INITIATING A COLLECTION DEVELOPMENT POLICY FOR KUMASI POLYTECHNIC LIBRARY

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Abstract
Collection development involves the activities of collection evaluation, selection of new materials, replacement of lost or damaged stock, deselection of older stock for either transfer to storage or disposal, and the handling of gifts. The aim of this article is to put together a collection development policy which will guide the development and management of the Kumasi Polytechnic Library's collection. The collection development policy outlines the current principles, policies and practices that inform the selection, maintenance, access and retrieval of information resources both print and non print. It intimates that this policy is a living document which has to be reviewed and updated as the library's collection needs change.

Introduction

The primary task of any library, whether public, special or academic, is to select, organise, maintain, and provide access to relevant, quality and up-to-date information materials, both print and non-print to its clientele.

The collection of an academic library should support instruction in the basic curriculum, and be able to meet the teaching, research and extension needs of the institution.

Collection development involves several processes which include identifying users' needs and acquiring materials that meet their needs. Vignau and Meneses (2005) consider the needs of the user as a very important aspect of collection development. Peterson (2004) in discussing collection development in a Californian Indian tribal library also notes that

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the tribal library's collection development presents special challenges in terms of identifying, locating and acquiring materials most needed by users. It is hereby realised that both writers agree that users' needs are paramount in collection development in libraries.

A collection development policy provides a point of reference for consultation by staff when deciding on whether to acquire, or reject an item. When guidelines in the policy are followed, consistent and informed decisions about a library's collection will be made. It will also bring about continuity and be a guide during staff turnover or changes in funding.

Purpose of Collection Development Policy.
For a business to thrive, one needs a plan to guide it in making the right decisions. In much the same vein, for a library to serve its clientele well, it would need a plan to help it acquire and select useful materials. A collection development policy is a written statement of a library's intentions for building its collection. It is a framework and a set of parameters within which staff and users work. The policy also ensures that the library users get the best in terms of quality and relevance of stock and services. Collection development assists in overall collection management activities, including weeding/ deselection of materials, handling of donations/gifts, planning, budgeting, acquisition, selection, retention, preservation and housing of the materials. The policy also identifies the collections' strengths and weaknesses and outlines the relationship between the selection philosophy and the institution's goals. The collection development policy will be a guide in everyday selection problems. It will also support and assist in justifying selections made by a particular library.

In general, the collection development policy should:
- Be accepted and endorsed by the Library Committee;
- Be reviewed periodically to ensure that changes in defined goals, user needs and recognised priorities are met; and
- Promote teaching, learning, research and knowledge dissemination.

The aim of this paper is to formulate a suitable collection development policy for Kumasi Polytechnic Library.

Mission statement of Kumasi Polytechnic
The mission of the Kumasi Polytechnic is "to provide skills oriented, carrier-focused tertiary education in manufacturing, commerce, science and technology fields and create opportunities for research to promote national industrial development" (Kumasi Polytechnic, 2005).

Key Result Areas

In the Strategic Plan of the Kumasi Polytechnic some key result areas have been identified to help achieve the vision and mission of the institution. They are as follows:

- Development of high level human resource capacity required by the Polytechnic;
- Expansion of infrastructure;
- Diversification of sources of funding for the Polytechnic;
- Improvement of institutional management system;
- Development of the Library to serve as the hub of intellectual activity at the Polytechnic; and
- Promotion of research and product development.

Vision of Kumasi Polytechnic

According to the Kumasi Polytechnic Strategic Plan 2005 – 2010, the vision of the institution is to be a "pace setter in the training of skilled middle-level manpower for socio-economic development".

Kumasi Polytechnic community and its user groups

The Polytechnic community and user groups of the Library are made up of staff and students of the institution pursuing the various courses taught in the Polytechnic. Some of the courses are Engineering, Applied Science and Business. Occasionally, some staff and students of Kwame Nkrumah University of Science and Technology (KNUST) and University of Education, Winneba (UEW), Kumasi campus, adults pursuing professional courses such as ICAG, ACCA, CIM etc. and students of some secondary schools around the Polytechnic use the Library.

Kumasi Polytechnic: from inception to its present state

The Kumasi Polytechnic started as a Technical Institute in 1954. On October 13, 1963, the Institute was converted to a non-tertiary polytechnic status, under the Ghana Education Service. The Polytechnic started offering technician, diploma and sub – professional courses alongside the craft courses that were being offered. From then on, that is 1963, the Polytechnic concentrated on the development of the technician courses, diploma programmes and other professional courses.

As a result of the Educational Reform Programmes and the enactment of P.N.D.C Law 321 in 1992, the status of the Polytechnic was elevated to the level of a tertiary institution. The Polytechnic now trains students up to the Higher National Diploma (HND) level, with provision to mount degree programmes soon.

Structure of Kumasi Polytechnic

The Polytechnic currently offers fifteen (15) Higher National Diploma (HND) programmes at the tertiary level. It also has two (2) other Departments that do not have students of their own but service the other academic departments. The fifteen (15) programmes are Hotel Catering and Institutional Management (HCIM), Furniture Design and Construction, Civil Engineering, Electrical & Electronic Engineering, Estate Management, Statistics and Computer Studies, Chemical Engineering, Mechanical Engineering – Plant, Production, Automobile, Metallurgy & Foundry, Fashion & Textiles, Marketing, Secretaryship and Management Studies, Building Technology, Accountancy, Purchasing & Supply, Dispensing Technology (DT). The two (2) service Departments are Liberal Studies, and Mathematics and Science

The Institution has 107 full time teaching staff made up of 88 males and 19 females. The total number of non-teaching staff is 200 comprising 153 males and 47 females.

The student population at the Polytechnic has grown over the years. It increased from two thousand, two hundred and seventy four (2,274) in the 1992/93 academic year to five thousand, two hundred and sixty five (5,265) in the 2003/04 academic year and then to four thousand, five hundred and ninety (4,590) in the 2004/05 academic year.
The female student population was very low, but this has improved over the years.

Kumasi Polytechnic Library: Profile

The mission of the Kumasi Polytechnic Library is "to provide up-to-date print and non-print materials and services to support teaching, learning and research activities of the Institution".

The Kumasi Polytechnic Library started in a classroom at the B Block with a staff of five (5). The Library was later moved to the non–residential facility of the Polytechnic. The Library was put into three (3) sections: the School of Engineering and Applied Science, Business and Management Studies and the Institute of Chartered Accountancy. The Library operated in the improvised facility till September 2004 when it was moved to its permanent place "The Library Complex". The current library is housed on two floors; the Lending Section and the Reference Section. The emphasis of the collection is in the pure sciences, applied sciences and business studies.

The Lending Section

The Lending Section is where major activities take place. Services provided at the Lending Section include borrowing of books. It has a seating capacity of 224. The Library runs

two shifts: the morning and the afternoon shifts. It also has eight (8) individual study carrels for lecturers.

The Reference Section

The Reference Section has a project work room, where project works of students are housed. The Section also houses all reference books, academic and general journals. The Section offers reference services to all its clientele. It offers Selective Dissemination of Information (SDI) services to some clientele within the community and outside. The Reference Section has a seating capacity of 254 for students and eight (8) individual study carrels for lecturers.

Internet

The Library has been hooked unto the net. The Internet section is located within the Lending Library and seats 14 users at a time.

Monographs

The range of subject disciplines covered by the Library is varied. They cover all the subject areas within the Polytechnic.

At the beginning of year 2000, the stock was about 8,135 volumes. By the year 2005, the stock had increased from 8,135 to 13,678. Averagely, the stock increase every year is a little below 1,000.

Serials

The serials cover all the subject disciplines at the Polytechnic, with a few general ones, like "Newsweek", "Readers Digest" and the "Economist".

Newspapers

The Library currently subscribes to the following local newspapers; "Daily Graphic", "Ghanaian Times", "The Mirror", "The Spectator" and the "Pioneer".

Theses/ Project Works

These mainly cover all the disciplines within the Polytechnic.

Electronic Databases

The Library had access to journal articles electronically through the International Network for the Availability of Scientific Publications (INASP) and the Programme for the Enhancement of Research Information (PERI).

INASP was a World Bank project, which allowed for the sourcing of information from several journal articles free of charge. At the end of the project this facility ceased.

The Library also had access to electronic information through a British Council programme, Athens, that allowed for the sourcing of several journal articles for a token fee.

Cooperative Collection Development and Interlibrary Loans

To improve service and user satisfaction Megan et al (2003) emphasise the need for collaboration among various libraries in terms of library resources. This facilitates inter library loan. In this vein, Kumasi Polytechnic Library is to establish linkages with Kwame Nkrumah University of Science and Technology (KNUST) and British Council Library to facilitate inter library loans. It will also establish linkages with sister Polytechnics so that resources could be shared among the Polytechnics.

Budget

Apart from the need to preserve materials with permanent research value for future use, questions regarding format, binding, repair and replacement have a direct bearing on collection expenditure and clear cut policies must be formulated to ensure balance.

From its inception to about the year 1999, the Library never enjoyed a separate budget. However, in the year 2000 it was given a separate budget allocation. This was ten percent (10%) of the Academic Facility User Fees, (AFUF). Apart from the AFUF, students were levied ¢30,000.00 each, in the year 2003. This was added to the AFUF. The Library also had a donation of five hundred million cedis (¢500,000.000.00) from the Ghana Educational Trust Fund (GETFund) in 2004 for the acquisition of new books when the library moved into its permanent building (The Library Complex).

Objectives of the Collection Development Policy

The major objectives of the policy are the following:
- To establish guidelines for the selection of resources at the Polytechnic Library and to make sure acquisitions are appropriate to the general objectives of the Library;
- To set standards for the inclusion or exclusion in the collection;
- To establish guidelines for the retention and preservation of resources in the collection;
- To assist staff in planning and administering the library's budget; and
- To inform users and other libraries of the nature and type of collections in the Library.

General Policies for Collection Development

The Library recognises that access to all ideas, controversial or otherwise, along with the freedom of expression are fundamental to the educational process.

Books and other resources should be provided for the interest of all the clientele.

Selection Aids

The Library uses the following as aids in the selection of materials.

- Professional journals;
- Book lists;
- Publishers' catalogues, websites and newsletters;
- Departmental lists; and
- Publishers' weekly.

Selection Criteria

Items selected should meet 50% or more of the following criteria:

- Public demand and interest;
- Authority and competence of author;
- Format and durability;
- Price in relation to total budget;
- Practical usefulness;
- Contribution to diversity or breadth of collection;
- Effectiveness and suitability of format, durability and ease of use; and
- Support of library's mission and roles.

Responsibility for Selection of Library Resources

The selection and management of all library resources (print, non – print, and electronic materials) will be the responsibility of the management of the Library and the various user groups. The final decision to the number of copies to acquire, and how much to spend on each Department rests with the Librarian who will do so with the sole aim of bringing equity and balance to the stock. The Librarian has responsibility for the direction, development, maintenance and preservation of the Library's collection. This also includes the final decision on the acquisition and deselection of all library materials.

Introduction of New Courses

The Library should have prior information of new courses to be introduced. Materials pertaining to the new course(s) should be available at the Library before the course takes off. When a new course is discussed at the Academic Board level, the Library Committee should meet and discuss the same issue. It should liaise with the lecturers

involved to know the course content in order to prepare for the course before it is introduced.

Budget for a new course should take precedence over existing courses.

Funds Allocation

The Library's management team decides the allocations for the purchase of library materials at the beginning of each budget year.

Allocation areas will include:

- Electronic databases;
- Books, defined as: new books as well as binding and replacement of old and lost books; and
- Serials, defined as: academic and general journals and local newspapers.

The budget for serials and electronic databases will be projected and based on pricing information from vendors and publishers and standard inflation factors. After the projected cost of serials and electronic materials are subtracted from the budget the remaining funds will be allocated to the various subject/ departmental areas for the purchase of monographic materials. Any additional funds will be assigned equitably unless money is received with a stipulation as to its use (e.g. to purchase books for the introduction of a new course, to supplement a specific departmental research area or to support a specific departmental need).

Formats to be collected

Kumasi Polytechnic Library will collect materials in various forms depending on space and storage requirements. The following points should be considered:

- Ease of preservation;
- Cost;
- Durability; and
- Ease of use by clientele.

Formats

Monographs (Printed Books)

- This will form a major part of the Library's collection.
  The Library will collect non-fiction/textbooks that will primarily support academic and research work in the departments and the community as a whole.

- The non-fiction collection will be developed primarily in subject areas to meet actual and anticipated demand. Paper backs and hard covers will both be considered.

Fiction (Story Books)

Owing to inadequate funding, the acquisition of fiction materials will be limited to 2% of the Library's vote.

Monographs (Gifts)

- Gifts of monographs must meet the same selection criteria as purchased materials. They will be encouraged and accepted for review with the understanding that they will only be added to the collection if they meet collection development requirements and guidelines. Materials in poor condition will not generally be added unless they are of utmost value. Gifts are accepted without any restrictions or promises of immediate or future disposition.
- The Library will acknowledge receipt of gifts and the number of items donated.

Serials

- Space and funds will be determining factors.

Serials/Local Newspapers (Gifts)

Serial gifts should meet collection development requirements.

National Newspapers

The Library will continue to subscribe to national daily and weekly newspapers. Two copies each should be purchased for the two departments.

Theses / Project Works

The Library should be the official depository of all student theses. Staff who are sponsored by the Polytechnic to further their education should deposit a copy each of their theses/dissertation/project work to be kept as reference materials.

Materials in New or emerging Format

Non-book materials will fall within this category. These new and emerging formats, although not available now, have been considered in the policy for future use. They will be considered using the following criteria:

- Demand for the particular format within the community;
- Durability of format for public use;
- Technical quality of production and reproduction;
- Capability for networked distribution;
- Suitability for circulation, access, and housing in a safe and convenient manner; and
- Availability of equipment for the format chosen.

Electronic Resources / Databases

Electronic resources will be acquired to respond to the information needs of clientele. These collections include online journal databases, CD-ROM, electronic books (e–books), databases and other resources accessed via the Internet.

Multiple Copies

In order to enhance the range of titles available, not more than six copies of any title will be held in the collection, except in special cases, for example, Engineering and Accountancy materials where the student population is unusually large.

Out of Print Materials

The majority of materials purchased are to be current publications. However, the Library recognises the need for some retrospective purchase to fill in gaps or losses. Such material will be purchased on a case-by-case basis. Relevance will be the key factor.

Reserved Materials

The Library will maintain an area known as the reserve collection. This collection will consist of items which have experienced great loses in the past, or are of significant value and would be expensive to replace, or which are frequently used by both lecturers and students.

Limitations
Non-Fiction

The Library will collect materials mostly in the area of non-fiction to support academic work.

Access to the Collection

Access to the Library's collection will be open to all members within the Polytechnic community.

Complaints and controversial matters

Complaints about the inclusion or exclusion of controversial materials will be accepted only in written form and should be addressed to the Librarian who will resolve the matter or discuss the issue with the Library Committee.

Library Bill Of Rights

The ALA affirms that all libraries are fora for information and ideas. Kumasi Polytechnic will adopt the ALA'S basic policies to guide its services (ALA, 2006).

Collection Maintenance: Weeding

The Polytechnic Librarian with the help of the senior members of the Library will go through the stock once every three years to take out books for the purpose of withdrawing them from the shelves. An item will be withdrawn if:

- Information it contains is outdated;
- It is not in good physical condition;
- Its subject is not within the scope of the Library's collection development policy;
- There are more accurate and recent titles available;
- Its demonstrated use level is very minimal; and
- There are more than ten (10) copies of unused duplicates.

Materials removed from the shelves

Materials withdrawn from the stock will be put together and a decision taken on them. The decision could be either:

- To bind/repair;
- To donate to other schools;
- To destroy; and
- To sell to paper converters.

Missing or Damaged Materials

Patrons will be responsible for lost or damaged materials. They will be required to replace the items with the same or a more current title or pay five times the cost of the item. The high cost will deter patrons from keeping very useful and rare books and paying paltry sums for them. Damaged books will be replaced or mended and charged to patrons. This will be determined by the Librarian who will physically examine the book/s.

Conservation, Preservation and Restoration

The conservation and preservation of library materials for continued use by the primary user community is essential. To preserve the materials properly, staff need to be adequately

trained to handle damaged books with care. The complex jobs will be sent to professionals to work on.

Binding

Binding helps to preserve the physical condition of a print collection. In acquiring materials where hard bound are very expensive, paper back which are cheaper would be bought and the volumes bound locally. Back issues of rare periodicals and local newspapers will be bound to preserve them.

To ensure durability and to prolong usage life, government publications acquired by the Library will be bound and stocked as such.

Policy Implementation, Evaluation, and Revision

After the collection development policy has been accepted and approved by the Library Committee, it will be revised by the Librarian every three years for the Committee to approve.

Conclusion

Collection development as discussed earlier in this article involves collection, evaluation, selection of new materials, replacement of lost or damaged stock, deselection of older stock for either transfer to storage or disposal and the handling of gifts.

In developing a collection policy in this article, a number of factors that include the objectives of collection development have been considered. For example, materials collected should cover all courses offered at the Polytechnic.

It is hoped that the policy outlined in this article, if carefully considered by the Library Committee will go a long way to improve the stock of the Kumasi Polytechnic Library and thus help to offer better services to the library users.

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