Collection Development Policy

Sri Lanka Institute of Information Technology

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1. Introduction

SLLIT libraries resources to be managed and maintained according to the provided framework of **Library collection development Policy.** The library collection should indicate the academic teaching and subject range commencing with SLIIT degree programs. The **collection** represents the curriculum established in each faculty and variety of different subjects, language, and other related academic concerns. This policy document will enhance the strategic plan of the library which focuses to fulfill the vision & mission of the SLIIT.

1.1 Collection Development Goals:

SLIIT library is required to select, collect and maintain the materials based on the collection management principles mentioned in this document which will help to develop a healthy collection and this policy document will support accreditation programs, curricular requirements and faculty research.

1.2 Secondary Goals:

I. To select and acquire printed, non-printed and electronic materials which enable academics to perform tasks related to their academic work.

II. To select and acquire materials that require for noncurricular (recreational) needs of students and faculties.

III. Facilitating and promoting access to global collection by accessing to electronic sources and delivering primary and secondary information. (analysis, synthesis, and interpretations of primary sources)

IV. Document Delivering - Providing Electronic Document Delivering (EDD) off campus to fulfill user demand 24/7 with user authentication controls considering copyrights.

V. Acquire materials in timely and cost-effective manner.

VI. To get assistance and support from SLIIT library committee for acquiring, conserving & preserving print and none print materials to enhance the institution academic programs.

VII. Cooperate with various national and international consortia and libraries as appropriate to seek more competitive pricing for resources with the consent of the library committee.

VIII. To select and acquire additional leisure reading materials to support and enhance the reading habits of students.

2. Build up actions to enhance the usage of library collection:

I. Procurement: Mandatory task of the SLIIT library is to procure core text and recommended referencing of books related to teaching programs offered by the institution. And also it provides comprehensive range of documents including books, e books, manuscripts, journals, e databases magazines, newspaper etc. on various subjects. It provides facility of inter library loan to its users if document desired by user is not available in the library; SLIIT library interacts with different information networks to give easy access to e-sources/ databases for more users so that they could access the desired information even out of the campus.

II. Member Management: Faculty staff and student member profiles are created to provide convenient access to resources through multiple channels including library website, emails, chats, messaging, publishing notifications, allow access through mobile devices. Members can view, reserve and renew their books. Members are updated regularly with library news through social media.

III. User awareness programs: The users can access to digital resources using remote access logins. New arrivals can be located through the library website. Users are updated with recent additions using Current Awareness Service (CAS) and the researchers are connected with Selective Dissemination of Information service (SDI). Rack directions and barcodes guide users to approach print materials easily.

IV. Automated library system helps quick check-in and checkout facility and the book drop box helps students to return their books even at the time the library closure.

V. Library procurement process is based on requests of staff and students. By using the library collection usage reports the library can identify the most used books, most required books in a academic semester. Leisure reading books and magazines are procured to develop the reading habits and language skills of students.

VI. Library conducts user orientation training for the newly enrolled students to make them familiar with the resources and to acquaint them with the library system so that they could make maximum use of library services.

VII. With the help of display of new arrivals, old book exhibitions, information bulletins about new library services etc. to keep the users updated with the library activities.

VIII. Library provides reference service through reference section to establish a contact between the right reader and the right document in a personal way to attract more users.

3. The Collection

Library collection includes with different type of bibliographical formats.

Format	Items
Printed Materials	Books, Serials, pamphlets, reports
Electronic Materials	CDs, DVDs, Videos/Audios
Electronic Resources	Online databases, journals, e books, websites
Standards	Print & digital
Government Publications	Print & digital
Examination Papers	Print & digital
Thesis & Dissertations	Print & digital

4. The Community

SLIIT library catering to institutional population of over 10,000 undergraduates, postgraduates, research community and the academic and none academic staff. User materials are disseminated in different scales considering the responsibilities, work and study areas involved. (Disseminate materials as Basic reference, background and professional materials, bibliographical and core research support, learning materials according to member types)

5. The Responsibilities

Department Heads and faculty teaching staff are expected to work together to choose materials that required / recommended for each teaching modules. Library professionals to assist them by coordinating with the publishers to get the latest related resources.

5.1   Responsibilities of the Library Committee

The selection of Library materials is an important responsibility of the teaching faculty and their designated selectors. SLIIT library committee has a vital role when selecting resources to the library.

5.2 SLIIT library Committee

SLIIT Library committee is officially recognized committee appointed by the Vice Chancellor. The committee consists of Librarian, Faculty Deans, representative from the Finance division. Deputy Vice Chancellor (DVC) is chairing as the head of the committee meeting as an adviser. And the library comes under the purview of Deputy Vice Chancellor (DVC). The committee

meetings are held bimonthly and to consider the requests submitted by the departments. The committee considers the department's curricular needs and the Library's collection (print and electronic) in the subject area(s) they represent.

5.3 Role of Library Committee

The library committee collects faculty member's requests for Library materials which support their curricular and research needs. All requests are submitted by using the PR1 (Procurement Request) form stating their request, mode (print or digital) and number of copies required has to be authorized by the HOD. Material requests submitted to the library before the deadlines mentioned by the library to be tabled at the library committee meeting for recommendation. Library staff is required to call quotations for the requested items and to submit the requested lists containing author, ISBN number, prices quoted by the suppliers and the number of copies requested by the requester to the library committee. Library committee considers the relevance and importance of having materials recommended for purchasing. Library to prepare a report including recommended items with the values and signed by the library committee and the report to be uploaded to the Procurement system for budget allocation.

Budget availability and the state of the budget allocations to be checked by the Finance department and the DVC approval through the system. If the total price is more than LKR 1,000,000 it will reach to Vice Chancellor's approval. Final approved document will reach to the procurement division and the Procurement Manager to follow up the procurement rules and to disseminate the Purchase Order (PO) for vendors. Items that are to be purchased direct from the counter to be purchased by cheques or cash advance.

Faculty Representatives are responsible for all spending deadlines. Unspent funds will be spent at the discretion of the Head of the library with the consent of the library committee.

Also reference materials are selected according to the following criteria in addition to the material recommended by the faculties:

    I. Favorable reviews or mentions received by the users.
    II. Reputation of the author and publisher.
    III. Currency of the titles. (latest editions)
    IV. Date and price of the material.
    V. Language; English language preferred.

6. Allocation of Funds

The budgeted year indicated as April 1st to March 31st. SLIIT Finance Division with the consent of the VC granting the library budget for the fiscal year during a budget discussion meeting. It comprises with capital budget and the recurrent budget. One-time purchases indicated as assets of the institution.
Unutilized funds will not be carried forward to the following year budget.

6.1 Purchases under the Capital Budget
The budget for the one-time purchases determined as books, e books (perpetual access), computer accessories, furniture and development for library buildings.

6.2 Continuation of serials & electronic databases purchasing through recurrent budget:
Journal subscriptions and database subscriptions and consortia subscriptions are purchased using the recurrent budgets. Projection of the budgets for these needs to be recommended by the library committee and authorized by the higher management.

6.3 Faculty Book Budget:

It is librarian's responsibility to allocate budget out of the given block of funds to each faculty considering the programs, student capacity and future new programs by communicating with Deans and Departmental Heads.

7. Access & Acquisition of Resources

SLIIT Library is committed to provide fair and equitable access to items in its collections for academic and nonacademic staff and registered students and researchers. In general there is no restriction on access to materials to all users and access to hard copies are allowed to all users in all libraries after getting the membership. Since year 2019 this membership granted for undergraduates without any membership fee. The students who have registered prior to 2019 had to keep a refundable deposit of Rs.3000/-. The Post Graduate students are required to keep a refundable deposit of Rs.3000 and SLIIT staff have free membership.

Restrictions are applied to some rare books, reference or other special collection items and non-book formats due to cost, vulnerability, rarity, or preservation.

7.1 Digital Resources

Electronic resources are accessible to all SLIIT users. Generally licenses are successfully negotiated which provide access to electronic resources for staff and students of SLIIT regardless of location of access.

Most of the library materials are obtained by using the capital budget allocated for books and periodicals. Some additional purchases are also possible from limited recurrent budgets and from Departmental Funds.

Library ensures maximum discounts from all suppliers, publishers and services.

7.2 Donations

Library accepts gifts received from many individuals and corporate bodies. However, library will decide which items should be added to the collection after considering their subject coverage, value, and condition of the items.

7.3 Thesis & Dissertations

Theses & dissertations of SLIIT deposited in the library collected with the authorization of the faculty of Graduate Studies & Research. This will be in hard and digital format.

7.4 Conference Proceedings & Published Papers.

All SLIIT proceedings and papers published by the SLIIT community will be uploaded to the institutional repository under the terms of appropriate institutional regulations.

7.5 Leisure Reading Materials

Novels and other leisure reading books purchased using the library budget to be acquired by giving an accession number and to be add to the library catalogue.

7.6 Books on CDs

CDs that comes with books are to be recorded as CDs and to be placed in the CD cabinet and enter details to the library catalogue. Library to keep the original CD and to issue a re-write copy to users when required considering the safety of the original CD.

7.7 Following guidelines may also be applied for selecting library materials

    I.   Multiple copies of items are purchased according to the needs and requests.

    II.   Generally priority given to purchase e copies in IP based rather than purchasing many hard copies

    III.   Majority of selections are current publications (Latest edition).

    IV.   Some selection may be made in anticipation of future needs of the Institution.

    V.   Lost or stolen items may be replaced by identical or similar materials.

7.8 Criteria to be considered when purchasing Electronic Services and IP based Publications.

      I. Needs of primary clientele.
      II. Relevance of subject
      III. Cost-effectiveness: including availability and cost of updates, backup files, future upgrades
      IV. Scholarly and intellectual level
      V. Reputation and authority of producer
      VI. Confidence in producer's commitment to maintenance
      VII. Currency and validity of information and updates
      VIII. Access and network capacity: access with institutional user logins
      IX. Uniqueness and completeness of information
      X. Technical ease and accessibility
      XI. Legal issues including licensing requirement and restrictions
      XII. Copyright and fair use issues
      XIII. Archival issues - availability, cost, limitations, storage, etc.
      XIV. Availability and quality of documentation
      XV. Vendor's reliability in customer support, material availability, and quality of training programs
      XVI. Usage and limit access to be monitored

8. Conservation & Preservation

All the books to be labeled with barcodes and to be entered into library database. Books already in the collection are to be repaired or rebound after considering usage during each semester or year end.

Journal volumes of serials are to bound together considering heavy usage, theft, and vandalism. Missing or lost items will be replaced as funds permit. Readers are charged for lost books, which includes a processing cost.

9. Stock Review, Withdrawal & Relegation

It is the library's policy to withdraw items from stock, where there is no reasonable expectation of use in support of the institution objectives in learning, teaching, research and when there is no other justification for retaining them.
It is mandatory to take a stock verification each year during the time campus closure for students after the final semester examination. After the stock verification a report containing the available full stock, lost books and worn-out books. Books that need to repaired are to be dispatched for binding.

The following factors should be considered for relegation of the library item.

I.   The items that have not been borrowed for last 10 years.
II.   Superseded editions of standard textbooks.
III.   Changes of study programs which lead to specific subjects being dropped from the curriculum of the Departments.
IV.   Currency of the information, especially in computer science-based disciplines Continuing validity of older literature in certain subjects' areas, especially in humanities
         & Education.
V.   Physical condition of the item
VI.   Availability of the materials in electronic formats
VI.   Multiplicity of copies
VII.   Lost books that could not be replaced to write off from the accession register with the approval of higher authority.

SLIIT Library Learning Commons
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