

<b>Policy Name</b>	<b>Collection Policy</b>
Approved By	Library Advisory Committee and the Council of Deans
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### 1. Introduction

#### Mission and Vision

- **University Vision**  
To be a premier university internationally recognized for its world class research and distinguished teaching.
- **Library Vision**  
To be a leading research library providing ubiquitous access to information using innovative strategies to drive intellectual exchange and the creation of knowledge.
- **Library Mission**  
To enable a culture of life-long learning through collaboration, engagement and outreach. The library aims to provide seamless access to information using innovative and leading edge technology. The Libraries is committed to delivering exceptional services and building dynamic relationships with the SMU community and beyond.

#### Purpose of Policy

This policy is intended to define the direction and purpose of the SMU Libraries' collections. It outlines the scope of what resources are appropriate to acquire and to retain in fulfillment of the SMU Libraries' mission and vision.

#### Budget

The development and management of the SMU Libraries' collections are guided by this policy within the scope of available financial resources. The University allocates funds to the Libraries for the acquisition and processing of resources. The Chair of the Collection Policy Committee oversees the allocation of the collections budget. Decisions regarding appropriate resources are made in consultation with librarians



and the faculty. Collections are regularly evaluated and adjustments are made to meet the teaching, learning and research needs of the SMU community.

### **Cooperative Purchasing with Other Schools, Centres or Departments**

The SMU Libraries purchases or subscribes to resources jointly with other schools, centres or departments, as appropriate. The Libraries will request co-funding of a resource, typically a subscription to an electronic database, electronic journal package or data set for the following reasons:

- The cost is high and usage of the resource, in the first subscription year, is uncertain
- The cost is high and will only benefit a small number of users from a specific school, centre or department
- Regardless of whether resources are funded in part or wholly by another school, centre or department, the Libraries will assume responsibility for administration, i.e., managing the licensing, authentication, and discovery of the resources

## **2. Scope of Collection**

### **General Description**

In 2014, SMU has six degree granting Schools:

- School of Accountancy
- Lee Kong Chian School of Business
- School of Economics
- School of Information Systems
- School of Law
- School of Social Sciences

### **Selection Goals and Priorities**

SMU Libraries focuses on providing 'just in time' access (as opposed to 'just in case'), to the electronic and print resources that are relevant to the teaching, learning and research needs of the SMU community.

### **General Criteria for Selection**

#### **Purchased Print Resources**

The criterion employed in the objective evaluation process includes:

- Quality of content
- Cost
- Suitability of format to content
- Authoritativeness of the author or creator



- Reputation of the publisher
- Physical condition of the item
- Currency and timeliness
- Scope
- Does not needlessly duplicate coverage already in the collections

### **Subscriptions to Electronic Resources**

In addition to the criterion listed above, for print purchases, the following is also considered:

- Cost per use analysis
- Access restrictions
- Licensing requirements
- Full text search availability and inclusion within subscribed databases
- Ease of use
- Availability of equipment or technology required for use
- Availability of usage statistics, preferably COUNTER compliant

### **Access to Non-purchased Print Resources**

The SMU Libraries does not and cannot hold every resource requested by users. Access to resources not held by the Libraries may be provided through interlibrary loan and document delivery services. SMU Libraries has agreements with a number of Singapore and overseas libraries for this purpose.

### **Gifts**

New acquisitions for the Libraries' collections are increasingly digital rather than print. The Libraries will, however, accept donations that are not available digitally and which will enhance the collections in the subject areas currently taught and researched within the University. Owing to space constraints and the need to avoid unnecessary duplication, it is necessary for the Libraries to be selective in deciding what may be accepted.

### **Preferred Languages**

Most resources selected are in the English language except for basic and representative works in any other language taught at SMU. Exceptions to this are foreign language dictionaries, encyclopedias, other reference tools determined to be necessary to support the curriculum and research.

### **Exclusions**

Generally the following types of materials are not collected unless there is special justification or consideration. For example, resources covering or containing objectionable topics, unless required for course work or research by academic staff, or juvenile materials except when required as course materials.

### **3. Collection Evaluation & Maintenance**

#### **Evaluation**

The SMU Libraries' collection is user-centric with collection policy decisions informed by on-going user feedback (the faculty, librarians, students and staff) and strategic collection assessment and analysis.

#### **Multiple Copies**

In general, SMU Libraries avoids retaining multiple copies of resources. Exceptions to this policy include copies needed in more than one location (e.g. Special Collections and Reserves), different versions of a work, and high-use resources.

#### **Deselection of Print Resources**

Due to space constraints and the changing foci of teaching and research at SMU, the collections are regularly evaluated for appropriateness and condition. Consideration is given to the age of the collection, usage statistics, physical condition of materials, inaccurate, outdated, and misleading information (except where historically significant), and suitability for the collection before a resource is deselected.

#### **Deselection of Electronic Resources**

Different subject areas obviously require different applications of generally accepted deselection principles. Nevertheless, ongoing evaluation of electronic resources (databases and indexes) is a necessity because of the dynamic nature and increasing costs of such resources. Consideration is given to the use of the resources, coverage, currency, reliability of the content. Decisions regarding deselection of electronic resources are made in consultation with the faculty.

### **4. Discrete Collections**

#### **Reserves**

The Reserves collection provides short-term access to resources in support of current courses offered at SMU. Reserve resources circulate for shorter periods of time to ensure access for all students in a class. Resources are placed in reserve on a semester basis, usually at the request of the faculty and include resources from the circulating collection, resources belonging to the faculty, and electronic resources.

#### **Law**

The Law collection is designed to provide the resources necessary to support teaching and research by the School of Law and courses in Law taken by undergraduate and postgraduate students of other schools. The Law collection is developed according to the SMU Libraries' Collection Policy with the following additional guidelines:

### *Format*

- Loose leaf titles: Electronic format is preferred. Print loose leaf titles are included in the collection only if they are not available in electronic format.

### *Level*

- Works aimed primarily at the legal practitioner are not collected unless they are required for a course. However, major works of equal importance to the legal practitioner and the academic lawyer, such as Chitty on Contract, are collected.
- Student textbooks and books of cases and legal resources are collected only in so far as they are needed for teaching.

### *Multiple copies*

- Singapore Law Publications – One print copy of any book title published on Singapore Law is deposited in Special Collections for preservation purposes.
- The Library keeps at least one copy of all superseded editions of Law books.

## **Special Collection**

Special Collection refers to print resources and other physical media resources that have restricted access for purposes of preservation or exceptions to exclusions (per the Scope). Resources in the Special Collection include:

- SMU publications, including faculty publications
- SMU dissertations / theses
- Rare materials
- Materials in a fragile physical condition
- Second copies of Singapore Law Publications

## **Faculty Publications**

Faculty Publications refer to scholarly works authored or edited by SMU Faculty. One print copy or e- copy of the publications will be acquired for the Special Collections. Faculty Publications are displayed at the Faculty Publications Display shelves at the Kwa Geok Choo Library. Acquisition and collection management guidelines for the Faculty Publications are in the [Faculty Publications Display Guidelines](#).

## **Archives**

The archives or the University Heritage Collection (UHC) aims to collect resources that document the origins, history, development, activities, and achievements of SMU. It collects resources in print and digital format with a preference for the digital format to minimize physical storage requirements. The UHC collection includes:



- Oral history interview transcripts of founding and selected SMU faculty, staff and students
- Photographs of SMU buildings, events and activities
- Programs of special events, e.g., convocations, commencement

### **Institutional Repository**

The institutional repository, InK, (Institutional Knowledge), manages the research and scholarly works of the SMU community. Works in InK include:

- Publications and research outputs, (e.g. articles, research data), by faculty and staff with SMU affiliation
- Publications by existing SMU faculty prior to joining SMU
- Scholarly publications by the schools (e.g. journals and conference papers) and Institutes, Centres, Labs and Initiatives (ICLis)
- Publications and research outputs by SMU postgraduate students, especially theses and dissertations in electronic format

More information on the scope of InK can be found in InK's [collection guidelines](#).

### **Lifestyle**

The Lifestyle Collection @ SMU Libraries serves as a recreational reading collection of popular works, supporting SMU's holistic education approach. The Lifestyle collection acquires contemporary bestsellers and other popular works including self-help titles, travel guides and hobby books, e.g. cookbooks.

### **Magazines and Newspapers**

The Magazines and Newspapers collection serves to provide library users with light-reading magazines and current issues of popular journals. The Libraries provides one browsing copy of each major local newspaper and selected foreign newspapers.

### **Media**

The Libraries provides access to films, television programs and series for teaching, learning and recreational purposes. These include award nominated feature films, documentaries, film or television programs or series that meet the curriculum and research needs of an academic program, and other historically significant works.

#### *Format*

- The format of the media resource varies (DVD, Blu-ray, and Streaming) according to the most suitable format available.

## **Games**

The Libraries provides access to board games and video games for teaching, learning and recreational purposes.

## **E-Examination Papers**

The Libraries provides access to examination papers, through the Libraries' web page. The collection is not comprehensive; exam papers are uploaded at the request of faculty.

## **Donated Collections**

### **Maritime Association of Singapore Collection**

In 2018, the Libraries gratefully acknowledged a donation of \$10,000 from the Maritime Association of Singapore. The funds were used to purchase books on the topic of Maritime Law. This collection is interfiled with the Law Collection.

### **Tham Yoke Meng Collection**

In 2009, the Libraries gratefully acknowledged a donation of \$50,000 from Ms. Tham Yoke Meng. The funds were used over five years (2009-2013) to purchase books on the topic of Dispute Resolution. This collection is interfiled with the Law Collection.

### **Kyobo Book Centre Collection**

The Libraries gratefully acknowledged the donation of 100 titles from Kyobo Book Centre Co. Ltd of South Korea. Professor Kim Kyun-Hwan, a visiting Professor, School of Economics from August 2009 to July 2010, was instrumental in making this gift possible. The subjects covered include Korean Art, Culture, Food, History, Business and Economy.

### **VK Rajah SC, Mr. Quentin Loh SC and the Partners of Rajah & Tann**

The Libraries gratefully acknowledged a comprehensive set of law reports and reference materials donated jointly by Mr. VK Rajah SC and the partners of Rajah & Tann as well as Mr. Quentin Loh SC. The donation aids in the teaching of Law as well as the development of legal scholarship within SMU. The donation was part of the Law library of Rajah & Tann.

## **5. Specific Formats**

The criterion for selection depends on the suitability of the format to best support the teaching, learning and research needs of the SMU community. Given the cost of holding the same material in different formats, duplication will be avoided whenever possible. Electronic format is preferred over print for reasons due to the ability to provide anytime, anywhere access and better utilization of space within the Libraries.



### **Books/ebooks**

SMU Libraries focuses on providing 'just in time' access to the electronic and print books that are relevant to the teaching, learning and research needs of the SMU community.

### **Journals/ejournals**

The SMU Libraries provides access to print and electronic journals to support the teaching, learning and research needs of the SMU community. Titles are routinely reviewed and evaluated in consultation with the faculty and librarians and according to the SMU Libraries' Collection Policy.

Electronic format is preferred with the following exceptions:

- Browsing titles selected for the "Magazines and Newspapers" collection
- Titles with graphical content that are of significant relevance to the curriculum, and which may not be available or presented in a desirable format in the electronic medium
- Cost of subscription to the online version is significantly higher than that of the print version
- Technical difficulties in providing seamless access
- Electronic format is not available

### **Databases/Indexes**

In the context of this policy, a database is defined as a large, regularly updated file of digitized information (bibliographic records, abstracts, indexes, full-text documents, directory of entries, images, statistics, etc.). When subscribing to databases and indexes, the following criteria, in addition to the general selection criteria, will be considered:

- Distinctiveness, overlap, coverage
- Web-based databases are preferred over locally-hosted databases

### **Newspapers**

The SMU Libraries provides access to print and electronic newspapers to support the teaching, learning and research needs of the SMU community. Titles are reviewed and evaluated in consultation with the faculty, librarians and staff according to the SMU Libraries' Collection Policy.