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| <b>Policy Name:</b>       | Library Collection Development Policy |                               |         |
| <b>Policy No:</b>         | 210-002                               | <b>Approval Authority:</b>    | Senate  |
| <b>Volume:</b>            | 210                                   | <b>Responsible Executive:</b> | VPA     |
| <b>Chapter:</b>           | 002                                   | <b>Responsible Office:</b>    | Library |
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## Policy Statement

This policy is intended to describe how new items are selected and purchased or acquired otherwise for the library's collections. The library builds collections primarily to provide resources for the curricular and research needs of the University's undergraduate and graduate students and faculty. The library continually seeks to provide informative and reliable sources of information to support teaching and research, in line with the university's mission. The policy informs faculty, students, and the library's wider community of users as to how and why items are added to collections.

## Reason for Policy

This collection development policy is necessary to communicate and describe how designated Library staff develop and maintain collections for the University and the Library's extended community of scholars and researchers. It outlines practices and procedures to guide those with selection responsibilities and aims to describe the library's efforts to provide access to broad and specialized collection materials to support the full range of subjects taught at the University.

## Policy Applies to

- The Library

## Who Should Read this Policy

- All members of the University community

## Contacts

Library Policies: Director of Library Services (University Librarian)

## Definitions

Define any specialized terms used in the policy. List terms alphabetically using the format below.

**Term: Deselection** - the process of permanently removing books or other materials from the library's collection based on a pre-established set of criteria.

**Director** - the Director of Library Services (University Librarian)

**Licensed Materials** - any content that is not owned, but rather is accessible to the University's students and faculty by way of a contract agreement (license).

**Materials** - books, exhibition catalogues, serials (paper, digital or other media), audio and moving image media, web-based digital resources, archives.

**Novanet** - Consortium of all postsecondary libraries in Nova Scotia

Most library-related terminology can be found in the Online Dictionary for Library and Information Science, via this link:  
[https://odlis.abc-clio.com/odlis\\_s.html](https://odlis.abc-clio.com/odlis_s.html)

## Collection Development Policy

### 1. Acquisition of Materials

- 1.1. The Director of Library Services (Director) is responsible for ensuring that funds are spent appropriately and endeavours to ensure that acquisition of new materials reflects existing and new subjects taught at the University.
- 1.2. When the Library's collection budget does not allow for equitable allocation of funds across all subject areas, the Director prioritizes spending on existing teaching and research needs.
- 1.3. The Director regularly seeks recommendations from faculty and instructors to provide requests for course materials in advance of each semester, to determine spending priorities.

## 2. Selection Criteria

2.1. The library purchases or acquires materials in print and digital formats to provide for the curricular and research needs of students and faculty of the University.

2.1.1. **Books (print)** - Books in print are obtained based on selection criteria.

2.1.2. Books may be considered to fit within 3 levels of access: circulating, reference or special. Circulating books may be borrowed by NSCAD's students and faculty, by students and faculty from other Novanet member institutions, and by the wider community of borrowers. Reference books are for use in the library, and books assigned to special collections require a closer level of supervised handling and do not leave the library without signed permission from the Director of the Library.

2.1.3. The library does not usually acquire items in languages other than English, unless the visual content is not otherwise available.

2.1.4. The library will always endeavour to purchase books that are authored in whole or in part by faculty, alumni, or students, that are about NSCAD, or about NSCAD faculty and alumni.

2.1.5. The Director may choose to purchase books based on subject relevance, relationship to upcoming exhibitions, events, visiting artists and authors, a book's limited availability, general topic currency, to address gaps in the collection, and other factors.

2.1.6. *If faculty or students request an interlibrary loan for a book published within the last 2 years, the request will be reviewed for purchase if it is not yet obtainable from another library.*

2.1.7. **eBooks** - eBooks are a preferred format for course readings and are acquired with a multi-user licence whenever possible. eBooks that are limited to single borrowers are not preferred and will be acquired at the discretion of the Director. The library does not purchase personal use eBooks and does not license from textbook vendors.

2.1.8. **Serials / Periodicals** - subscription publications (journals, magazines, newsletters, etc.) will be acquired based on faculty requests, or at the discretion of the Director. The library collects materials across all disciplines with an emphasis on art and design.

Subscriptions are evaluated from time to time based on their relevance to the collection, availability of indexing, language of publication, quality of reproductions, and price.

2.1.9. **Media-** The library licences and purchases video, audio and other media based on faculty requests.

2.1.9.1. Occasionally media items requested by students may be purchased or licensed at the discretion of the Director.

2.1.9.2. Media content that is licensed by the library is solely for educational use. Any other use, including exhibition or screening outside of NSCAD campuses is prohibited.

### 3. **Accessibility**

3.1. All materials selected for the library are considered in the context of accessibility needs.

3.2. eBooks and streamed video content from vendors that offer essential and enhanced accessibility features will always be preferred.

### 4. **Interlibrary Loan**

4.1. Usage from interlibrary loans may prompt acquisitions of items, in print or in digital formats.

4.1.1. This includes books that are requested frequently from other libraries and/or articles repeatedly requested from the same journals.

4.1.2. Items requested for interlibrary loan that are out of print, rare, or otherwise unavailable via interlibrary loan may be considered for purchase.

### 5. **Deselection**

5.1. The Library's staff regularly evaluates the relevance, content, and condition of collections. Criteria for deselection can include how often an item has circulated within a set timeframe, the usefulness of an item based on changed curriculum, physical condition, outdated or superseded content, space needs, and other factors.

5.1.1. Items identified in the deselection process may be considered for replacement, repair, or digitization.

### 6. **Preservation and Repair**

- 6.1. Books and other items that have significant institutional, regional, monetary, historical, artistic or research value will be considered for binding, repair, conservation, or digitization.
- 6.2. Items are selected for digitization based on preservation needs, institutional value, or to facilitate sharing for research purposes.

## **7. Replacement and Disposition**

- 7.1. Lost or damaged items will be considered for replacement. Consideration for replacement will be based on selection criteria outlined in section 2.

## **8. Donations**

- 8.1. The Library accepts donations that meet the following criteria:

### **8.2. Donation Criteria**

- 8.2.1. Books and other items offered as donations are evaluated and screened before accepting to the collection. Acceptance of materials is at the discretion of the Director of the Library and library staff.
- 8.2.2. the significant cost and space requirements of managing and storage of books must be considered.
- 8.2.3. Donations must be relevant to the Library's collection content and subject areas.
- 8.2.4. Duplicates of items already held in the collection may not be accepted.
- 8.2.5. The Library may not accept items that are heavily damaged, marked up, or otherwise in poor condition.
- 8.2.6. The Library may accept donations of periodicals at the discretion of the Director of the Library.
- 8.2.7. The Library cannot accept donations in outmoded formats (VHS, cassette tapes) unless the items possess unique or archival value to NSCAD.
- 8.2.8. Items that are illegally obtained or copied shall not be accepted.

### **8.3. Agreement of Donation**

- 8.3.1. Donations to the Library are usually unconditional.
- 8.3.2. Materials donated to the Library become the property of the University and the Director will determine the use of donated items.

- 8.3.3. The Director and the donor must agree upon any special restrictions or conditions at the time of donation.
- 8.3.4. The Library will provide a donation agreement for the donor to sign if the donor requests one.
- 8.3.5. Donors are acknowledged with bookplates unless specified otherwise.

## 8.4. Tax Receipts

- 8.4.1. At the request of the donor, the University can provide a tax receipt for gifts. The donor must provide a detailed list of items to be issued a receipt.
- 8.4.2. The condition of books is evaluated using guides to used book conditions, such as that found at [abebooks.com](http://abebooks.com).  
<https://www.abebooks.com/books/rarebooks/collecting-guide/understanding-rare-books/guide-book-conditions.shtml>
- 8.4.3. Book values are assigned based on the price range typically found from sites such as [bookfinder.com](http://bookfinder.com), [abebooks.com](http://abebooks.com), or specialized booksellers.

## Forms and Tools

### Academic Accessibility Policy

#### Constitution of the Nova Scotia College of Art and Design

[https://navigator.nscad.ca/wordpress/wp-content/uploads/2020/03/NSCAD\\_CONSTITUTION\\_AND\\_BYLAWS-Documents\\_Master-June-2019-1.pdf](https://navigator.nscad.ca/wordpress/wp-content/uploads/2020/03/NSCAD_CONSTITUTION_AND_BYLAWS-Documents_Master-June-2019-1.pdf)

**-Gift Acceptance Policy** [https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/11/UR\\_GiftAcceptancePolicy.pdf](https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/11/UR_GiftAcceptancePolicy.pdf)

#### **-Nova Scotia College of Art and Design Act (Ch. 138 of the N.S. Statutes of 1969).**

<https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/12/ActOfNSCAD.pdf>

### Name of Document                      Link to document

For documents found on the NSCAD website, the link will be: <http://nscad.ca/site-nscad/media/nscad/filename.pdf>

(Replace “filename.pdf” with the actual file name and extension of the target document.)