



UNAM
UNIVERSITY OF NAMIBIA

**UNIVERSITY OF NAMIBIA LIBRARY
COLLECTION DEVELOPMENT POLICY**

UNIVERSITY OF NAMIBIA LIBRARY COLLECTION DEVELOPMENT POLICY

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1. Acronyms and Abbreviations

CDP	Collection Development Policy
CODEL	Centre for Open, Distance and eLearning
HOD	Head of Department
IP	Internet Protocol
IR	Institutional Repository
LITC	Library and Information Technology Committee
MARC	Machine Readable Cataloguing
NALICO	Namibian Library Consortium
NDP	National Development Plan
OCLC	Online Computer Library Centre
OPAC	Library's Online Public Access Catalogue
Sabinet	Southern African Bibliographic Information Network
SACMEQ	Southern and Eastern African Consortium for Monitoring Educational Quality
SANLIC	South African National Library and Information Consortium
UNAM	University of Namibia

2. Definitions

Electronic resources (e-resources) are defined as works that require local and remote computer access. These include, but are not limited to, electronic journals or collections of journals; online databases; electronic reference materials; electronic books or collections of books; and streaming media.

EZproxy is a web proxy server used by libraries to give access from outside the library's computer network to restricted-access websites that authenticate users by IP address.

Genealogical material is those that relate to the study or tracing of lines of family descent.

Journal is the term used for a scientific or professional newspaper or magazine that deals with a particular subject or professional activity.

Loose-leaf publications consist of individual leaves held in a binder (loose-leaf binder) as by rings that open and close, in such a way as to allow their removal, return, or replacement without tearing.

Open access the use of the Internet to make scholarly outputs accessible online, free of charge to the reader, and free of most copyright and licensing restrictions.

Periodical is the generic library term used for a magazine, journal or newspaper published at regular intervals. Typically published weekly, monthly, or as a quarterly.

Platform is any hardware or software used to host an application or service. An application platform, for example, consists of hardware, an operating system and coordinating programs that use the instruction set for a particular processor or microprocessor.

Serial is a publication consisting of, forming part of, or taking place in a series. Any publication in any medium issued in successive parts bearing numerical or chronological designation and intended to be continued indefinitely.

Sheet music consists of printed form of music notation; often printed on sheets of paper that are not bound together.

3. Introduction

Collection development and management of library resources in the twenty-first century require provision of information to users through a balance of acquisition and access. The collection development policy provides a tool for organized strategy and prioritization as well as information dissemination of the information resources acquired and provided by the University of Namibia library.

3.1 Vision and mission of the University of Namibia Library

3.1.1 Vision

UNAM Library's vision is to excel in linking our users with relevant information.

3.1.2 Mission

UNAM Library's mission is to facilitate excellence in teaching and learning, create an appropriate study and research environment, anticipate and respond to student learning and research needs, contribute to positive graduate outcomes and provide an information infrastructure necessary for ground-breaking teaching, learning and cutting-edge research.

3.2. University of Namibia Library establishment

Library and Information Services are recognized worldwide as indispensable contributors to education, research, knowledge creation, knowledge management and knowledge dissemination. UNAM branch libraries provide access to high quality information and knowledge necessary to support research and the curriculum of the University - it is a knowledge hub that underpins research and education.

The structure of UNAM libraries is inspired and guided by the long term Namibia development goal of 'Vision 2030' as well as the short term national development goals ('NDPs') that set out the very ambitious target to join the ranks of higher income countries by the end of 2030 and afford all its citizens a quality of life that is comparable to that of the developed world. Within a broader strategic framework of transforming Namibia into a knowledge-based economy in which institutions of higher learning are responsive to the skills needs of the country, UNAM is expected to rise to the challenge of producing graduates that are fully equipped with skills to make a meaningful contribution to the social and economic demands of the labour market.

UNAM libraries are a national support system for knowledge creation and knowledge management, providing access to relevant, appropriate and timely information in support of the mandate of the university. Access to high quality and relevant information services and facilities will enhance effective utilization of knowledge, resource-based learning and teaching, research and development, and rapid transfer of skills.

4. Policy objectives

The aims and goals of the Collection Development Policy are to:

- provide guidance to library staff when selecting and deselecting (printed and electronic) resources for the university library collections;
- provide guidelines and standards that can serve as basis for selection, justification of decisions and actions, and the inclusion or exclusion of certain items in the collection;
- provide a sound foundation for future planning, thereby assisting in determining priorities;
- provide guidance in the selection, preservation, and weeding of library materials;
- assist in focusing on user needs and aid in the orientation of new library and academic staff;
- communicate the University's long and short term library collection goals and demonstrate to individuals and stakeholders what they can expect of the library in terms of its collections / resources;
- develop and maintain the policy in consultation with academic staff taking into account UNAM's mission, vision and strategic goals;
- provide direction to ensure appropriate depth and quality of information resources for all primary user groups;
- support teaching, learning and research functions of the University by acquiring, organising and providing access to a relevant and well balanced collection in a wide variety of formats;
- help the UNAM libraries in remaining abreast of information sources in the various curriculum groups and to obtain the necessary items in the most economical manner. Where applicable, availability can be affected in a way other than by means of purchases;
- respond to changes in teaching and research programmes, in consultation with academic staff;
- maintain the physical condition of the collection at an appropriate level;
- make provision for an equally economic and effective purchasing system; and

- provide guidance on UNAM libraries' participation in resource sharing and networking at a regional, national and international level.

The objectives of Collection Development Policy are to:

- build a collection which provides current and anticipates future learning, teaching and research needs of the primary users, namely students and staff, in line with UNAM's mission and vision;
- provide for acquisitions that best serve the particular needs of the above-mentioned primary users;
- provide for key resources required to function as a national information resource centre; and
- provide for the cost-effective acquisitions and provision of a variety of information sources.

This Collection Development Policy is a guide for addressing these objectives, for prioritizing the allocation of collection development resources, and as a strategic tool for planning how the collection development function contributes with other library activities in the attainment of overall library goals.

5. Scope

This policy applies to all Schools, Faculties, Campuses, Academic Centres, Academic Departments and other academic and administrative structures under the umbrella of UNAM in relation to contribution towards library collections.

The UNAM libraries consist of

- The Main library in Windhoek;
- Libraries at all other UNAM campuses at present (Neudamm, Oshakati, Ogongo, Sam Nujoma, Health Sciences, José Eduardo dos Santos, Rundu, Katima Mulilo, Khomasdal, Hifikepunye Pohamba, and Southern Campus); and
- Library collections in all regional distance and open learning centres at present (Khorixas, Tsumeb, Otjiwarongo, Gobabis, Swakopmund, Eenhana, and Opuwo).

6. Accountability and responsibility

The responsibility to oversee that appropriate library collections in each of the campus/centre libraries lies with the University Librarian are developed and maintained.

In order for the collection development to be relevant, as intended, on priorities based on research and academic programmes, the academic leadership of faculties /campuses / centres has the responsibility to support collection development as described in appendix i of this policy.

7. Policy statement

Library collections support the research profiles, academic programmes and community engagement needs of the University of Namibia. As the research and educational programmes change over time, library collections respond and re-orient accordingly.

The collection development policy serves to inform all persons and institutions the University Library may be dealing with, i.e. all students and staff of the University of Namibia (hereinafter referred to as UNAM) as well as other libraries, publishers, the book-trade and the community in general.

8. Policy approval and review

Policy will be recommended by the Library and Information Technology Committee (LITC) for final approval by Senate.

The collection development policy is a living document due to technological and institutional changes and can thus be amended on specific aspects when required through a submission from faculties/academic centers/students to the University Librarian and further to LITC. Overall policy will be reviewed in 4-year cycles.

9. Procedures

Collection development procedures and guidelines form part of this policy document (see appendices i-iv)

Appendix i: Responsibilities

1. Responsibilities and rights of faculties/campuses/schools/centres

The annual book and audiovisual budget is allocated to faculties/campuses/academic centers, and the academic leadership of these entities has the right for prioritization of the use of the annual book and audiovisual library resources budget allocated to them based on research, teaching and learning needs. Librarians are required to support this process through collection evaluation tools and information on new resources.

In order for the collection development to be focused as intended on priorities based on research and academic programmes, the academic leadership of faculties /campuses / centres are required to:

- Keep subject/campus librarians informed about future academic directions, programmatic needs, and changes in curriculum that may have an impact on library collections and services.
- Keep subject/campus librarians informed about new, evolving, or diminishing research focus areas that may impact on how the library supports research and creative thinking.
- Coordinate departmental/ faculty recommendations for the acquisition of new library books and journals in the beginning of each academic year.
- Appoint a Library Liaison Officer for the faculty/centre/campus/department: members of the teaching or research staff, selected by each department, to coordinate recommendations from their colleagues for their particular subject areas.
- Ensure that the complete list of prescribed and recommended textbooks is provided to the respective subject/campus librarian and that new prescribed books/resources are communicated in writing at least three months before the new or revised course/programme starts.
- Ensure that prescribed textbooks are changed only when programmes are reviewed. If prescribed books need to be replaced before the programme review circle due to critical current information or out of print materials, the new material / edition should primarily be regarded as alternative material to be used together with the original resource until the end of the review circle.
- Ensure the participation of the department/faculty in special projects, such as evaluation of collections, journal cancellations and weeding of library collections.

2. Responsibilities of librarians

- Communicate regularly with the HODs and the faculty with regard to acquisitions of new books, print and electronic journals, new research or teaching tools, instructional support services, and other new library initiatives.
- Know the library resources: familiarity with the library's collections in assigned subject areas, including knowledge of materials held by branch libraries and UNAM's Satellite Centres.
- Knowledge of the library policy for ordering non-book formats including digital resources and awareness of cooperative purchasing agreements with other libraries and institutions.
- Have subject expertise sufficient for making knowledgeable selection decisions and collaborate with the assigned departments in order to build and sustain a collection appropriate for the departmental/programme needs.
- Knowledge of the book trade and frequent interaction with publishers and book sellers.
- Regular consultations with the HODs and other academic administrators in relation to future academic directions, programmatic needs, and changes in course offerings that may impact how the library supports the department/programmes; consultation with faculty when selecting highly specialized or expensive titles.
- Keep up-to-date with prescribed textbooks and recommended books for all courses together with student number statistics.
- Liaise with faculty staff on placing prescribed texts on Course Reserve/Short Loan.
- Work closely with the faculty during special projects, such as a journal cancellation project, a large purchase decision, or a major withdrawal/transfer project of bound journal volumes or books.
- Attend Faculty Board and Departmental Meetings and give feedback to the library.
- Maintain the collection of reference materials in the Library, identify and order new reference materials in their subject areas.
- Give seminars, lectures and individual instruction on all aspects of information gathering and knowledge management.
- Assist staff and students to identify and locate useful information for projects, essays, dissertations, theses and research.
- Give advice and training in the use of electronic information resources, including the Internet and e-journal databases.
- Provide individual and group information instruction.
- Acquisition of library related materials through Inter-lending.
- Provide selective dissemination of information and alerting services.

- Monitor budget allocation and expenditure for assigned faculty/campus/department/centre.

Appendix ii: Collection development guidelines

1. General criteria for selection of all materials

Selection of information materials is the responsibility of library staff, particularly subject/campus librarians, in collaboration with academic staff members and Library Liaison Officers of faculties/campuses/centres. Other University staff, students and other library users may also make recommendations for purchase of library materials.

Depending on the type of material being considered and the particular subject area, the following selection criteria shall apply:

- Relevance to the actual or potential needs of the University's programmes. Resources should be relevant to the teaching, research and learning at the University and support the institution's educational, strategic and cultural priorities.
- Scope and content.
- Subject content should be at an appropriate academic level.
- Depth of the existing collection in the subject; new resources should balance the collection in order to fill identified gaps in the collection.
- Physical quality of material.
- Currency of content.
- Timeliness of material.
- Price/relative cost of material in relation to the budget, other available materials and importance/prioritisation of the content for academic/research purposes.
- Appropriate medium, suitability of form to content.
- Where a choice must be made between different formats for the same material, consideration is given to cost, ownership or access, anticipated level of use, availability in preferred format and space requirements.
- Demand indicated by frequency of inter-library loan requests for the same/similar subjects and reservations.
- Rarely used materials should not be duplicated in different campuses, instead interlibrary loan based sharing of resources should be used.
- Suitability of subject, style and format for the intended audience.
- Local, state or regional historical significance.
- Authority, accuracy and accessibility of presentation.
- Storage space should not be a decisive factor but may be a practical impediment to optimal collection development in most UNAM libraries.

2. Languages

The language of preference is English. Other language material is acquired if it forms part of the curriculum.

Taking into account the need for development and support for local African languages, which is one of the teaching and research areas of UNAM and scarcity of these materials, all published materials in local African languages will be purchased with at least one copy to the Main Campus Collection and additional copies to campuses where the language is taught or used as pre-primary/primary school education medium.

3. Library materials and collections

3.1 Monographs

A monograph is a publication, regardless of format, which requires a once-off payment. Monographs are purchased primarily in traditional printed copy, although electronic books are preferred for high demand textbooks and reference materials in order to support flexible learning.

The following guidelines guide the library and faculty staff members in the selection of quality materials for the Library Collection.

- The most recent edition of a publication will usually be purchased.
- The paperback edition of a publication is normally purchased due to high cost of hardcover editions, unless high usage is anticipated in which case the hardcover edition will be purchased.
- The availability of an e-book format will always be investigated and, when feasible be purchased.

3.2 Audio-visual materials

Suitability of materials for inclusion in the collection is determined primarily by content rather than by format. The carrier and devices change, thus selection criteria needs to also take into account the format – only standardized long lifespan formats are acquired. Audiovisual materials are acquired according to same principles as print materials and should be prioritized when the format supports learning outcomes. Usage and circulation rules are established by the library on each format based on both security and user friendliness principles.

It is the responsibility of the library's systems department to stay on pace with changing technologies and within copyright regulations and upgrade the technology to continue accessibility/usage of audiovisual materials.

In addition to the general criteria, selection of audio-visual material will also be subjected to the following criteria:

- Preference is given to resources based on newer and internationally standardized technologies.
- Availability of equipment to support the format needs to be considered when selecting audio-visual material.
- Because of the high cost of audio-visual material, duplicates are normally not purchased. To ensure sustainability where possible back-up copies will be made and used within copyright regulations. Interlibrary loan between campuses and when needed rotation systems support accessibility.
- Before technologies become obsolete, valuable material must be replaced by migration or re-purchasing according to availability and copyright regulations.

3.3. Maps and images

Print maps, images, photos and posters required and used for research, learning and study purposes in specific subject areas are gradually provided in the library collections.

Upon request from relevant departments, appropriate equipment and software are required to be provided at the indicated campus libraries for viewing and working on digital maps, images and technical drawings. Financial support from the respective campuses/schools/faculties/departments may be required for this material area.

3.4 Electronic resources

UNAM libraries shall make resources available in electronic format whenever it is appropriate to do so. E-resources refer to materials that require computer mediation in order to access their contents. In many ways, electronic resources are like any other library material and the same selection procedures for printed materials such as scope, authority or cost, should be used. There are however some unique aspects to electronic resources that must be considered, namely; performance and access speed, compatibility, licensing and its lifespan.

All new requested e-resources package subscriptions should go through a trial for proper evaluation of the content and accessibility. New requests for electronic resources should be

determined at department and or faculty level. The department/faculty should determine the relevance of the content of the package to the department/faculty's teaching and research through a trial.

3.4.1 Criteria to consider when subscribing to and purchasing of e-resources

- **Content:** Lack of duplication with other electronic resources.
 - Uniqueness of content.
 - Relevance of subject covered to the library's intended audience.
 - Availability of content after cancellation of subscription.
 - Embargoed titles and length of embargo time (long embargoed titles of 3 years or more should not be subscribed to).
- **Technical Feasibility:** Remote access via web is preferred for optimum access.
 - Access should be via IP filtering, because IP address recognition provides simultaneous access to multiple users via a proxy server, allowing users outside the physical confines of the library and different campuses to access the e-resources.
 - Compatibility with the library's existing proxy server and software.
- **Functionality and Reliability:** The interface should be user friendly and easy to navigate.
 - Ease of access (how many users, intranet, remote).
 - Availability of support materials for administration and training.
 - Ability to print, save, and e-mail results.
- **Vendor Support:** Responsive vendor customer service and technical support and availability of help guides and support materials.
 - Vendor provides a system for usage statistics.
 - It is preferable for the resource to be available for trial and for vendor to provide product demonstration. This is critical in supporting the evaluation process of a product in terms of technical and functionality issues.
 - Vendor should provide continuous user training support.
 - Vendor should be able to provide URLs or bibliographic data in MARC format through OCLC which adhere to the appropriate quality standard.
- **Supply:** The e-resources team should carefully review the pricing models available for the electronic resources under consideration. Pricing models are based on different criteria such as the size of user population, the number of simultaneous users.

- Cost and whether consortia purchase is a possibility.

Collaborative agreements, e.g. South African National Library and Information Consortium (SANLIC) and Namibia Library Consortium (NALICO).

3.4.2 Electronic books

UNAM Libraries may provide both print and electronic access to particular monograph titles if this is justified by demand and preservation requirements. Usage of electronic books (eBooks) subscribed databases will be monitored and databases with low usage may be cancelled. Subscription price increases and charges of supplier per download may result in cancellation of subscription.

eBooks include:

- individual or collections of eBooks, ordered directly from the publisher or through a vendor;
- individual or collections of eBooks available via an eBook platform;
- electronic versions available with print purchases (accepted no charges); and
- an eBook available freely on the web.

UNAM Libraries maximize access to eBooks by:

- cataloguing: normal bibliographic records will be created for eBooks. Users will be able to access the full text via a link in the library catalogue (OPAC);
- loading and maintaining necessary software within the library (e.g. Adobe Digital); providing access to software clients for UNAM members to download and install;
- establishing access to eBooks through eBook platforms, e.g. EBSCO.

3.4.3 Electronic databases

An electronic database is an organized collection of information of a particular subject or multi-disciplinary subject areas which can be searched and retrieved electronically. Databases can provide bibliographic and/or full text information. They are usually updated regularly. The general criteria for selecting e-resources should be used when deciding to subscribe to an electronic database.

3.4.4 Institutional repository

UNAM established an institutional repository (IR). UNAM Institutional Scholarly Repository (<http://repository.unam.edu.na>) is an online archive for collecting, preserving, and disseminating digital copies of the intellectual output of UNAM. The repository contains

scholarly materials such as theses and dissertation, journal articles, journals, conference papers, conference proceedings, biographies, autobiographies, monographs, books, book chapters, discussion papers, creative and artistic work and research reports authored by UNAM staff and postgraduate students.

The UNAM Scholarly Communication policy requires all UNAM researchers/authors to submit their research output for inclusion in the institutional repository. All the publications written by UNAM staff while serving the university must be archived and deposited into the institutional repository. UNAM retains copyright of all institutional works, which has been supported by fund allocation through the university.

Publications are individually tagged with different rights, permissions and conditions. Therefore, they should be checked against the publisher's policy on self-archiving and institutional repository deposit in SHERPA/ROMEIO Website, <http://www.sherpa.ac.uk/romeo/index.php> before submitted on the institutional repository. Publications with copyright restrictions are presented as metadata and abstract only with pointers to the publisher's site for full text. For the publication with embargo, the metadata and abstract can be deposited at any time, but the full text will not be made publicly visible until any publishers' or funders' embargo period has expired.

UNAM retains copyright of the examined theses/dissertation done by UNAM students; therefore they can be openly deposited into the institutional repository. The IR staff should collect the electronic version of thesis and dissertation from the Postgraduate Studies Department and upload them on the institutional repository.

3.4.5 Local digital databases

The library provides a platform and professional expertise for creating and maintaining internal digital collections on materials/documents required to be organized, preserved and kept available by the UNAM community. Such local databases include past examination question papers and the Government Gazette with full text access to the contents. If required such a platform can be further used for a digitized full text database of undergraduate research reports for in-house use online access necessary to trace what has already been researched and avoid plagiarism and specifically selected assignment reports that are assessed by the faculty/department to have prevalent value.

3.4.6 Open access resources

Making resources available to the UNAM community requires considerable effort, whether the resources are licensed or open access. Open access resources should be evaluated according to the same quality indicators or criteria that would be applied to licensed content. The inclusion of open access resources should be a decision done in consultation with subject librarians. Cataloguing of open access resources is not common. Factors to consider for selecting open access source include:

- Does the resource support ongoing research and/or teaching at the University of Namibia?
- Is it produced or supported by a recognizable and reputable organization? Is it likely to persist?
- Is it stable and reliable (i.e. free of performance or other problems)?
- Is the interface easy-to-use?
- Does the resource require specialized technology (non-standard browser plug-in, special font support, use of a specialized application, etc.)?

Use of relevant, quality assessed high quality open access resources is supported by including them in library website e-resources links.

3.4.7 Commercial electronic resources: license agreements

The library subscribes and purchases access to electronic resources from publishers and vendors who require signed license agreements. When negotiating license agreements, the library keeps the interests of the user in mind and refrains from purchasing products where use restrictions would seriously impede research or be impossible to enforce.

The license agreement should be reviewed at the library first to ensure that all pertinent issues regarding access, use, cost and archiving are addressed. After that the agreement will be handed over to the International Relations Office and then be submitted to the University's legal advisors to establish legal and policy compliance as well as ensure that potential legal or financial risks are considered and addressed before submitting for approval and signing by the Vice Chancellor. The E-Resources Librarian coordinates the review of license agreements and shall stay up-to-date on international trends in license agreement negotiations.

Issues to consider when negotiating for a licensing agreement:

- **Authorized users:** The agreement should clearly stipulate the authorized users, which should include full and part-time students, and employees, walk-in users, visiting researchers and independent contractors.

- **Archiving policy and perpetual access:** The agreement should clearly articulate archiving/local preservation policy for the information being licensed. The agreement should also include the provision for perpetual access for the subscribed content.
- **Interlibrary Loan (ILL):** The contract should permit the library to fax, e-mail, or postal dispatch copies of printed or downloaded electronic articles to other libraries through library's interlibrary loan (ILL) agreements and procedures. The use of secure ILL software for lending to other libraries should be allowed.
- **Viewing, downloading and printing:** The license agreement should allow authorized users to view, print and download electronic copies of single articles from electronic resources for educational use.
- **Cancellation:** The E-resources team shall make sure that there is a cancellation clause in the agreement. The agreement must clearly state the period of notice that must be given to cancel or terminate a subscription or an agreement.
- **Governing law:** the License agreement between the library and the resource provider should not restrict any legal rights of the library according to the governing laws of the library's legal jurisdiction. The governing law in an agreement is always recommended to be the International Law of Arbitration and the dispute arising from a licensing agreement should be arbitrated to the Court of Namibia.

3.4.8 Journal subscriptions (print and electronic)

Journals are scientific publications issued in successive parts bearing numerical or chronological designations and intended to continue indefinitely. Journal subscriptions involve a long-term commitment of funds, and because of the increasing cost of serial subscriptions, acquisition of new titles requires careful consideration and high degree of selectivity. The annual journals review process considers any cancellations, year-on-year price increases and changes from print to electronic format.

Preference will be given to electronic over print format. Where access to the full-text articles of a journal is available through an online publisher database that the library subscribes to, the print title subscription is normally cancelled. Print journal subscription is maintained/established in case of a locally relevant key journal and scientific review journals of which Faculty/Research unit requires to secure perpetual preservation of full volumes for research and teaching/learning purposes. Titles where format or image quality is important may also be retained in print. Important journals may also be purchased in print and electronic format (when available) where a title specifically relates to Africa to secure perpetual

preservation. Journals that are required for teaching and research purposes at multiple campuses are subscribed in electronic format to ensure economic campus wide access. Back files of e-journals will be purchased when the title is considered essential for the teaching and research needs of the university and when a back file is available via an approved vendor.

Together with the general criteria, selection of new subscriptions will also be subjected to the following criteria:

- Relevance to the research, teaching and learning curriculum of the motivating department.
- Cost-effectiveness of owning versus access.
- Likely availability of full-text versions in electronic format.
- Overall cost of the journal and the inflation during the last years.
- Current holdings in the subject area, and the assessed usage.

3.4.9 Theses and dissertations

All UNAM postgraduate theses and dissertations must be deposited at the University Library. The authors are required to submit three (3) print copies and a soft/electronic copy to the library via the Centre for Post Graduate Studies. The copies will be placed in Special Collections, one in UNAM Archives and the last copy will be sent to the National Archives. The electronic version is archived and accessible through the University's institutional repository.

3.4.10 Prescribed books

Prescribed and recommended textbooks are a critical resource in each curriculum forming part of the achievement of the intended learning outcomes. To ensure that students have access to critical learning resources the library undertakes to acquire a minimal number of prescribed textbooks as well as at least two-three copies of a recommended work in its collection. Taking into account financial limitations acquisition of multiple copies of prescribed books is determined in terms of 20%-30% student textbook ratio guideline. If additional copies are required, funding for such copies has to be provided by prioritization of the annual departmental/campus library budget allocation or sourced from external funding.

Prescribed sources will normally be regarded as short loan material and will consequently not be available for long term lending purposes, except in case of sufficient number of copies (see also 2.4.17 Short Loan section).

To ensure availability of prescribed books as adequate support for academic performance the Academic Management of the Faculty/Campus is responsible to oversee the following guidelines in relation to prescribed textbooks:

- A book should only be listed as prescribed if the student will be required to utilise at least 80% of it.
- Other books, where a smaller proportion of the book will be required reading, should be placed on the *recommended* list.
- Lists of new prescribed books have to be forwarded to the Library at least three months in advance together with the information on expected number of students.

Acquisition of the larger number of copies depends on factors such as:

- Cost – number of copies required.
- Importance of the textbook in the learning outcome process as indicated by the relevant academic unit as well as the usage pattern (e.g. will all have to read/consult it at the same time?).
- Number of courses for which it is listed.
- Past circulation and current reservation patterns.

For new textbooks the optimal ratio may only be reached gradually.

When a viable eBook edition is available that will be preferred for textbook acquisition to provide for wide usage. Some print copies will be included, the number of which depends on the simultaneous usage and user friendliness or restrictions in the usage procedures of the eBook.

3.4.11 Fiction books, films and magazines

Fiction is primarily purchased on the basis of curriculum needs. Novels, short stories and poetry are acquired as prescribed texts for the languages departments. African fiction collection is collected as comprehensively as possible. Due to constraints in availability and often short on-print periods this material is considered rare and a collection of one-two copies of each publication is kept in the special collection section. Additional copies for open shelf collection and campuses are purchased based on academic requirements. (See also paragraph below).

In addition, limited numbers of adult fiction books, films and magazines are bought for leisure with the primary purpose of balancing the library collection. Resources for recreational reading encourage students to use their free time to engage in personally and culturally positive

activities. To promote regional and national cultural and social awareness purchasing of books and audio-visual materials on Namibian, African and African American history and current affairs like biographies is also done in limited numbers. Selection is based on interests and specific request from students and staff of the UNAM community. Multiple copies on fiction, except curriculum purposes, are not normally purchased, instead the library will organize rotation of the books and films to provide diversified cultural and recreational collections on a fiscally prudent manner.

3.4.12 Children's literature

The UNAM library as the library of an academic institution hosting pre-primary and primary school teacher education programmes plays an important role in collecting and making available children's and juvenile literature for the Faculty of Education, as well as for other departments and programs that can benefit from it. This provides for important exposure in a country with very limited children's book trade and problems in school children's reading proficiency as per the trans-African SACMEQ reading proficiency results. In addition to education students these collections can be used by English literature and language departments, programs teaching children's literature, theatre departments, child psychology and development.

Children's books will be purchased for the Faculty of Education campuses for pre-primary and primary school programmes and can be rotated through normal interlibrary loan procedures if needed for other programmes. Specific emphasis should be put on tracing and acquiring all local language books to provide a collection that can support home language primary school teaching and learning. Children's eBooks and electronic reading skills learning applications and devices form part of this collection upon request from the faculty/department.

3.4.13 Educational aids for teaching purposes (e.g. posters, games, educational audiovisual and electronic devices, charts)

Teaching aids are a vital part of the curriculum in the instruction of the teacher education students, as they help the students to contextualize the theory taught in the classroom, and help them to learn diverse teaching methods. Accessibility to different types of teaching aids used in the classrooms help the students with their assignments and especially when they go out to schools for micro teaching practice.

Education departments require and make use of specialized teaching resources designed for classroom use from early childhood education through to secondary school. This collection comprises fiction and non-fiction picture books, big books, kits, posters, puzzles, games,

puppets and audio-visual materials, flip charts and others that are intended to support the teaching based on the education curriculum. As far as these resources are needed to be borrowed by students or used for assignments as part of the curriculum they will be included in the library collections to secure adequate control and accessibility as well as equality in the learning process to enhance academic performance and professional skills. Restrictions may however be applied to exclude educational games and toys consisting of multiple small particles for which library processing and security mechanisms are difficult to apply.

3.4.14 Newspapers

To provide current news coverage of local interest the library subscribes to the major Namibian newspapers. Because their storage requires a lot of space and administration and it is labour-intensive, back-copies are kept for limited periods only. Namibian newspapers are kept by the National Library and the National Archives of Namibia and are therefore available in the country. Electronic copies of back copies of Namibian newspapers will be subscribed to or bought for research purposes, if available.

As part of the internationalization principles of the University specific international journals and important magazines can be subscribed to, based on requests by staff or students if possible under the budget allocation.

3.4.15 Reference collection

The main objective of a reference collection is to make a non-circulating source of information available that enables quick reference to a broad and general information field. Reference works are also, but not only, purchased according to curricula importance. Sources must be selected to cover a wide range of subject fields without unnecessary duplication and overlapping. Normally latest editions are kept in the general reference section. Older editions may be transferred to the open shelf, or be withdrawn from the collection. Multiple purchases of the same title per campus are only considered on the basis of a high user frequency, such as dictionaries. Some very expensive serial publications, such as yearbooks, are not replaced annually, but every second or third year after consultation with other libraries. Preference is now given to electronic format if available.

3.4.16 Short loan collection

The Short Loan contains mainly heavily-used information material like prescribed books. Books, lecture notes or journal articles may be placed in Short Loan when demand is expected to be high for a specific period. Items can be from the library collection or be the instructor's personal property. Other material housed in the Short Loan collection are electronic materials

like DVDs and videos as well as other material that needs special protection or handling. The type of material determines the length of the loan period.

3.4.17 Namibiana and Special Collections

The aim of the Namibiana collection is to preserve and make available materials published by Namibians, in Namibia or about Namibia and rare African materials that are difficult to replace. The Namibiana collection is hosted in the Special Collections. The UNAM library acquires Namibiana materials in support of academic programmes and to provide a general information background on the country. The collection is non-circulating and users will be assisted by staff members in that section.

Additional copies of Namibiana publications of national and curricula importance should be purchased for all UNAM libraries and centres. Additional copies may also be acquired for the open shelf general collection.

3.4.18 UNAM Press publications

In order to provide country wide public access to UNAM institutional publications, the library attempts to make UNAM press publications available on open shelf at all UNAM campuses and regional centres with at least one copy. Additional three copies will be kept at the main campus Special Collections for in-house use within the section and for preservation purposes.

3.4.19 Archival collections

The primary function of the Archives Unit, established within UNAM Library, is to collect, appraise, preserve and make available the records of UNAM and its predecessor, the Academy. The Archives Unit further manages private documents reflecting UNAM's history and research works as seen in the papers of those connected in any way with the University.

The acquisition of UNAM official records is guided by the Archives Act of Namibia, 1992, as well as the UNAM Retention Schedules. (For further details refer to the Archives Act of Namibia, 1992 and the UNAM Retention Schedules).

Donation of archival materials: Archival materials donated to UNAM Archives are accepted provided they fall within the mandate of the Archives Unit, which is to

preserve institutional memory and promote the university's research and teaching agenda. The Archives Unit reserves the right to accept or deny any records donations.

3.5 Interlibrary Loans (ILL)

For the sake of economic prudence rarely used materials are not bought in multiple copies. The UNAM community can make use of the library catalogue and request any books or other materials as internal interlibrary loan. The library in cooperation with Estate Services is committed to maintain a fast interlibrary loan service between campuses with the aim that any book or other physical document from any of the UNAM campuses or regional centres to another campus/centre can be provided within two working days.

The library's interlibrary section is a member of Sabinet and thus part of Southern African and international network of libraries with international agreements and bilateral agreements to secure provision for articles and other documents, which do not form part of UNAM library collection through interlibrary loan. This process may however take time and be expensive, thus it is mainly provided for research or postgraduate purposes. Other cases may be considered on rare topics, upon recommendation from academic staff and researchers. External interlibrary loan process is always based on a thorough check by subject librarians on current collection and e-resources as well as suitability of alternative resources.

3.6 Material the library generally will not purchase

- Loose-leaf publications
- Sheet music
- Genealogical material
- Second hand items offered for sale by private persons

Antiquarian materials will only be considered upon need of out-of-print classical works of a field of study or specific out-of-print materials for research or postgraduate study purposes.

Distance study guides are often sought after by both distance and full time students as summarized course content. Two (2) copies will be provided in short loan collection in the campuses and centres where the specific course has students. These copies or alternatively an electronic copy are required to be provided free of charge by CODEL. Acquisition of additional print copies is based on specific requests from CODEL, HODs, lecturers or students.

Appendix iii: Library resources budgetary allocation

Maintaining and updating appropriate academic library collections is funded by the University with budget allocation through the Office of the University Librarian budget. Additional funds can be allocated by campus/faculty budgets as well as donations to improve collection or provide special materials not covered by the library budget.

Distribution of the annual ceiling allocation for library books (including other monographic print and audio-visual materials and electronic books) is prepared as a submission by the Office of the University Librarian based on the collection needs of campuses /faculties/schools/departments. The final decision on the amount to be allocated annually for each campus/faculty/school/department is made by LITC.

Within this budget the library also sets aside a portion of funds to purchase materials not usually selected by the teaching staff and for specific collections. These materials can include, but are not limited to: reference, research methodology and the Namibiana collection.

Basic criteria used in distribution of the book/monographic items budget:

- Acquisition of collection for new programmes.
- Updating collections as part of review/change of academic programme or module.
- Provision of resources for new/emerging research areas.
- Evaluation of quality and comprehensiveness of current collection in relation to teaching/study and research need: filling gaps identified through collection evaluation carried out by subject librarians in collaboration with the faculty/department.
- Keeping collections in pace with new publications on the fields of teaching/research to support relevance of academic programmes.
- Provision for comprehensive Namibiana collection.
- Basic textbook ratio in relation to student numbers.
- Number of students (undergraduate and postgraduate).
- Cost and publication rate of materials in the subject.
- Evidence of needs based on circulation, reservation and interlibrary loan statistics.

Scholarly communication increasingly occurs in the electronic environment. The budget required for periodicals and e-resources is based on an evaluation process of the content of required resources, usage statistics and the need to provide for up-to-date global information resources for teaching and research. UNAM consists of 12 campuses and 8 faculties, a reality

that requires a wide variety of subject areas to be provided with up-to-date locally and international relevant information resources. Due to foreign currency fluctuations electronic information resources become more and more expensive, but access to such resources is necessary for UNAM to be able to provide conditions for research, innovation and high impact scholarly publications.

Relevance of e-resources is evaluated by the library annually based on usage statistics and consultations with relevant user communities. Continuations of periodical subscriptions are always evaluated by the library when new electronic resources packages are subscribed to avoid duplication of subscriptions. Overall evaluation of electronic resources and journal subscriptions on each subject field is carried out by Subject/Campus Librarians in collaboration with campuses/faculties/schools/departments at least every three years and / or as part of the programme accreditation review and external audits.

Appendix iv: Collection management and maintenance guidelines

1. Security of library materials

Taking into account the high monetary investment on local library collections and related equipment, it is necessary to secure adequate measures to safeguard these resources. The minimal requirement is that all UNAM libraries are secured with specifically made library security gate systems as well as cameras with monitoring systems that will enable immediate action in case of attempted theft or damaging of library resources. Technological tools for library security will need to follow latest trends in library security and technological improvements implemented when better systems become available. Monitoring procedures include annual stock taking at each UNAM library.

Library buildings need to be structurally secured against fire and against water leakages/flooding with systems that ensure that library collections and equipment are not damaged.

2. Conservation and preservation

Library material is expensive to purchase, process and house. Care and handling of library material will be stressed to library staff and users. Wherever possible temperature and humidity controls will be maintained for library materials. Book repair will be provided as far as possible to damaged library material. (Audiovisual materials: See Appendix ii: 2.2.)

3. Replacements

Replacements of lost or missing items or items discarded for other reasons like damage depend on the current level of demand. This can be determined by the circulation statistics, information on the OPAC and in case of unique copies consultation on relevance with the relevant faculty/department. Where a source is in demand or regarded as valuable to the collection, it is important to be replaced as soon as possible. It is the responsibility of subject librarians to assess the need for immediate replacement of lost items even when the search for recovery continues. Less used or multiple copy lost materials will be under recovery process through two stock taking processes to make sure that all possible is done to recover misplaced materials. If still not found replacement procedures will be carried out based on the need assessment through circulation statistics (evidence of need) and consultations with relevant academic entities. The latest edition and where viable electronic copy will be purchased unless otherwise required.

4. Repairs

Worn-out and damaged books are repaired if further usefulness is anticipated. The document will be replaced if the damage is un-reparable and the resource is in demand or regarded as valuable to the collection.

5. Gifts and donations

Gifts or donations of library material as well as money are welcomed. However, they will only be added to the collection after the items have been evaluated and it has been determined that they meet collection development requirements. Donated resources become the property of the University and the library will have full rights to decide on the use or discarding of the donated items according to the collection development policy principles.

Donors should contact the relevant subject librarian or HOD: Technical Services if they wish to donate or have questions about the appropriateness of a gift. At this point it could sometimes already be clarified if a donation is not suitable. Donations are acknowledged in writing or an appropriate manner whenever the donor and his/her address are known.

The library does not generally accept donations with restrictions on their organisation, provision, use or disposal. As a rule the library does not handle donated collections as separate units, i.e. these are integrated with the collection at own discretion. Donations must therefore be of such a nature that they can be integrated into the collection and not require special facilities and control or additional personnel. Gifts that are accepted with restrictions must be documented with a Memorandum of Agreement.

The donor will be responsible for any possible expenses like shipment. Contribution of the library can only be considered if the donation includes required valuable items missing in the collection and assessment has been carried out in detail before any shipment or other costs are carried out, and payment approved according to the University's financial procedures.

The library reserves the right to reject donated materials that do not meet the collection development policy acquisition criteria if the material is not suitable for the library collection, or it can be re-distributed or recycled according to the normal weeding procedures on the discretion of the library.

6. Equipment and software to assist differently-abled library users and for users with special needs

To ensure equality in access to information resources, the library will strive for the provision of audio books, audio scanners and braille devices as well as other formats of learning tools that will talk to the needs of differently-abled users.

7. Weeding

Weeding is the systematic removal of resources from a library collection based on selected criteria. Weeding of materials forms an integral part of the maintenance of an active, academically useful library collection. Weeding is a process regularly undertaken by library staff, in consultation with the academic departments most directly concerned with their possible future use. Weeding needs to rely on the advice of a user community including professionals of the given subject area.

UNAM is a research institution and thus scientific library criteria will be applied in considering weeding decisions. Scientific collections carry the responsibility to provide scientific information to academic researchers, consultants, and students. Weeding scientific collections should consider the needs of different types of users. To do scholarly research, historical depth of library material is indispensable. For example, while students need mainly the latest version of tertiary textbooks, researchers often have to consider, interpret and evaluate historical material, even if its scientific content may not be at the current level of theory.

Outdated law textbooks from the apartheid era are needed to understand the legal framework at the time – even if (or rather, especially because) the relevant Acts have been repealed or changed. Likewise, old dictionaries and encyclopedias are indispensable for interpretations and translations of historical texts, because the meanings of words and concepts change. For studies with a historical time-line (such as climate change), historical material is indispensable. Recorded but forgotten indigenous knowledge may be found hidden in old and obscure publications. Therefore, weeding at scientific libraries may:

- Not be based on the age or language of material; and
- Not primarily be based on the physical condition of material (where necessary, items should rather be re-bound or digitized if permitted by copy right regulations).

In a scientific library weeding should not be determined by space constraints. To avoid this, UNAM library will strive to provide for an efficient storage space with compact archival shelving

to host scientifically relevant rarely used materials and print journal volumes in an economical and efficient manner.

Namibiana material from the given subject area should generally be preserved and not weeded, despite the possible option of using the National Library. That applies generally also on materials published and concerning Africa.

In this context the following criteria will be used as guidelines for the weeding of monographs and periodicals:

Criteria for monographs:

- Superseded editions of materials that are not considered classics nor needed for historical purposes.
- Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained.
- Material containing outdated or inaccurate information, and does not have historical research value.
- Material that has not been used based on circulation and browsing statistics will be de-selected after 5-10 years of inactivity. The long-term usefulness and research value will determine whether lack of use is a valid criterion for de-selection.
- Multiple copies of outdated textbooks. In relation to Namibian school textbooks, a sample should be preserved for research purposes.

Criteria for serials/periodicals:

- Care should be taken with weeding of periodicals. Not only in the humanities, but also in the natural sciences, it is very often required to refer back to older references. Hardcopy periodicals resources are reliably available, while electronic resources can become unavailable once the supplier goes out of business, or once the subscription including the back issues become unaffordable.
- Superseded editions of annuals and yearbooks that are not needed for historical research purposes.
- Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently – except serials/periodicals published in Africa or about Africa.
- Titles containing information that is not useful in the long-term, for example newsletters and trade magazines.

- Outdated and/or irrelevant serials, except serials/periodicals published in Africa or about Africa.

Criteria for cancelling e-resources subscriptions

Cancelling electronic resources including databases and e-journals should go through an evaluation process both by the library and the relevant faculty. The library should provide a list of journals to the faculty for evaluation accompanied with usage statistics for collective decision making. The following factors will be considered in cancellations of e-resources:

- Usage statistics are consistently low, and remain low, in spite of efforts to market the resource.
- Considerable increase in cost of resource, especially without any corresponding increase in content or improved functionality.
- The faculty has confirmed that the source and/or title are not relevant any more.
- Significant access and supplying issues.
- Outdated interface and lack of functionality.
- Duplicate content is found in other electronic resources, subscribed or open access.
- A better resource offering comparable or superior content becomes available, with a superior interface, more affordable cost, and other key improvements.
- Severe and repeated vendor problems, e.g. database unavailability, unreasonably long periods for maintenance, wrong titles.

After approval from the Library and Information Technology Committee (LITC), deselected printed and audiovisual materials will first be offered to the National Library's Last Copy Collection, to make sure that even rarely used materials of national importance will be preserved. If not required the documents will be offered to library users and other libraries or departments that still might find the information useful and finally discarded permanently through recycling if no interest is expressed.

8. Departmental collections

The library does not encourage departments, schools, centres, institutes and similar University units to house, develop and maintain collections of books and journals separately from the library's collection. In the experience of the library such book collections are vulnerable and security and maintenance depend upon internal staffing which is not always guaranteed over time. Such collections are seldom accessible outside the particular unit. For these reasons among others the Library does not normally provide support to such collections.

In any case all information resources hosted by faculties/centres/offices purchased with UNAM funds or received and approved as institutional donation need to be catalogued in the library catalogue for accountability and resource sharing purposes.