

 <p><b>S P Jain</b> <b>School of Global</b> <b>Management</b></p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<p><b>Library Resources Collection Development Policy</b></p>
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## 1. Purpose

The Library Resources Collection Development Policy is intended to guide the library's collection development activity in order to ensure that staff and students have access to the necessary academic resources to support their learning, development and scholarly endeavours. The policy ensures that the library develops and maintains a range of relevant, current and appropriate scholarly information to support staff and students. The policy is directly relevant to and supports the learning, teaching, research and scholarship endeavours of S P Jain School of Global Management (S P Jain).

## 2. Scope

The development of the School's library's learning resources collection is an inclusive program involving library and academic staff, as well as student users.

## 3. Policy Principles

- a. The S P Jain libraries exist to support teaching and learning, academic endeavours and scholarship through the provision of appropriate learning resources, up-to-date and accurate information, and to provide services required by staff and students.
- b. The libraries act as the most convenient point of access for the required materials and information. They actively seek to make library users aware of library resources and services, which are also made available electronically.

- c. The libraries serve to provide and promote access to information resources that are integral to the scholarly endeavours of students, staff and researchers of the School.
- d. The School's libraries aim to have primarily electronic and digital resources. This will be achieved by purchasing electronic versions of material in preference to print or hardcopy versions. Electronic materials are available through the library catalogue and via the library knowledge portal on Blackboard 24/7.
- e. The School may supplement access to broader collections by entering into collaborative partnerships with other libraries, educational and professional organisations to add value to the library services.

#### **4. Collection Development and Review Process**

- a. The S P Jain library collections support the teaching, learning, scholarship and research of staff and students, through careful selection and purchase of learning resources.
- b. Since library materials and information come in a wide variety of formats, the library fulfils its mission by buying materials in both print and non-print form. Multimedia and learning tools such as DVDs, e-journals, online simulations, case studies and CDs are examples of other resources being purchased for the collection.
- c. When selecting materials, the librarian considers the relevance to the School's programs, the learning outcomes of each course, the number of copies required to support the student cohort, the date of issue, the profile of the author, and whether the material is a seminal work and/or an emerging area of scholarship. The librarian will also consider:
  - i. that materials are relevant, accessible and provided in a timely fashion
  - ii. that materials represent diverse academic perspectives of pertinent topics and issues.
  - iii. that materials are presented accurately, clearly, and in a readable manner.
  - iv. Besides books, the library maintains an extensive collection of reference books, journals, magazines, DVDs, CDs, e-journals and electronic databases to meet the informational needs of the library patrons. The librarian will consider whether or not the material under consideration duplicates materials already in the library's collection.
- d. The S P Jain Librarians support the research and scholarly activities of staff and students through subscriptions of online resources and databases such as EBSCO business source complete, ProQuest Business complete, Euromonitor, Thomson Reuters Eikon terminals as well as subscriptions to premier business news sources.
- e. The decisions of purchasing and acquisitions are made according to the teaching and learning needs of the faculty members and in consultation with the library staff, to ensure that all students readily have access to electronic and or physical

library and information resources required to achieve their learning outcomes for their courses for all modes of delivery and degree levels.

- f. Major library resource acquisitions will be made through consultation with the Learning, Teaching and Quality Assurance Committee (a subcommittee of the Academic Board) and if significant resources or unplanned expenditure is required, approval by the Board of Directors will be required.
- g. For each subject that is delivered, the Libraries hold copies of the prescribed and recommended texts.
- h. Other than in exceptional circumstances, all book orders and journal subscriptions for resources required as working tools or professional reference by staff will be purchased by the library staff.
- i. The libraries provide targeted services that are aligned to developing the research priorities of the School and to support researchers and their activities.
- j. The Library accepts gifts of materials that fall within the scope of the resource collection development policy and are approved by the Library Manager. Materials are accepted on the condition that the Library manages what is held and what is not needed, and where items will be shelved. Only items which will develop the collection are added.
- k. The Librarians give preference to electronic subscriptions which allow greater access of electronic resources from any location.
- l. The library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.
- m. On regular intervals, librarians conduct and seek feedback from its users about its collections and their relevance to school curriculum. On the basis of feedback from users and following ongoing review and replacement of collections to ensure currency and quality, updates will be made to each collection.
- n. Deselection of library materials is essential to ensure an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Library staff is responsible for conducting ongoing evaluation and for maintaining the quality of the collection. As an overall principle, the library will retain a single, 'last copy' of all titles held. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.
- o. This Policy is reviewed and revised annually in order to reflect the changing information environment and the changing needs of students and staff of the School. This includes the review, stock take and weeding of all library items.

### **Related Policies and Procedures**

- a. Library Collection Development Procedures

