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## LIBRARY COLLECTION DEVELOPMENT POLICY

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### ENABLING LEGISLATION + LINKED POLICIES

All related ECU policies:

- *Library Donation Guidelines*
- *Archives and Special Collections Policy*
- *Artists' Books Collection Development 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 local, Indigenous, Canadian, and global 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:

1. To promote the growth of diverse, quality content in library collections by collecting materials from decolonial perspectives and diverse voices, including resources on sustainability and land-based knowledges and practices.
2. To support curricular activity and objectives – Materials are acquired to support current and future course curriculum.
3. To support ongoing commitments - The library plans the budget to cover journals and magazine subscriptions, approval orders with publishers, and subscription-based electronic resources. Items in these areas are subject to frequent review and evaluation.
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 and positionality of authors and/or quality of the work: Consideration is given to the professional qualifications or lived experience of the author, and/or the quality of the work. Information on which to base evaluations are obtained from reviews in professional literature, current publications, reviewers who champion diverse content, subject specialists, and the professional knowledge of the librarians. Controversial authors/creators and viewpoints should be represented and are encouraged to provide a balanced collection.
- Ethics and Reputation of the Publisher, Editor, Director, or Distributor: Ethics and reputation are important considerations 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, including BIPOC, 2SLGBTQQIA+ neurodiverse and people with disabilities.

## *2. Support of Programming Activities*

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

## *3. 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 through materials with diverse and contrasting viewpoints.

## *4. 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, and sometimes remain the best literature in the field.

## *5. 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 primarily in digital formats.
- Published books: The library acquires current published titles that fall within the parameters of its collecting scope.
- Exhibition Catalogues: Exhibition catalogues from museums, art galleries, artists' run centers, libraries and other venues are collected extensively. We actively seek out exhibition catalogues from local BIPOC galleries and artist-run spaces when available.
- Graphic Novels: The library seeks to support research in the historical, literary, artistic, experimental 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. Back issues 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 and ethical 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
- Coverage of DEIA content
- 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. Due to the high cost of videos, the media collection does not seek to duplicate the collection of other institutions and relies on media booking and ILL (borrowing from other institutions) to extend access. When high use is expected and videos are not available elsewhere, they are purchased with public screening rights whenever possible, 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, usability, and dedication to DEI and accessibility. 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.

#### *6. 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, and sustainability, careful consideration is made regarding the durability or longevity of different formats.
- Price - Cost differences and cost savings are carefully considered in choosing formats in balance with the labour practices and environmental impact of suppliers. 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, access for people with disabilities, etc.)
- Space requirements
- Integrity of content - essential content may be missing or unfavourably altered

#### *7. Language*

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

#### *8. 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.

## *9. University community publications and local publishers and presses*

The library selects materials from the university community, such as *Occassional Press*, and local publishers and presses.

## *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. We commit to advocating to partnership organizations for the acquisitions of more IBPOC, accessible, 2SLGBTQQIA+ content

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**

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 may be deaccessioned. Circulation and usage statistics may be used when making weeding decisions. 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, or videos that will be used only for a limited term 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 (<https://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>). Disputes will be handled by the University Librarian.