



<b>LIBRARY COLLECTION DEVELOPMENT POLICY</b>			
--	--	--	--

<b>Policy Type:</b>	Institutional	<b>Initially Approved:</b>	July 24, 2024
<b>Policy Sponsor:</b>	Dean, Innovation, Learning and Development	<b>Last Revised:</b>	July 24, 2024
<b>Responsible Unit:</b>	Library Services	<b>Review Scheduled:</b>	July 2029
<b>Approver:</b>	President and CEO		

**A. OVERVIEW**

As part of the only art, craft, media and design focused post-secondary institution within Alberta, the Luke Lindoe Library has one of the most comprehensive collections on Western Canadian art, craft, media, and design.

The purpose of the library collection is to provide inspiring and aspiring information to the Alberta University of the Arts community and beyond that deepens curiosity, encourages creativity, and advances critical thinking and inquiry practices on arts, craft, design, and media culture in line with the library’s vision and mission. The Library staff stewards and cares for this unique collection of materials that provides special consideration or exceptional regard for local Indigenous and Non-Indigenous artists, craftspeople, writers, and designers.

**B. PURPOSE**

The purpose of the Collection Development Policy is to:

- Provide a guiding framework for the library team and Alberta University of the Arts community.
- Provide transparency to the University and its community on the nature and scope of what the library collects and stewards.

**C. SCOPE**

The Luke Lindoe Library collects materials in these four areas:

- a) Support for the curriculum: This includes monographs, periodicals, and serials (print and electronic), images, reference resources, electronic resources, media and limited special collection items that cover a wide range of subject areas related to the curricular areas of art, craft, curation, design and media.
- b) Research created by faculty, staff, and students in various formats. This includes and is not limited to images, theses, digital and print publications.
- c) General reference and collection materials to support teaching, learning and research.

- d) Archival material that tells the story of the Alberta University of the Arts.

## **D. POLICY STATEMENT**

### **1. EVALUATION**

- 1.1 As directed by the Associated Dean, Learning Innovation Resources the collection is evaluated on an ongoing basis by the chief librarian, or if none, the officer performing comparable functions and with support from the library administrative team to ensure the collection is anticipating and meeting the needs of the Alberta University of the Arts community.

### **2. SELECTION**

- 2.1 The library team is responsible for selecting collection materials through ongoing coordinated selection activities. The library welcomes collection recommendations from students, staff and faculty and works closely with faculty to identify teaching, research, and studio practice collection needs. The library team consults a diversity of sources, vendors and publishers when selecting items: book reviews, colleagues, current journal publications, exhibition listings, publisher catalogues and websites.

### **3. COLLECTION DEVELOPMENT PRIORITIES**

- 3.1 Listed in order of priority:
  - a) To support curricular activity and objectives: The library acquires materials that anticipate, inform and inspire current curriculum and evolving teaching, learning and research needs.
  - b) To support ongoing commitments: The Associate Dean, Learning Innovation Resources or their delegate plans the budget each year to cover ongoing periodical subscriptions, standing orders, subscription-based electronic resources and firm ordering allocations for print, electronic resources and media. Each of these areas is under ongoing review to ensure relevancy, currency and expense.
  - c) To support general study and research: The library purchases materials tangential to art, craft, design and media and related disciplines to provide more interdisciplinary resource access.

### **4. SELECTION CRITERIA**

- 4.1 Merit and Quality of the Material
  - a) The professional qualifications of the author and the quality of the work are assessed, including the quality of image reproductions and book design. These assessments are based on book reviews, professional literature, current publications, subject specialists which include and are not limited to students, staff, faculty, Elders, community members, local artists, craftspeople, curators, writers, as well as the library teams' subject expertise. Opposing viewpoints are sought to provide a comprehensive collection.

- 4.2 Curriculum and Research
  - a) Materials being considered for selection are assessed for their relevancy to the current curriculum and anticipated new programming. Material may be also selected for its relationship to meeting current and emergent research areas of interest.
- 4.3 Usage
  - a) Generally, items that are anticipated to have high use will be given selection priority. There might be exceptions in areas that we are trying to expand.
- 4.4 Relevance to the Existing Collection
  - a) Current collection items are always considered for new purchases. Materials deemed to fill a collection gap, replace an outdated item with a more recent publication or appropriate format (print to electronic), supplement a subject area, or address weaknesses in the collection are made a priority.
- 4.5 Currency
  - a) Recent publications are prioritized for purchasing to ensure the collection reflects contemporary art, craft, design and media. Older items are ordered for teaching, learning and research needs. Outdated items will be replaced with more current or relevant publications as the collection budget allows. Early editions will be kept for historical purposes with space limitations taken into consideration.
- 4.6 Language
  - a) The library collection is primarily in English. New materials selected for acquisition are evaluated based on whether they are in English and is the preferred language due to course instruction taking place in English. The library seeks and welcomes publications that include local indigenous language in multi-lingual formats.
- 4.7 Diversity, Equity, Inclusion and Accessibility
  - a) The library will continue to provide diverse collections relating to cultures, languages, religious traditions, and peoples. A broad range of authors, content creators and experiences will be included and highlighted in our collection.
  - b) The library continues to prioritize purchasing resources by Queer Trans Intersex Black People and People of Colour (QTIBPOC) (artists, writers, curators, and designers to address representation within the collection.
  - c) Accessibility features are evaluated and prioritized for new acquisitions.

## **5. CATEGORIES**

- 5.1 Reference Materials
  - a) The library actively collects electronic resource reference subscriptions, limited selection of print encyclopedic and reference works, and relevant bibliographies related to curriculum.
- 5.2 Monographs
  - a) The library actively collects current monographs to add to the collection that fall within the collection scope. Due to limited collection space, monographs may be purchased instead as an E-book if the E-book cost is not prohibitive and equitable to the print cost.
- 5.3 Exhibition Catalogues

- a) The library actively collects exhibition catalogues listed in priority from local, regional, national and international artist-run centers, museums, galleries and other related venues. Special priority will be given to Alberta University of the Arts alumni, faculty and faculty emeritus exhibition catalogues and associated exhibition ephemera.
- 5.4 Catalogue Raisonnees
- a) The library has a small selection of print catalogue raisonnees on historical and contemporary artists. The library will continue to collect catalogue raisonnees if the new items fill a gap in the collection, are within budgetary reason and appropriate shelf space is available.
- 5.5 Graphic Novels
- a) The library collects a selection of graphic novels and collects notable contemporary graphic novels.
- 5.6 Childrens Books
- a) The library has a small collection of children's books. New selections are based on whether the titles have won children's book awards (CCBC Awards, Caldecott Medal, John Newberry, etc.) significant historical impact on the children's book publishing industry and whether alumni are involved in the creation of the book (author or illustrator).
- 5.7 Periodicals
- a) The library subscribes to a selection of print and online periodicals on subjects that are curriculum specific, and a small number of subscriptions dedicated towards topics in popular culture, contemporary issues and emerging areas of interest related to contemporary art, craft, design and media. New periodical title subscriptions are driven by faculty, staff and student requests.
- 5.6 Audio-Visual
- a) The library has a limited number of physical audio-visual materials and does not actively collect in this area due to space limitations. Select materials include VHS tapes, DVDs and film reels.
- 5.7 Electronic Resources
- a) The library primarily subscribes to E-Resources through consortium agreements and co-operative purchasing with The Alberta Library (TAL) and the Association of Independent Colleges of Art and Design (AICAD). Types of E-Resources include full-text journals and citation databases, local, national and international online newspapers, streaming video databases, image databases, online reference materials, primary source databases, digital art objects, online ephemera and E-Books. The electronic resources play a significant role in providing interdisciplinary resources that reach beyond curriculum specific subject areas to provide opposing and comprehensive information for the AUArts community. Evaluation of each database is undertaken each year to ensure relevance and cost effectiveness.
- 5.8 Archives and Special Collections
- a) The purpose of the Archives and Special Collections is to capture the story of Alberta University of the Arts. Special Collections include artist and gallery files (exhibition announcements, pamphlets, press releases, journal and newspaper articles), the Student, Staff and Faculty Alumni Collection, Institutional History Collection, Yearbook Collection, Annual Report Collection and Academic Calendar Collection.
- 5.9 Permanent Closed Reserve

- a) Monetarily valuable and rare monographs are kept within the Permanent Closed Reserve (PCR) collection, as well as fragile and hard to replace monographs to ensure the item's longevity. Essential course textbooks are included in this collection on a select basis to ensure availability to students. As an ongoing effort, library staff re-locate general collection materials to the PCR collection if deemed appropriate.
- 5.10 Masters Theses Collection
- a) The library houses print copies of master's theses from the MFA program at Alberta University of the Arts.

## **6. PURCHASE RECOMMENDATIONS**

- 6.1 The library welcomes purchase recommendations from a diversity of sources to ensure ongoing relevance to the Alberta University of the Arts community and beyond. The library encourages purchase recommendations from faculty, staff and students through instruction, annual surveys and in conversation. All purchase recommendations are contingent upon available finances and be aligned to student learning and success. Where possible partnerships and interlibrary loans will be sought to address gaps. The library prioritizes purchases from campus and community partners such as: Illingworth Kerr Gallery, Lodgepole Center, Student Association, Calgary artist run-centres, etc.

## **7. DUPLICATES**

- 7.1 The library does not purchase duplicates due to spatial and budgetary restrictions. On rare occasions, the library may choose to purchase an e-version in addition to its print copy to increase the item's accessibility.

## **8. DONATIONS**

- 8.1 The library may decide to accept donations and is rigorous in its evaluation of accepted items due to space, capacity and priorities as outlined in this policy. Accepted donations require agreements to be managed by the Office of Advancement in accordance with relevant policies and procedures.

## **9. COLLECTION MAINTENANCE AND DESELECTION**

- 9.1 To maintain a current and relevant collection, the library withdraws materials from the collection regularly following agreed-upon procedures. Collection maintenance and deselection is carried out by qualified and knowledgeable staff. Material deemed appropriate for discarding will be disposed of through free library giveaways, annual book sales or recycling.

## **10. ROLE OF INTERLIBRARY LOAN**

- 10.1 The library provides interlibrary loan (ILL) services to the AUArts community. ILL services allow the library to bring in scholarly research materials from other institutions that typically fall beyond the library collection scope. ILL service requests inform the library staff on potential collection gaps and are evaluated annually.

## 11. ROLE OF COURSE RESERVES

11.1 Faculty can request course related materials be placed on course reserve during academic terms. These resources are normally mandatory or recommended reading faculty have set aside for students in their courses and consist of faculty-owned materials, popular course textbooks, journal articles, selected readings, books and films. Course reserve materials are created to ensure equitable access to resources and student success.

## 12. COPYRIGHT

12.1 Acquired materials follow Canadian copyright legislation.

### E. RELATED LEGISLATION

- Canadian Federation of Library's Association
- Copyright Act

### F. RELATED DOCUMENTS

- Collection Guidelines

### G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
07/24/2024	New Policy	All	Associate Dean, Learning Innovation Resources	Dean, Innovation, Learning and Development