



**UNIVERSITY OF KWAZULU-NATAL  
LIBRARY ACQUISITIONS POLICY  
Ref:CO/01/1903/10**

<b>Structure consulted*</b>	<b>Target date for discussion**</b>	<b>Date approved/discussed#</b>
Faculty of Engineering	Board meeting 18.02.2008	13.02.2008
Nelson R. Mandela School of Medicine	Referred by the Dean to the Medical Library Advisory Committee (see below)	
Medical Library Advisory Committee	17.06.2008	17.06.2008
Campus Library Advisory Committees	June 2009	Approved with comments
UKZN Library staff	June 2009	Approved with comments
Faculty of Education	Board meeting 31.10.2007 and 18.2.2009	18.02.2009
Faculty of Humanities, Development & Social Sciences	Board meeting 18.02.2009	18.02.2009 with comments
Faculty of Law	Board meeting 18.05.2009	18.05.2009 with comment
Faculty of Health Sciences	Board meeting 16.02.2009	16.02.2009 with comments
Faculty of Management Studies	Board meeting 17.02.2009	17.02.2009 with comment
University Teaching & Learning Committee	Committee meeting 25.08.2009	25.08.2009
University Research Committee	Committee meeting 09.12.2009	09.12.2009
Custodian:	Director of Library Services	
Policy approved by:	COUNCIL	Date: 19 March 2010
Policy effective date:		Date:
Policy review structure & date:		Date:
Implementation responsibility:	Director of Library Services and the Library Executive Committee comprising the campus librarians and the heads of service sections (Library Information Systems and Technical Services)	
* Revision recommended by: <small>Senate or Council committee</small>		Date:
* Revised policy approved by:	COUNCIL	Date:
Implementation procedures approved by: <sup>2</sup>		Date:

\* Delete if inapplicable

## **A: Policy statement**

### **1. Purpose statement**

The purpose of this policy is to ensure that the acquisitions of the University of KwaZulu-Natal Library support the purpose of the University.

### **2. Introduction and background**

The main purpose of any university is the advancement of knowledge. The advancement of knowledge is achieved by:

- Research at the frontiers of knowledge, as well as scholarly activity that deepens understanding of current knowledge
- Effectively passing knowledge on to the next generation
- The application of the results of research to the benefit of society

The university library is a resource, central to the research and teaching activity of the university. The purpose of a university library is to promote the vision of the university through the provision of collections and services in an environment that encourages the advancement of knowledge through creative study, original research, and intellectual exchange. In addition, a university has a responsibility to the general academic community, the local community, and the nation, to maintain and extend the collections that constitute a large part of the nation's intellectual capital.

### **3. Definition of terms – Collection levels**

#### **Level One: Undergraduate collection**

An undergraduate collection supports an undergraduate programme offered by the University, including all significant works of recorded knowledge pertaining to such a programme.

#### **Level Two: Postgraduate collection**

A postgraduate collection supports an Honours and/or Masters level programme offered by the University, including all significant works of recorded knowledge pertaining to such a programme.

#### **Level Three: Research collection**

A research collection supports a major research thrust of the University. In these areas wider collections will be available. Specialized research journal subscriptions, research monographs and postgraduate level texts not related to graduate teaching programmes will be associated with Level Three collections.

#### **Level Four: Special collection**

A special collection is one in which the University collects significant works on a theme in order to make them available to national and international researchers, for example, the Campbell Collections, Alan Paton Centre collections. This type of collection will be

developed only in exceptional circumstances where the University has a unique standing in a particular field.

#### **4. Objectives of the Policy**

The objectives of this policy are as follows:

- Set priorities for the acquisition of material based on academic criteria;
- Ensure that different disciplines of learning are served equitably;
- Recognise that the traditional academic library is a store of intellectual capital, but that the modern academic library has an additional function and that is to provide access to resources of intellectual capital that are distributed throughout the world; and,
- Maintain collections at an appropriate level.

#### **5. Scope of the Policy**

This policy refers to all collections in centralized and decentralized settings in the University of KwaZulu-Natal.

#### **6. The Policy**

**6.1. Collection development** on each campus of the university is the responsibility of the Director, working with the Campus Librarians. For most purposes this responsibility is delegated to subject librarians, working in defined fields in close consultation with academic staff of the University. For general reference works and journals, Library management will be responsible for establishing collections that best serve the University. Finances permitting, there will be an annual call for additions to and a review of the journal collection.

**6.2. Level One** collections will be developed to support the University's undergraduate programmes. Access to all the major journals in the field will be available and major textbooks will be kept as current as possible.<sup>1</sup>

**6.3. Level Two** collections will be developed to support the Honours and Masters level programmes offered by the University. Access to at least one specialist journal per programme will be available.

**6.4. Level Three** collections will be developed in subject areas in which the University maintains active research programmes. Colleges should define the level three collections needed to serve their research needs. The motivation for such collections will be based on the research publication output of the Schools/Units/Centres/Groups and the existence of active Masters and Doctoral programmes. The existence of a University Research Centre, approved in terms of the University research policy, is sufficient motivation for a level three collection. The maintenance of a collection at this level will be reviewed regularly but at least every five (5) years.

**6.5. Level Four** collections will be developed only in exceptional circumstances where the University has a unique standing in a particular field. The decision to establish such a collection will be taken by the Senate on the basis of a detailed motivation which includes a full analysis of the budget implications. The collection will be provided with

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<sup>1</sup> Academic staff and subject librarians should review textbook collections at least every five (5) years.

a separate allocation from the UKZN Library's materials budget and the maintenance of the collection at this level will be reviewed regularly but at least every five (5) years.

**6.4 The physical location** of collections will be located mainly on the campus where the School in which the programme is offered, is situated.

**6.5 Programmes on more than one campus:** If a programme is offered on more than one campus, the collection will be housed at the campus where the order originated. If modules in a discipline are offered on a campus which does not house such a programme, a small proportion of the collection will be allocated to that campus, in consultation with the relevant lecturers.

**6.6 Duplication of materials:** The Library will provide the most extensive collection possible with the available resources. Unnecessary duplication conflicts with this strategy. Generally only one copy of any monograph per campus will therefore be purchased. Duplication may be justified if **a book is in heavy demand** OR the book is on the recommended<sup>2</sup> list for a course, in which case one extra copy for each additional 50 students in a course, up to a maximum of five (5) copies may be held in a single library. Should more copies be needed, a strong motivation will be required.

**Note:** it is not the function of the UKZN Library to circumvent the need for a student to own copies of prescribed books. Duplication of prescribed textbooks is not justified beyond the same levels as for recommended books.

**6.7 Gifts and donations** consistent with the acquisition policy of the UKZN Library are welcomed and encouraged.

## **B: Procedures and guidelines for implementation**

### **1. Budget allocation:**

A budget, based on the Resource Allocation Model (RAM), will be developed by the Library Executive Committee to cover the following components: Library materials; staffing; and supplies and services.

The **library materials budget** will be allocated according to a formula based on the RAM model. These funds will be used for the acquisition of books, monographs and journals, both in hard copy and electronic form, as well as infrastructural costs and services necessary to make these resources available to users.

Each year on 1<sup>st</sup> November **unspent funds** assigned for purchasing monographic materials for individual Schools, Centres or other independent academic entities will be pooled and used to fill outstanding orders.

The Director's discretionary fund may be used for reference works and well-motivated special circumstances.

### **2. Purchase of library materials:**

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<sup>2</sup> A **prescribed** textbook is one that the student is required to have available for constant reference during a course. A **recommended** book is one that is suggested for occasional reference and supplementary reading during a course.

- **Monographs:** Subject librarians are responsible for assessing recommendations from the academic community and ensuring that they are in accord with the collection level. They will add to and modify recommendations to ensure that the needs of the collection are adequately covered.
- **Journals** (and other continuing resources): The recommended journal should be on the SAPSE list or must be supported by a motivation from the Faculty. In setting priorities the following will be taken into account:
  - Current utilization by students and staff;
  - Fraction of papers falling within a defined level three or four field/s
  - Rank by impact factor within its own ISI category where appropriate;
  - Frequency of publication by UKZN authors in the field.
- The UKZN Libraries will maintain journal collections in the ISI category **MULTIDISCIPLINARY SCIENCES** and equivalent multidisciplinary journals in the IBSS list subject to a review based on the criteria as set out in 2.2. above, every five (5) years. Particular attention will be paid to acquiring as complete a collection as possible of research journals published in Africa.
- Other journals: there are other journals, having an academic purpose, that do not fall within the scope of organisations such as ISI and IBSS. These include: literary journals; carriers of intellectual debate; current affairs periodicals, and current newspapers. Motivations recommending subscriptions to such journals will be considered on merit.
- **Choice of medium for journals:** the preferred medium is electronic format on a University-wide basis provided that there are not significant disadvantages associated with specific journals. Disadvantages will be considered on a case-by-case basis, taking the following into account:
  - The relative **costs** of electronic and paper subscriptions. Costs of printed media should take into account cost of binding, cost of shelving, and cost of accommodation over and above subscription cost. For electronic media, where access is provided to a remote site, the cost is subscription cost only. It is assumed that the marginal infrastructural costs are small.
  - Whether there is an embargo period for the most recent articles;
  - Whether the electronic subscription provides access during the period of subscription only or is access provided to the archive? The assumption should be that for most academic subjects the **historical archive** is of great importance. In a few subjects – often technological – the subject matter is ephemeral and only current access is important.
  - Whether the publisher has made appropriate arrangements to maintain the archive as storage technology changes.

### 3. Receipt of gifts and donations

Prospective donors are encouraged to discuss their proposed gifts with the Director and the relevant campus librarian. Donors will also be asked to take into account that there are costs over and above the intrinsic value of the gift, associated with its accession, display, and preservation. It may not always be in the best interests of the Library to accept the gift as there is little value in a gift that duplicates existing holdings. UKZN Libraries also cannot accept gifts that are subject to restrictions by the donor.

If gifts are accepted they become the property of the University and the Libraries reserve the right to determine the location, use, and retention of the material.

### 4. Discarding

Books will be discarded when their contents are outdated or inaccurate or when new editions become available, depending on the topic and the quality of the books. The responsibility for reviewing collections will be delegated to the subject librarians responsible for those collections in consultation with relevant academic staff. Books will also be discarded when their pages become soiled through use or from age (provided, of course, that they are not valuable). As demand declines for books of which multiple copies are kept, duplicates will be gradually disposed of.

## **5. Responsibilities**

The Director of Libraries and the Library Executive Committee, consisting of the campus librarians and the heads of the service sections (Library Information Services and Technical Services) will be responsible for implementing this policy.

## **6. Authority**

This policy will be reviewed at least every **three** years and amendments will be approved by Council on recommendation by Senate.