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TITLE PAGE

LNSS PILOTING MODULE No:8

TITLE OF MODULE: LIBRARY COLLECTION DEVELOPMENT POLICIES

COURSE MATERIALS: Presentations, Useful Links, List of Suggested Literature, Training Materials

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ERASMUS+CBHE Library Network Support Services: Modernizing libraries in Western Balkan countries through staff development and reforming library services (LNSS) 561987-EPP-1-2015-1-IE-EPPKA2-CBHE-JP



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Library Network Support Services



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MODULE DESCRIPTION

Type: Training

Semester: Winter,

Spring

Target Audience: University Librarians from Montenegro (2 times/year)

Teacher expertise: Senior Librarian

Teachers: Bosiljka Cicmil

Language: Montenegrin

Prerequisites: Teaching experience, familiarity with syllabus and course description, Module 8: LIBRARYCOLLECTION

DEVELOPMENT POLICIES

Restrictions: N/A

Supplementary regulations:

N/A

Module Summary: The Library Collection Development Policies is intended to provide guidelines for consistent and systematic development of the balanced, high quality and profiled library fund and access to all potential sources of information that support learning, teaching and research. Collection development policy represents a foundation for the entire process of development, maintenance and management of funds, starting from the selection of materials that shall be procured until their potential extraction and write-off from the library funds. Collection development policy helps library staff to implement goals related to the Library mission, reduces the impact of subjectivity and individual responsibility for the development of funds, and informs the academic community and potential users about the organization, content and of development of funds at the University, as well as the services provided in terms of access to material and information. In addition to that, it provides protection against unnecessary and inadequate gifts and material based on various forms of discrimination (racial, religious, political, etc.).

It contains 7 topics:

1. Development of funds
2. Purchase of materials
3. Funds
4. Access to library materials and information
5. Evaluation of library funds
6. Revision and write-off



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Overall aim: To introduce Library Collection Development Policy to University Librarians, as guidelines for consistent and systematic development of the balanced, high quality and profiled library fund and access to all potential sources of information that support learning, teaching and research.

Learning outcomes:

- a) Concept Definition / Principles and understanding of the Collection Development Policy**
- b) Improved understanding the process of document procurement and write-off in accordance with the university Collection Development Policy**
- c) Increased knowledge about applying new information and communication technologies in collection development**

MODULE STRUCTURE

ECTS credits: 1 credit

Study Hours: 30 Hrs (12 hrs. in-class meetings and 18 hrs. of independent work)

Taught Hours: 12

- Day 1: 2 academic hours (90 minutes)
- Day 2: 2 academic hours (90 minutes)
- Day 3: 2 academic hours (90 minutes)
- Day 4: 2 academic hours (90 minutes)
- Day 5: 2 academic hours (90 minutes)
- Day 6: 2 academic hours (90 minutes)
- Day 7: 2 academic hours (90 minutes)

Units:

- Unit 1: Development of funds
- Unit 2: Development of funds
- Unit 3: Purchase of materials

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Unit 4: Funds			
Unit 5: Access to library materials and information			
Unit 6: Evaluation of library funds			
Unit 7: Revision and write-off			
Independent Hours: 18			
Total: 30			
Assessment scheme			
Types of assessment:	Units:	Weighting:	Learning Outcomes:
Pre- and post-test evaluations will be conducted to check the comprehension of the module	1-10	Not relevant	Overall understanding of the topic
Assignment 1. Group work : Development of funds	1-10	20%	Comprehension of Development of funds
Assignment 2: Group work Purchase of materials Funds	1-10	20%	Understanding the role and importance of the Purchase of materials and Funds

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group presentation)			
Assignment 3: Group work Access to library materials and information Evaluation of library funds	1-10	20%	Understanding the role and importance of access to library materials and information Evaluation of library funds
Assignment 4 Group work Revision and write-off Active participation (group discussions)	1-10	20%	Importance of Revision and write-off for quality development of collections
Presence	1-10	20%	
Description of types of assessment			
The course will focus on understanding Development of funds, Purchase of materials, Funds, Access to library materials and information, Evaluation of library funds, Revision and write-off. It will also form new skills and abilities for identifying, selecting, and working with informational resources. Lastly, the course will focus on the use of search engines and electronic databases to find online resources in different disciplines.			



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Assignment 1: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to understand strategic planning and development of funds.

Assignment 2: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to effectively plan Purchase of materials in order to achieve quality development of Funds.

Assignment 3: Presentation/Homework assignment (20%). Working in small groups (3 or 4), the participants will be able to provide Access to library materials in accordance with the Collection Development Policy and apply the principles of Evaluation to library funds.

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COURSE PLAN					
Activity day	Lesson Topic	Lesson Activities	Estimated student work time in minutes/ hours	Lesson Outcome	Assessment forms
Day 1	Development of funds	1. Teacher Presentation: The LNSS project, goals, objectives, and the role of the course within the project. 2. Module 8 Presentation: Library Collection Development Policies 3. Collection Development Policy Terms and Definitions 4. Discussion on the assigned Reading.	45 minutes 25 minutes 20 minutes	Understanding the project, the role of the course, and the CDP including its terms and definitions	Projector, Notebook, Presentations

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Day 2	Development of funds	Teacher Presentation: Collections Development Principles	45 minutes	Understanding the Collection Development Principles	Projector, Notebook, Presentations
		Discussion on the assigned reading.	45 minutes		

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Day 4	Funds	<p>Teacher Presentation: Development of funds</p> <p>Collection development policy stages</p> <p>Acquisition methodology</p> <p>Discussion on the assigned reading.</p>	<p>45 minutes</p> <p>45 minutes</p>	<p>Understanding the Collection Development stages and acquisition methodology</p>	<p>Projector, Notebook, Presentations</p>
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Day 5	Access to library materials and information	<p>Teacher Presentation:</p> <ul style="list-style-type: none"> • Access to library materials • Access to printed information • Access to electronic catalogues • Catalogue searches • Access to online information • Search methodology <p>Discussion on the assigned reading.</p>	<p>30 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>15 minutes</p>	Familiarity with access to different formats and sources of information, search methodology and assessment of their relevance	Projector, Notebook, Presentations, Internet resources
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Day 6	Evaluation of library funds	Teacher Presentation: Evaluation of library funds Obstacles and challenges	45 minutes 30 minutes 15 minutes	Improved ability to make quality assessment of library funds in terms of their relevance and existing requirements.	Projector, Notebook, Presentations
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Day 7	Revision and write-off	Teacher Presentation: Principles of revision Criteria for write-off	45 minutes 30 minutes 15 minutes	Group Discussion about the Revision and write-off Discussion on the assigned reading Final discussion
TRAINERS GUIDE				
Activity title				Activity description
Day 1. Development of funds		Teacher Presentation: 1. Principles of Development of funds		Projector, Notebook, Presentations

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<p>Day 2. Development of funds</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. Principles of Development of funds 	<p>Projector, Notebook, Presentations</p>
<p>Day 3. Purchase of materials</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. Purchase 2. Gifts 3. Mandatory copy 4. Exchange 	<p>Projector, Notebook, Presentations</p>
<p>Day 4. Funds</p>	<p>Teacher Presentation:</p> <ol style="list-style-type: none"> 1. Monograph publications 2. Serial publications 3. Doctoral and Master theses 4. Referent collections 5. Non-book materials 6. Legacies 	<p>Projector, Notebook, Presentations</p>

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<p>Day 5. Access to library materials and information</p>	<p>Teacher Presentation: <ol style="list-style-type: none"> 1. Catalogues 2. Customer Management Policy <p>Group Work: Practical Activity</p> </p>	<p>Projector, Notebook, Presentations, Internet resources</p>
<p>Day 6. Evaluation of library funds</p>	<p>Teacher Presentation: <ol style="list-style-type: none"> 1. Evaluation of library funds Quantity and Quality criteria <p>Group Work: Practical Activity</p> </p>	<p>Projector, Notebook, Presentations</p>
<p>Day 7. Revision and write-off</p>	<p>Teacher Presentation: Different criteria concerning revision and eventual write-off of materials, all in accordance with effective Collection Development Policy.</p>	<p>Projector, Notebook, Presentations</p>
<p>LIST OF SUGGESTED LITTERATURE</p>		



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