of a university of the highest standard; and
- foster national, regional and international development by embracing technological innovation and advancing and disseminating knowledge. *Article 3, University of The Bahamas Act, 2016*

Mission

The mission of the University shall be to advance and expand access to higher education, promote academic freedom, drive national development and build character through teaching, learning, research, scholarship and service. *Article 4, University of The Bahamas Act, 2016*

Appendix C: HBL Collection Development Policy

Introduction

The Collection Development Policy (2022) for the University of The Bahamas as a whole is applicable to the Hilda Bowen Library. As a specialised collection within University Libraries the Hilda Bowen Library has special needs and serves a specific clientele.

The collection focuses on nursing and the health sciences, as well as the supporting natural, physical and social sciences (biology, microbiology, genetics, chemistry, biology, psychology and sociology, to name a few), as well as selected Bahamian titles that support the curriculum.

Access tools -- indexes, abstracts and databases -- should be pertinent to nursing and health sciences and should provide access to the serials and other sources in the collection.

To ensure that the HBL has the right books, e-books, videos, and serials to meet the research and study needs of the division, the Nursing and Health Sciences Librarian must maintain communication with the faculty and students to keep abreast of their needs. This is done by reviewing course reading lists, course outlines, suggested assignment topics etc.

Certain materials and formats should not be acquired, such as pocket books, multiple copies of titles unless they are in high demand, spiral-bound or 3-ring binder materials, “trim” sized books, instructor’s manuals, workbooks or fill- in-the-blank-type books, exam-masters, etc. In general, it is best to purchase hardbound rather than paperback materials and e-books of heavily used Reserve materials such as nursing care plan books, supplementary texts and the like.

Gifts and Donations

The HBL accepts donations of books, journals and other library materials if the material meets the general collection guidelines. All gifts and donations are accepted with no strings attached and may be disposed of as the librarian sees fit.

Collection Development Tools

Consult tools [include] *Doody’s Core Titles in the Health Sciences*, the ICIRN’s *Essential Sources for Nursing Libraries*, *Choice Reviews*, SNAHP curriculum reading lists, recommended titles, book reviews, and bibliographies etc. *AJN: American Journal of Nursing* publishes an annual list of the top nursing books in its January issue. Review GOBI Spotlight Lists of new titles for specific subject areas [are consulted] as well.

Aim to keep the collection in balance. Scan the LC Classification numbers for gaps; note any gaps in holdings as reference questions and other queries come up. Aim for thoroughness and appropriate resources for an undergraduate nursing programme but do not neglect the value of simple or children’s books may be used as examples for patient education, basic level material and overviews of a topic are ideal for beginning students, more advanced and in-depth material for the post RN-diploma, Bachelors and Masters level and finally, materials on nurse education are needed for the faculty. Some consumer health material is useful for staff, the public and for patient education support materials that are created by students.

Appendix D: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 14, 2023) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27,

1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Appendix E: Withdrawal Form

REQUEST FOR WITHDRAWAL OF AN ITEM FROM THE LIBRARY'S COLLECTION

Bibliographic information (Author, title, publisher, date of publication)

Request initiated by: (Name, postal and email addresses, telephone numbers)

Complainant represents: (Personal, Institutional or Organizational affiliation)

Specifically state what you object to in the item: (Cite page numbers, location, scene)

Did you read/view/listen to the whole item or just part of it? Explain.

Have you read any critiques of the item in question? Summarize what the critics say about it.

What do you think might be the effect of reading/viewing/listening to this item?

What do you think are the positive attributes of the item in question?

What action would you like the library to take regarding this item? (select one):

- Withdraw from the shelves
- Limit access to specific groups (students/faculty/staff/other)

Is there an alternative item you would recommend to replace it?

Thank you for your input.

Appendix F: Acquisition Purchase Request Form

Acquisitions Purchase Request

The Library welcomes suggestions and recommendations for purchases of library resources.

*Please check the Library Online Catalogue to verify that the item is not already in the collection.

Name

Status: Faculty Student Staff External

User Email address/ phone number

Would you like to be notified of the decision to purchase?

Subject focus

Course Name and Number for which resource is needed

Item recommended (please supply as much bibliographic information as possible:

Author/Editor

Titles

Series

Publisher

Place of Publication

Year of Publication

Price

Where you heard or read about the resource

Other relevant information