



# COLLECTION MANAGEMENT POLICY

## CONTENTS

Introduction .....	4
Strategic Objectives of the Jamaica Library Service .....	5
Objectives of Collection Management Policy .....	5
Responsibility for Selection .....	6
Budgetary Provision .....	6
Criteria for Selection	
General Statement.....	6
General Criteria for Material Selection.....	7
Textbooks.....	8
Computer Based Material.....	8
Gifts.....	9
Criteria For Exclusion of Material .....	9
Specific Criteria For Selection	
Adult Collection, Non Fiction.....	10
Collections of Excellence.....	10
Adult Fiction.....	10
Young Adult Collection.....	11
Children’s Collection.....	11
Reference Collection .....	12
Local Collection -Jamaica.....	12
West Indian Collection.....	12
Periodicals.....	13
Newspapers.....	13
Pamphlets, Reports, Brochures.....	13
Collection for ‘Special Needs’ Clientele .....	14
Material for New Literates .....	14
Material for the Visually Impaired.....	14
Policy Regarding Provision of Multiple Copies.....	14
Replacements.....	15
Weeded Material.....	15

Copyright .....	15
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Appendices

A. Collections of Excellence.....	16
B. Additional Criteria for Certain Non-Fiction Subjects .....	17 - 18
C. Guidelines for Donation of Materials.....	19- 20
D. Weeding Guidelines.....	21 -24

## **INTRODUCTION**

The Jamaica Library Service was established in 1948 to provide, maintain and promote free public library services. In 1952 responsibility for the establishment of a School Library Service was added to its portfolio.

In implementing its Collection Management Policy the Jamaica Library Service is guided by the following Vision and Mission Statements and the Core Values of the Organisation:

### **VISION**

In the year 2016, we are a well-resourced, well-managed and technology-enhanced organization, with well trained, competent and satisfied staff providing universal access to information and knowledge, resulting in excellence in customer service, an information literate society and a positive impact on national development.

### **MISSION**

The Jamaica Library Service exists to enable national development through the creation and support of a knowledge-based society of culturally aware lifelong learners by providing universal access to information. This will be achieved by being customer-focused and technology-enhanced; in an aesthetically pleasing environment; and by a well-trained, competent, motivated and empowered team.

### **CORE VALUES-RICOA**

**Respect**

**Integrity**

**Commitment**

**Open-mindedness**

**Accountability**

Jamaica Library Service is also guided by the IFLA/UNESCO manifestos for public and school libraries, the Jamaican Copyright Law, The Access to Information Act, The Universal Declaration of Human Rights.

## **STRATEGIC OBJECTIVES OF THE JAMAICA LIBRARY SERVICE**

In fulfilling its mandate the Jamaica Library Service is guided by the following strategic objectives:

- 1 To create an information-literate society
- 2 To have satisfied customers
- 3 To achieve universal access to information and knowledge
- 4 To have in place a team of well-trained, competent, high performing and satisfied staff
- 5 To have in place a well-resourced, effective and efficient organization

## **OBJECTIVES OF THE COLLECTION MANAGEMENT POLICY**

- The Collection Management Policy sets the broad parameters for the selection and acquisition of material (print, non-print and electronic) which will enable the Jamaica Library Service to achieve its strategic objectives. The policy therefore, seeks to:
- ensure the acquisition of print and non-print material and access to electronic material of a standard and range that will encourage both personal, community and national development.
- ensure the acquisition of material of sufficient range and depth to satisfy the needs of the varied clientele served.
- Provide material to support and enrich the educational, recreational and informational needs of the school community taking into consideration its varied interests and abilities.

## **5. RESPONSIBILITY FOR SELECTION**

Ultimate responsibility for materials selection rests with the Director General who operates within the framework of the policies determined by the Jamaica Library Board. The Director General may delegate the day-to-day responsibility for selections to staff qualified to interpret, guide and apply the policy.

## **6 BUDGETARY PROVISION**

The Ministry of Education and Youth is responsible for the provision of the collection development fund. The fund is expended to achieve a collection reflective of users' needs and distributed across the formats of print, paperback editions included, non-print, electronic and across the divisions of:

- Non-Fiction
- Fiction
- Young Adults
- Children
- Reference
- Literacy Collection
- Material for New Readers

While financial considerations often limit acquisitions in respect of quantity, the Jamaica Library Service will always strive to maintain the qualitative criteria necessary for the development of good collections. The Jamaica Library Service will seek to provide additional funding for collection development through the following avenues: various fund-raising activities, the resources of the Jamaica Library Service Foundation and collaboration with other foundations, local and international.

## **7 CRITERIA FOR SELECTION**

### **GENERAL STATEMENT**

The Jamaica Library Service selects material for its collection in accordance with professionally accepted guidelines. Selections are made within the contexts of purpose, mission, usage statistics analysis, budget, and knowledge of information needs of the various constituents. Books and other materials are selected on the

bases of their literary, educational, informational and recreational value. Selection is guided by open-mindedness and responsiveness to the needs of the Jamaican public as well as to facilitate the pursuit of lifelong learning.

Material is selected on the basis of the work as a whole and not by a part taken out of context. Selection of any material is not an indication of the library's endorsement of the author's viewpoint. Selection of Material for Adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of library collections rests with their parents, guardians or care-givers.

In building and maintaining its collections, the Organization will at all times be guided by the public interest.

## **7.1 GENERAL CRITERIA FOR MATERIAL SELECTION**

The chief criterion of selection is the overall intrinsic value of the material. Works which present a true reflection of some aspect of life which may contain explicit or graphic language are not automatically excluded. Attempts are made to cover all viewpoints of controversial issues.

Selection is dependent on:

- professional evaluation of material examined first hand.
- expert knowledge of previously published material.
- knowledge of authors, genres and styles.
- careful use of the expertise and professionalism of reviewing aids.

Additionally, each acquisition is examined for:

- contemporary significance
- cultural diversity
- heritage of the society
- demand

- relation to existing collection
- availability of material elsewhere in the community
- appropriateness for the intended user
- relevance to school curricula
- accuracy
- authority of the author
- reputation of the publisher
- special features such as bibliographies or indices
- value of material in relation to its cost
- recommendation of reviews
- price and format

Selections are made primarily from the publications in the English language. However, the Jamaica Library Service recognizes its responsibility to respond to that sector of the public which may have needs in languages other than English. As a result guidelines for collection development in languages other than English are included in **Appendix B**.

The intention is to expose library users and ultimately the entire population to the outstanding published output of the world.

## **7.2 TEXTBOOKS**

Although the needs of all readers are considered in building the collection, textbooks will only be selected when the subject is not adequately covered in the generally published titles or the text is a standard work for which there is no reasonable substitute.

## **7.3 COMPUTER BASED MATERIAL**

The Jamaica Library Service is committed to providing information in a variety of formats. The computer-based resources collected include but are not restricted to:

- Digital information through the Internet
- Online Databases

- CD-Rom Databases
- Software programs
- Digital Versatile Discs (DVDs)
- Electronic Books

Criteria for the acquisition of computer based resources include:

- accuracy
- currency
- authority
- ease of use
- compatibility with available equipment
- impact on staffing resources
- licensing fees and usage restrictions
- value relative to cost.

#### **7.4 GIFTS**

Donations of relevant material in good condition are accepted. All gifts are evaluated in terms of the collection development goals and the Jamaica Library Service reserves the right to determine how they are allocated. **Appendix D** details guidelines for Donation of Materials

#### **7.5 CRITERIA FOR EXCLUSION OF MATERIAL**

The Jamaica Library Service subscribes to the principle that the public has a right to read and to have access to collections not subject to any form of ideological, political or religious censorship nor to undue commercial influence. However, it defends the principle that it has a responsibility, within its resources and professional competence, to exclude material which does not meet the criteria set for selections.

## 8 SPECIFIC CRITERIA FOR SELECTION

### 8.1 ADULT COLLECTION

#### Non-Fiction

The selection of non-fiction titles seeks to build a collection which is as diverse as possible. The accent is however, on books of general interest, but works of merit which may have less immediate appeal are purchased to meet possible future demand, and for their intrinsic value. The selection of non-fiction is intended to ensure:

- The widest possible coverage of subject fields
- The most objective, diverse and relevant representation of works for all levels of known and anticipated use

Referrals or inter-library loans are made for clients with research or technical requests beyond the scope of the selections. **See Appendix B** for Additional Criteria for Non-Fiction selections.

#### Collections of Excellence

Beginning with Fiscal Year 2003/2004 material will be deliberately selected to establish subject collections of excellence to be located in the Regional Libraries and at the Headquarters Library. Material selected for these collections must meet the same general criteria for selection. **Appendix A** details the locations and subjects. In addition, each Parish Library will maintain a collection of material specific to the parish.

#### Adult Fiction

Adult Fiction selections will aim at providing variety rather than an unlimited duplication of individual titles. The following are selected, with the objective of maintaining a balance between popular and more literary types of fiction:

- Titles which have maintained their popularity over a long period of time.

- Titles or series which have simple plots to meet the needs of borrowers with limited reading ability.
- In the case of works of less popular, or less well-known authors or new works, selection will depend on the weight of evaluation in reviews, position on best sellers' lists, assessment by more than one member of the selection panel.
- Fiction of West Indian origin and background with special reference to Jamaica will be acquired in more than one edition, if editions differ significantly.

## **8.2 YOUNG ADULT COLLECTION**

The Young Adult Collection aims to satisfy the special needs and interest of adolescents at various stages of maturity. Selections therefore seek to ensure that the Collection:

- deals with the physical and emotional development of Young Adults
- provides insight into the social and economic challenges experienced during the adolescent years
- provides information on a variety of subjects in an attempt to broaden the interest of young people and satisfy their thirst for knowledge
- maintains a good balance between fiction and non-fiction
- contains material of special interest to reluctant readers.

## **8.3 CHILDREN'S COLLECTION**

This collection serves children from birth to age fourteen. A basic core of standard works is maintained for all libraries and old favourites

are re-ordered as often as is possible. Selection of material for children's collection aims to ensure the provision of:

- The best publication of children's works, both fiction and non-fiction.
- Picture Books, in order to introduce the youngest children to the exciting world of literature.
- Material for reluctant readers and older children with limited reading skills.

Selections for the children's collection will reflect the basic criteria of appropriate format, good illustrations, characterization, locale, cultural diversity and atmosphere.

#### **8.4 REFERENCE COLLECTION**

Reference materials are those which are consulted within the library. Material for both the Adult and Children's collections will mirror the general collection in its coverage of subject fields. Selections are made of standard reference works capable of fulfilling sophisticated as well as simple needs.

#### **8.5 LOCAL COLLECTION – Jamaica**

The Jamaica Library Service seeks to select material written by Jamaicans or written about Jamaica which meet stated selection criteria. Maps, plans, newspaper clippings, literary, biographical and artistic works of the area, house journals of local industries, brochures, photographs, theatre programmes, and other ephemera are among the items collected.

#### **8.6 WEST INDIAN COLLECTION**

West Indian writing is increasing rapidly and improved documentation and communication systems allow better access to

published material. While attempting to cover the entire gamut of creative writing and appropriate reference material, the Organisation selects only such academic writing as is likely to be of interest to the general public. Users requesting material so specialized as to be regarded as falling outside public library norms, are served by referrals to the National Library, to libraries serving institutions of higher education, by inter-loans and by electronically generated information.

## **9. PERIODICALS**

The term periodical is used here interchangeably with journal and magazine. Acquisition of periodicals seeks to maintain a good balance between subject journals, news interests and those catering to recreational needs. Additionally, periodicals are purchased to:

- Maintain relevance and currency and to provide information not available elsewhere.
- Serve as book selection aids and to provide the professional with current trends in his/her area of expertise.

Constant review of material is undertaken to ensure that subscriptions remain in place for only those which are topical and relevant.

## **10. NEWSPAPERS**

Copies of newspapers are obtained for current information and for the clippings file.

## **11. PAMPHLETS, REPORTS, BROCHURES**

Criteria for selection of these include relevance, topicality, currency and historical value. Items that fall in this category include:

- Government and institutional publications.

- House Journals of local industries
- Publications of local associations and organizations

Individual libraries collect ephemera of particular interest to their locale.

## **12. COLLECTION FOR ‘SPECIAL NEEDS’ CLIENTELE**

The Jamaica Library Service in recognition of its mandate to provide access to information for all seeks to ensure representation of user specific material in all media.

### **12.1 MATERIAL FOR NEW LITERATES**

This collection will include simplified material reflecting the interest of all age groups.

Material chosen for this collection will follow the criteria of excellence which is applicable to other types of acquisitions.

### **12.2 MATERIAL FOR THE VISUALLY IMPAIRED**

The needs of visually impaired persons are very similar to those of sighted readers, and the criteria used for selection of material will also apply to this type of material with special considerations given to the requirements of the medium. In addition to audio-tapes, digitized audio books and large print, material are selected to meet the needs of the visually impaired and include both fiction and non-fiction. The necessary ICT support for access will also be provided.

## **13. POLICY REGARDING PROVISION OF MULTIPLE COPIES**

The provision of multiple copies will be guided by demand and in relation to the overall library programmes and policies.

#### **14. REPLACEMENTS**

Withdrawn material are not replaced automatically. In replacing material several factors are taken into consideration viz:

- number of copies in stock,
- cost of binding versus cost of new copy,
- presence of similar or more current material in the collection.

#### **15. WEEDED MATERIALS**

Over time, material previously selected may be weeded (withdrawn) from the collection because it no longer satisfies the criteria previously used in its selection, nor meets the objectives for the collection. **Appendix D** details the Weeding Guidelines.

#### **16. COPYRIGHT**

In the implementation of the Collection Management the Jamaica Library Service undertakes to operate within the provisions of the Jamaican Copyright Law.

## APPENDIX A

### COLLECTIONS OF EXCELLENCE

Librarianship	Headquarters
Children's Literature	Headquarters
West Indian Collection, Non Fiction	Headquarters
West Indian Collection, Fiction	Headquarters
Fine Arts and Culture	Kingston & St. Andrew Parish Library
Tourism	St. James Parish Library
Bauxite , Horticulture, Norman Manley	Manchester Parish Library
Marcus Garvey and Bob Marley	St. Ann Parish Library
Environment and Disaster Management	Portland Parish Library
Community Development and Dry Farming	St. Elizabeth Parish Library

## **APPENDIX B**

### **ADDITIONAL CRITERIA FOR CERTAIN NON-FICTION SUBJECTS**

#### **Drama**

Popular works including one act and seasonal plays especially for performance in schools and churches are acquired. A good representation of the best known playwrights is included either in collected works or as individual plays and in more than one edition where practicable. Caribbean plays in English are acquired whenever they appear. Texts on the theatre, play-writing, costumes are included

#### **Languages**

There are no significant language divisions in the population, but languages are taught in Schools and Colleges, some visitors come from Europe, Latin America and Asia, and diplomats and business people require material in some foreign languages, mainly Spanish, French and German. Tourism also highlights the need for a working knowledge of the language of the country from which visitors come. The collection is not likely to be extensive, but certain basic material is provided in limited quantities to support the national programmes. Simple stories in the more widely used European Languages e.g. Spanish, French, German are selected. Texts on learning the language are bought sparingly.

#### **Law**

Selection includes the history and workings of legal and judicial systems, the constitutions of various countries and commentaries on these. Works of general interest to the layman such as the accounting of famous cases and legal histories by eminent advocates are acquired. The Laws of Jamaica are acquired for each library

#### **Medicine**

Selection is limited to the history of medicine and to works of general interest to the layman inclusive of community health and environmental concerns which impact on medical matters. Medical dictionaries suitable for the layman are acquired for the reference collection.

### **Music**

Works on musical appreciation, the history of music, musical instruments, biographical material and general background reading on the subject area are selected but scores, except in special cases, are excluded.

### **Religion**

Selection is based on material of general interest rather than of abstract theological theories. The history of religions, of denominations and individual churches may be selected. The Authorised Version of the Bible is selected for all Libraries, but various versions of the Bible and the Holy Books of other religions are bought in limited numbers only. Commentaries on the Bible and books on religious living are included. Extreme care is taken in the evaluation of material which is controversial, or represents the propaganda or extremism of sects and cults. Doctrinal matter is excluded.

## APPENDIX C

### GUIDELINES FOR DONATION OF MATERIALS

The Jamaica Library Service welcomes the donations of both print and non-print material for its collections. As at the financial year 2008 / 2009 the public library network includes 13 Parish Libraries, 68 Full-time Branch Libraries, 45 Part-time Branch Libraries and bookmobile stops in 465 communities island-wide. The School Library Network include 926 schools ranging through Infant, Primary, and Secondary. The greatest need is for books for children and young adults, but adult fiction and non-fiction are equally welcome.

All gifts are evaluated in terms of the collection development goals. All gifts must be in usable condition and the library reserves the right to decide on the disposition of donated material. Material received as gifts may be included in collections, used in book sales or discarded.

#### General Guidelines for Print Material

- The library requires advance notice of donations of more than four boxes of books.
- Books must be no older than ten years except where considered by the Jamaica Library Service to be valuable.
- Magazines must not be older than three years.
- Popular fiction titles are preferred.
- No children's textbooks. Most children's **textbooks** in use in Canada and the United States of America do not meet the curriculum of Jamaican schools and are therefore not useful.
- College-level texts not older than five years are welcome.

### **General Guidelines for Electronic material**

- The library will accept Windows 2000 Professional or Windows XP compatible, educational software.
- Video must be NTSC compatible

## APPENDIX D

### WEEDING GUIDELINES

The following are guidelines for weeding the **circulating Non-West Indian Collection**. The guidelines were modeled on the CREW<sup>1</sup> formula (X/X/MUSTIE) and modified for JLS.

**Explanation of formula:** x/x/ MUSTIE first element (x) represents the number of years since publication; the second (x) represents the number of years since the book was borrowed. Where no figure appears in the / / it means that that particular element, number of years since publication or number of years since book was borrowed is not a factor for consideration. **MUSTIE** is an acronym meaning:

Misleading / and or factually inaccurate  
Ugly (Dirty defaced pages worn out beyond mending or rebinding)  
Superseded by a new edition or better source  
Trivial, of no discernible literary or scientific merit  
Irrelevant to the needs and interests of the community  
Elsewhere, the material may be easily borrowed from another source.

Therefore, to weed a book, the number of years since publication and the number of years since a book was last borrowed, are to be considered along with the presence of any of the **MUSTIE** features.

### GUIDELINES

004 (Computers)	5 / X / MUSTIE
010 (Bibliography)	10 / X / MUSTIE
020 (Library & Information Science)	10 / X / MUSTIE
030 (General Encyclopedia)	10 / X / MUSTIE
133 (Paranormal Phenomena)	15 / 3 / MUSTIE
150 (Psychology)	10 / 3 / MUSTIE

160, 170 (Logic), (Ethics)	10 / 3 / MUSTIE
180 (Oriental Philosophy)	X / X / MUSTIE
190 (Modern Western Philosophy)	X / X / MUSTIE
200 (Religion)	10 / 3 / MUSTIE
300 (Social Sciences)	10 / 10 / MUSTIE
310 (General Statistics)	5 / X / MUSTIE (Keep all Census Reports)
320 (Political Science)	10 / 10 / MUSTIE
330 (Economics)	5 / X / MUSTIE
340 (Law)	10 / X / MUSTIE
350 (Public Administration)	10 / X / MUSTIE
360 (Social Services)	5 / X / 4 / MUSTIE
370 (Education)	10 / X / 5 / MUSTIE
380 (Commerce)	10 / 5 / MUSTIE
390 (Customs, Etiquette, Folklore)	10 / 5 / MUSTIE
400 (Language)	10 / X / MUSTIE
500 (Natural Sciences)	10 / X / MUSTIE
510 (Mathematics)	10 / X / MUSTIE
550 – 580	10 / X / MUSTIE
590 (Animals)	10 / X / MUSTIE
600 (Technology)	10 / X / MUSTIE
610 (Medicine)	5 / 5 / MUSTIE
620 (Engineering)	5 / 5 / MUSTIE
630 (Agriculture)	X / X / MUSTIE
640 (Home Economics)	5 / X / MUSTIE
649 (Child Rearing)	5 / 5 / MUSTIE
650 (Management)	5 / 5 / MUSTIE
660 (Chemical Engineering)	5 / 5 / MUSTIE
670 (Manufacturing)	10 / 10 / MUSTIE
680	10 / 10 / MUSTIE
690	10 / 10 / MUSTIE

700 (Fine & Decorative Arts)	X / X / MUSTIE
710 (Civic & Landscape Art)	X / X / MUSTIE
720 (Architecture)	X / X / MUSTIE
730 (Plastic Arts, Sculpture)	X / X / MUSTIE
740 (Drawing)	X / X / MUSTIE
750 (Painting)	X / X / MUSTIE
760 (Graphic Arts)	X / X / MUSTIE
770 (Photography)	5 / 3 / MUSTIE
780 (Music)	X / X / MUSTIE
790 (Recreation)	10 / 5 / MUSTIE
800 (Literature)	X / X / MUSTIE
900 (Geography/Travel)	10 / 5 / MUSTIE
910 (Geography & History)	5 / 5 / MUSTIE
920 (Biography)	X / X / MUSTIE (unless still of interest to users)
930 (History of Ancient World)	X / X / MUSTIE
940 (History of Europe)	X / X / MUSTIE
950 (History of Asia)	X / X / MUSTIE
960 (History of Africa)	X / X / MUSTIE
970 (History of North America)	X / X / MUSTIE
980 (History of South America)	X / MUSTIE
990 (History of Other Areas)	X / X / MUSTIE

**Note: Weeding of West Indian Material not subject to the above criteria. Weed West Indian Material only when it cannot be repaired.**

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<sup>1</sup>CREW (Collection Review Evaluation and Weeding.) Belinda Boom, Texas State Library

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## **GUIDELINES FOR WEEDING NON WEST INDIAN FICTION**

### **FICTION - Adult and Children's**

Fiction	X / 5 / MUSTIE
Classic Fiction	X / X / MUSTIE

### **PERIODICALS**

**All West Indian Journals are kept. News and popular magazines should be displayed no longer than 6 months (stored for no more than one year) and or clipped if so desired. Academic journals stored after 6 months.**