



Collection Development for effective services delivery in Libraries

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ABSTRACT

This study discusses the concept of collection development in libraries. Various factors have to be taken into consideration while developing a qualitative collection for the benefit of the users. These factors include policies, principles, techniques and procedures, problems associated with collection/ development and weeding out as well. It is equally important to evaluate the collections to assess its use and moreover the usefulness of collection development in electronic environment. On this note, the researcher discussed extensively on the Automated Collection Development. Also the Ordering of Electronic Resources, Major types of internet purchase. The researcher conclude that, library professionals need to take utmost care in developing a balanced collection, which enhances the quality of the library. The study is attempted on the basis of experience.

KEYWORDS : COLLECTION DEVELOPMENT, LIBRARY

I. INTRODUCTION

Libraries in the universities, facilitates the implementation of educational planning and objectives and promotes the efficacy of education. To achieve this, the library should assemble, maintain and extend a collection of books, periodical, pamphlets, newspapers, maps, musical stores, films and sound recording and other such materials that the library may consider for a library of high standing and make the facilities of the library available to the members of the university community.

In view of above and ever increasing demand for information material along with the publication explosion and financial limitations, it becomes necessary to develop a collection development policy which serves as a guide for planning and most useful to library community. More so, the policy ensures judicious use of scarce library resources to provide for the need of the university community. According to Ifidion,

[2006], it is absolutely essential for the library to possess the resources that will enable it to meet its goals. He maintained that beautiful buildings, well trained staff and modern information storage retrieval system can only be appreciated if excellent services are given to the users. These he asserts cannot be given without live collections by assiduously studying the documents relating to the establishment of the parent institution and/or the library in order to determine the under listed;

1. The functions of the parent institution and the objectives of its library
2. The client to be served and the level at which each category will operate.
3. The discipline that constitute the primary areas of interests.
4. Proximity of other library resources.
5. Amount and regularity of annual books subvention.

Furthermore, Collection development is one of the most challenging and imaginative processes of the library profession whereby, the library staff acquires a variety of materials to meet the demand of its users. The phrase „collection development“ does not seem to be new to the librarians for most of them often use it as a synonym for the terms „selection“ and „acquisition“. It may, however, be pointed out that „collection development“, as also mentioned by Gardner and rightly so, is more encompassing a term since it involves more than just selection and/or acquisition.

COLLECTION DEVELOPMENT

In recent years, the term "Collection Development" has come to encompass a board range of activities related to the policies and procedures of selection, acquisition and evaluation of library collection. Collection development is an important activity of a librarian. The users are the best judge of the collection of a library. They are in the best position to know what is available in the library and what is not. They can better tell whether the collection is really satisfying their information



needs or not. Again, of all types of library users in university, researchers and scholars are in an advantageous position to offer comments on the quality of the collection, because they are well familiar with the whole range of literature in a given subject area. They may therefore, usefully suggest as to what could be acquired in order to strengthen the holdings and also fill in the gaps in the existing collection.

The practice is concerned with selection and acquisition of information materials in the library. Adequate collection is the most important resources in the library required to meet the need of its client. One of the fundamental function of the library and information profession is collection development. It is the aspect of the practice that is responsible for ordering and purchasing library material that will enable librarians and information specialist to perform their myriad function to the users effectively.

LIBRARY

To a layman, the library is a place where books are kept. However, that is what library is not. If a library is where books are kept, then a bookshop can be regarded as a library, as books are kept there in numbers. Certain conditions are to be met before a place can be regarded as a library. From the above afore-mentioned, according to Obiora, [2004] a library can be understood to mean a place where professionally selected and acquired books and non-book material are processed and orderly arranged to make/for easy location, retrieval and use.

Simply put a library is a storehouse and documented knowledge which have been professionally acquired after selection, processed and orderly arranged for easy location, retrieval and use. Library is usually a subunit or subsystem in any institution or organization. It can be posited that a library is a subunit or subsystem in any organization that is charged with responsibilities of selecting, acquiring and processing of print and non-print material to make orderly storage/arrangement, easy location, retrieval and use.

The difference between a library and bookshop can now be spelt out. Libraries are manned by librarians while bookshops are manned by book sellers. The books in bookshop are not catalogued and classified as those in libraries. There is no provision of a reading room or space in a bookshop. People are not allowed to read books

in a bookshop let alone borrow them for home reading.

II. LITERATURE REVIEW

The concept of collection development is central to the professional practice of librarianship since the whole notion of library is fundamentally associated with the idea of collection. Collection development is one of the most significant area of librarianship. It is the backbone of all libraries particularly university library services; and it is important for the librarian to develop his collection in an organized way [Oluwatoyin et al [2009].

He further stated that, the term 'collection development' which is also sometimes considered synonymous to 'collection building' it by its very nature a group of activities that Includes all such activities

- Accessing the user's needs
- evaluating the present collection
- Determining selection parts of the collection
- Planning for resource sharing.

More so, Dhiman and Rani [2005] in Oluwatoyin and et al [2019] asserts that, collection development in libraries has to be done on sound principle; only then will the library can succeed in meeting it's define aims. On the other hand. Sinha, (2002) further stressed that, the concept encompasses the design of a process for selecting bibliographic materials to meet the needs, goal, objectives and priorities of a library. The major function of collection development plan is to identify procedures for acquiring new materials. The plan should also help in allocating the budget to meet various needs, and establish policies for reviewing and modifying the plan to meet the changing needs. Storage, weeding, and preservation policies also need to be established as part of collection management. Collection development implies building up collection with quality material through proper acquisition and weeding policies.

(Srivastava, 1994) in Wilson and Tauber, observed that the library committee of a university should be a representative of the university; its members should be chosen for their interest in the development of the resources and services of the library; and its functions should be informative and advisory rather than administrative and executive. They further observe that normally, it has few powers, as it is intended to serve in an advisory rather than in administrative capacities. In our country, universities and colleges usually have.



In the view of the above, one can easily say that, Collection building may involve a library that is starting an initial collection or an existing library collection. Through collection development, the weakness of a library collection are identify and then strengthened. Several activities are involved in the process of strengthening the collection. Such activities are elements in collection developments which includes the following:

1. Assessment of reader's needs
2. Formulation of collection policy
3. Budget analysis, allocation and collection
4. Location of material in the library
5. Evaluation of the collection
6. Weeding of the collection
7. Selection and acquisition of the material
8. Presentation of library material
9. Resource sharing
10. Interpretation of collection for patron
11. Special bibliographic instruction for potential researched and library users

Furthermore collection development can be said to be all the effort that goes into the continuous addition, updating and replacement of library books, periodicals, audio and visual materials. It is also describes as a cluster of functions which together, shape the holding in the library such as funding, selecting, ordering, receiving, processing, recording, management, collection weeding, maintenance and resource sharing.

AUTHOMATED COLLECTION DEVELOPMENT

The internet has transformed many parts of the acquisition and establishing process. Publishers post their catalogue on their webpages rather than printing and mailing many copies to the libraries. Rather than mailing fliers with announcement of new books, companies send mail to subject selectors. Vendors have created databases that enable libraries order materials online and to check on the status of orders. Acquisition personnel use electronic discussion list to seek information about published or systems. To acquire electronic resources, acquisition personnel must identify, order, receive and pay for material just as they do for books, serials and media. Because the process of acquiring electronic resources involves verification IP [internet protocol addresses, variable pricing ranges, and licensing agreements [a written contract between the or institution and entity authorizing access to certain digital information and electronic materials that are

sets for specific terms, rules, and regulations of use on the particular database or product. The acquisition of electronic resources are more complex and time consuming. The process of acquiring electronic journals require more time, more staff, and a higher level of staff than when dealing with print journals. There are more decision making at every steps, with result of ordering electronic journal according to Curtis & Tarango, [2000]. Electronic resources may be in form of journals, books databases or indexing and abstracting tools. Electronic resources acquired by libraries are available over the internet, although some resources are still published on CDROM. A few resources are free but scholarly electronic resources are expensive which means it must be bought before use. More so the resource maybe leased after a year or more and pay as you use it can be purchased outright.

METHOD OF ACQUIRING LIBRARY COLLECTION

PURCHASE: Libraries can purchase or lease electronic resources from publishers, vendor or consortia. Most of the larger subscription services and larger book vendors can supply electronic serials and books just as they supply prints to the libraries. The internet has transformed many parts of the acquisition and publishing process.

PUBLISHERS: Post their catalogues on their web pages rather than printing and mailing many copies to the libraries. Rather than mailing files with announcement of new books, companies, send mail nature to subject selection. Acquisition personnel use electronic discussion list to seek information about publisher and system.

VENDORS: have created databases that enable libraries to order materials online and to check on the status orders. Some large approval vendors include electronic books in their approval programs, profiling the books in their databases and providing access to the items to their consumers.

CONSORTIA: A library consortium is a group of libraries working together for a common purpose. Consortia about libraries to purchase access to electronic resources for all members of the group which makes possible for libraries to acquire resources they could not afford separately. The consortium may share an integrated library system including all functions from acquisition through online catalog, or it may share only a single module such as its online catalog. Consortium catalogue



maybe large statewide system or may include only a few libraries in a geographical area. Consortium catalog allow members to share information about their resources. Patrons can see what material are available without searching individual catalogue. Internet books stores enable libraries to verify bibliographic. Information about books company price of books, receive email notice about new books in specific subject area, [2] order materials online and locate out-of-print books. The library can use some of the internet book callers, such as;

1. Amazons. Com [[http:// www.amazon .com](http://www.amazon.com)]
2. Access June 1, 2003], exist only on the internet. These sources may offer available materials including media as well as books. They offer very rapidly delivery and will usually either set up account for library or accept institutional credit cards. The shipping and handling will vary, as will the discount. If items are needed immediately, these books are one of the faster ways for libraries to obtain their desired materials. Many consortia have negotiated with publishers to provide electric resources toothier consortia members. The goals are either lowering cost to members or increasing access to materials, occasionally both goal can be achieved. Statewide consortia such as Ohio link have licensed electronic collection for all their library providing with greatly increased resources.

ELECTRONIC DATABASES: Electronic databases are files of materials supplied either by publishers or abnegators [a company providing electronic databases that both include indexing and full-text content that may have been published in wide range of resources] and compared that gather materials from a publishers. Some database are created by combatant companies while others are produce by non- profit groups. Some database are expensive while others are free. Any type electronic publication may include in a databases. Databases such as: EBSioshost's Academic search Elite contains references to articles are well as the provides access to the complete content of academic journals.

GIFT AND EXCHANGE: Gift and exchange is a way of acquiring books by means other than purchase, usually through donation of items or by trading items with other institutions. Nearly all the types of libraries receive donations of materials. According to Clark [1990] he assert that gift and exchange are a valuable and viable method for bringing unique materials to the library.

Johnson [1993:1] agreed with Clark by extending his own view that 'gift materials are desirable because it can strengthen a library's holding fill gaps, supply replacement and provide materials not available through purchase'. John demonstrated further that donation may 'strengthen institutional relationship with individuals who may make additional donations. Leonhard [1999,54] on his own commented that gifts maybe one method for academic libraries to supplement the shrinking number of monographic purchase resulting from the combination of lack of budget increase and rising serial prices.

Gift materials are solicited or unsolicited. Solicited donation are collection that the institution wants and works to acquire. Such collection are frequently valued and required considerable time and effort to obtain. Unsolicited donations, which are the most frequent type of gifts, have not been requested by the institution, may arrive unexpectedly, and range greatly is useless. Under a properly worked-out their publication as well as those of their parent organization as a means of collection building.

LEGAL DEPOSIT: Libraries serves as a repositioning and giant memories of their parent organization. It is therefore mandating at least four copies of all publication originating from any arm of organization be deposited with the library for storage and future reference. Publication like dissertation, project works addresses, seminar papers and proceedings, question papers, brochures, calendars prospecting, hand books, journals, books, audio visual recording, photograph, regalia etc., made within the organization must be deposited in the required number of copies with the organization's library. This is also a recognized method of collection building.

ORDERING ELECTRONIC RESOURCES

The ordering of electronic resources began with identifying the title is to be acquired. Just at the process of ordering books serials does. However the process of acquiring resources is more complex. Acquiring the electronic resources the acquisition personnel must identify the cost, the desired level of access, and technical support required to support the resource. Acquiring personnel may all be responsible for obtaining renewing licensing agreement and contract, these documents must be reviewed and approved before acquisition approves the invoice for payment.



IDENTIFYING COSTS: Some of electronic resources are purchased while others require annual subscription. Still others combine the purchase and subscription models by requiring a large initial purchase fee and smaller annual maintenance fee. In addition to this, the initial or annual costs, acquisition personnel access to the resources. In some cases access to the information leases when the library stops. Subscribing, while other publishers provide perpetual access to the information that was available while the library was subscribing to the resources.

LEVEL OF ACCESS: Only the student and employees of the institution purchasing the resources may use some internet resources, other resources may be available to anyone using the libraries.

Technical Support: Acquisition must work closely with systems department in order to determine whether new electronic resources can be supported by their institution. Some database consisting of full text books require special software to view and print materials.

INTERNET PURCHASE PLANS

Libraries that purchase books through internet or automatically may establish agreements with vendors in which the vendors supply materials automatically without having libraries issue individual orders for all the items. The plans may include; material published by specific companies materials in specific subject or formats.

MAJOR TYPES INTERNET/AUTOMATIC PURCHASE PLANS ARE

1. **STANDING ORDER:** Standing order plan are generally established between publisher and libraries. This type of automatic purchase plan makes publishers to send to the libraries all their new publication or the publication in a specific areas. The libraries will keep all materials and return the faulty items. Libraries can also purchase standing order through approval plan vendor to receive larger discount and to reduce possible duplication with the title provided on the approval plan.
2. **BLANKET ORDER PLAN:** This type of purchase plan are usually established between vendors and libraries. It makes the vendors to send newest published titles to libraries; it may be about a specific subject or may be published in a designated country or region. The library keeps the good ones and return the faulty ones.
3. **APPROVAL PLANS:** Approval plans are contractual agreements between libraries and vendor on basis that, the vendors will supply

current and newly materials or bibliographic notification form to the library. Creating approval plans libraries and vendors are required to agree on types of materials they desired.

TYPES OF APPROVAL PLANS

1. **SIZE AND SCOPE:** They may be limited to narrow areas, such as those covering the literature of an individual country, music scores or art exhibition catalogs. This type of plans is good for special libraries or research libraries.
2. **GENERAL APPROVAL PLAN:** This type of approval plan provides extensive coverage of most US and UK trade publishers, handling materials in all the subjects areas and in many formats. This general approval plan is used by large academic and research libraries.

BENEFITS OF APPROVAL PLANS

1. It allows libraries to review materials before deciding items before purchase
2. It helps the libraries and vendors to create profile that guide them on what subject publisher, prices, physical format, languages, geographic emphases and intended audience level they desire
3. Libraries and vendor work hand in hand for effectiveness
4. It allow libraries to review the actual materials, rather than relying on review
5. It also provides materials shortly after they have been published
6. It reduces delays in abstaining materials and ensuring that the material will be acquired before they go of print
7. Material are supplied to a discount negotiated with the libraries
8. It helps keep libraries build strong basic collection easily
9. Materials as well as the weeding of information material no longer needed.

III. SUMMARY

This paper presented explanatory about collection development in University libraries. Collection development covers several activities related to the selection policy, of library collections, selection, the determination and coordination and weeding. The assessment of the needs of users and potential user, acquisition and weeding. The goal of any collection

Development organization must be to provide the limits of its fiscal and personal resources.



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