

## Collection Development and Management

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**Abstract:** - *Collection Development is a dynamic process, as also collection management. Libraries should have collection development and management policies. The paper discusses the basics of collection development and management and the related policies. It recommends that the collection development policy of electronic resources should be established carefully and meticulously designed and followed according to the standard of ACRL.*

**Keywords:** Collection Development, Acquisitions

### 1. Introduction:

Libraries are playing very a vital role in developing the nation by giving high quality services to their users. Collection development is the process of planning and acquiring a balanced collection of library materials in any form and format and in all disciplines. Emerging digital era has an impact on libraries. Collection development and management policies have changing trends. The process of collection development includes selection and reselection of current and retrospective materials, including gifts-in-kind, planning of coherent strategies for continuing acquisition, input in preservation decisions.

Selection of materials for libraries has been around as long as libraries have. These early

libraries were small with relatively few materials. Academic libraries seldom had continuing budget allocation in their first centuries and, therefore, selection was not a major concern. Most support for academic libraries collections came from gifts of books or donations to purchase them. Most gifts were gladly accepted. Student library fees were charged at several institutions.

### Definition:

- 1) Process of acquiring resources to build a collection that meets the needs of the curriculum and the instructional process.
- 2) Archives: Records that have been appraised to have historic value and therefore require permanent preservation or the place where such records are kept.

- 3) Library collection Development is the process of planning and acquiring balanced collection of library materials many formats, including books, periodicals, online resources and other media.
- 4) Wather E. Helmke: Collection development refers to the process of building and maintaining the library's collection. The collection development policy establishes the principles used.
- 5) Library collection development is the process of meeting the information needs of the people (service population) in a timely and economical manner using information resources locally held, as well as from other organizations.
- 6) Collection development: The process of planning building and maintaining a library's information resources in a cost- efficient and user relevant manner.

#### **Collection Management:**

It is the application of quantitative techniques, such a statistical and cost-benefit analysis, so the process of collection development.

The current trends in digital environment.

- ❖ Complete revolution in the status of collection development.
- ❖ The focus is upon the digital resources.
- ❖ In house-born or converted.
- ❖ Building linkages between users and the net-base information. Environment gained popularity.

#### **Collection Development Policies:**

Collection development policy is the course of action adopted for developing the collection of stock in a library. A Policy can be an unwritten convention or a written document. But in the case of library collection development policy should be there clearly spelt out in a written form.

- ❖ In fact there is no written policy in majority of libraries.
- ❖ The word policy means a set of guidelines designed and developed for a specific purpose.
- ❖ Collection development policy is important of guiding the transition from print to electronic.
- ❖ Much of the-e-collections are un systematic
- ❖ Good policy can ensure consistency of approach among staff and serve as a planning tools for managers
- ❖ Hence there is a need to create an integrated policy statement.

#### **Need For Collection Development Policy:**

The need of Collection Development policy is to establish operating guidelines for the planned development of a quality collection of reading material to meet the educational needs of student and faculty at the university even point as guided by the mission of university. The Mission of the university, college library is to provide users with information and access to information in support to scholarly activity and research student learning, teaching excellence and

curricular development learning, teaching excellence and curricular development.

### **Collection Development and Management**

#### **Policy:**

- a) The library manages the budget through a series of ledgers on the library management system.
- b) Expenditure target dates are set annually to give guidance on expenditure throughout the year.
- c) The purchasing power of the budget is susceptible to variations in the exchange and inflation rates.
- d) The library works openly with academic staff to identify realistic costs and advise on budget options for new courses and programmes.

#### **Selection Criteria:**

- a) Subject content: support curricula, addition to existing collection, authoritative accurate.
- b) Resources, whether purchased, donated, freely available on the internet or identified for digitization, are selected primarily by academic staff, subject librarians, library staff with responsibility for collection development.
- c) The Library should arrange trials of resources from electronic producers to access suitability for inclusion in the library collection.
- d) Demand, Suitability to curricular support.
- e) Currency and comprehensiveness.

- f) Cost. E.g. lower handling and overhead costs. Number of simultaneous users included in license terms.
- g) Reliable, Stable and permanent access.

#### **Conclusion:**

The collection development policy of electronic resources should be established carefully and meticulously designed and followed according to the standard of ACRL. Electronic sources by nature are unique and varied. Complete replacement of traditional sources by electronic sources may happen gradually over a considerable period of time. The introduction of electronic sources should complement the present collection.

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