



Appendix A: Library Title Selection Guidelines

The following is a list of suggested guidelines and best practices for librarians selecting (and deselecting) titles for the library's collections. To add to this list of guidelines or make suggestions for edits, please contact Lindsay Gibb, Collection Development Librarian, lgibb@ocadu.ca.

Print vs. electronic

The library's mandate is to ensure that core subjects taught at the University are represented in the print collection while supplementary subjects are represented by the library's ebook collections. However, with the implementation of AODA regulations, the increased accessibility of ebooks compared to print, is shifting our preference to digital resources.

As a general guideline, when a title is available in both print and electronic format please assess the quality of, and access to, the digital copy. Prefer the digital copy if appropriate.

When ordering an ebook, prefer single user access to multiple user access.

Duplication Checking

Always check if the library already owns a print *or* electronic copy before making a selection. Duplication should be avoided (even across formats) unless there are compelling reasons for acquiring multiple copies or multiple formats.

Missing or Lost (books and DVDs)

If an item is missing or lost, assess how long it has been missing or lost and if a replacement is immediately required. Unless a patron is requesting a missing/lost title, or the title is a high-circulating item, wait a few months to determine if replacement is necessary. Titles that have been missing/lost for over a year have been suppressed from view in the OPAC.

Ordering Replacement Copies or Second Copies (books and DVDs)

When ordering a replacement copy or second copy, please be sure to indicate in your communication with the Acquisitions Technician that the new order is either a "replacement" or a "second copy".

2nd or Later Editions

For second or later editions of publications the library already owns, assess how much new content has been added to the new edition or if there are significant revisions from the previous edition. Consider the physical condition of the object and check usage statistics. When no significant changes are evident, the older edition is in decent physical condition, and the number of check-outs is low, consider NOT purchasing the new edition. If there is some compelling reason to acquire the new edition, consider purchasing it in electronic format if possible.

Accessibility

The library's Alternate Formats service can provide the most accessible format to suit individual needs. However, the general accessibility of titles should always be considered before purchase. For books, this means checking if an ebook is available. For DVDs, it means checking if the DVD is closed captioned or has subtitles for the deaf and hard of hearing. Always give preference to the more accessible format or version of an item.

Prioritizing Selections

When sending the Acquisitions Technician a large number of titles to order (e.g. more than 15) please indicate if you want orders to be prioritized. Sometimes the Acquisitions Technician can't order everything at once. Unless otherwise indicated by the selector, the assumption will be that there is no priority. If we are approaching the end of the fiscal year and we are trying to make sure that we don't overspend the book budget, it's a good idea to prioritize orders so we can make sure we purchase what is needed and hold off ordering lower priority items until the new fiscal year.

Geographic Coverage

North America forms the bulk of the geographic focus of the collection. Pay particular attention to acquiring as much Canadian-focused, Canadian-published, and Indigenous materials as relevant. Other areas of the world should continue to be represented in a balanced manner to meet the curriculum.

Date of Publication

Preference should be placed on purchasing current publications and material that was published no longer than 3 years ago. Retrospective purchases should only be made in order to fill gaps in subject coverage, to support new areas of teaching and research, and to replace missing/lost items when needed. Note that most donated books have older publication dates.

Binding

For print titles, prefer paper over hardcover, unless warranted by anticipated usage or equal pricing. Spiral bound titles and books with unusual bindings, loose pages, or odd construction should only be purchased if they can be added to the rare books, zines, or artists' books collections, or if there is some other compelling reason (e.g. rare or valuable plates).

Language

The library collects English language material with few exceptions. We can often find catalogue records in French but we don't have the resources to catalogue titles in any other languages. The other exceptions include sufficient visual content to render the text peripheral, or if the publication is essential and not available in English.

Other things to Consider

- Cost
- Historical importance
- Reputation of artists/authors/publisher
- Number and quality of reproductions
- Overall balance of the collection

- Usage statistics for similar materials
- Usability and readership level

Resource Sharing with Other Libraries

Consider holdings at nearby libraries, such as the University of Toronto Libraries, Ryerson, and the AGO library. Preference should be given to titles not widely held by other libraries.

Reference/Quick-Reference

If your order is for the Reference or Quick Reference collection, please indicate this when you send the order to the Acquisitions technician. Technical services will automatically assume that most of the following material in the core art subjects will be assigned to Reference: Encyclopedias, directories, indexes, and biographical dictionaries.

Exhibition Catalogues

Exhibition catalogues are acquired through donations, exchange programs with museum and gallery libraries, and through purchase from book vendors and museums. Preference is given to professional Canadian exhibitions by Canadian artists, particularly in the local (Greater Toronto and Southern Ontario) regions. Museums and galleries in Northern Ontario are also heavily relied upon, particularly for material about Indigenous exhibits.

De-selection

Weeding is an important component of library collection development and is a way to enhance the relevancy and value of the collection. It is also a way to mitigate the library's increasing physical space constraints. When making decisions to remove titles from the collection, the library will consider the below listed criteria holistically. For example, low usage alone doesn't warrant the removal of a title from the collection, however if the title isn't a "classic" or seminal work or a unique item, the last checkout date was more than 10 years ago, and the subject area is sufficiently covered by other and newer library resources, the title could be a candidate for removal.

Weeding Criteria (in no particular order):

- Low or no usage
- Last check-out date
- Uniqueness
- Availability elsewhere (AGO library, University of Toronto, Ryerson, TPL)
- Number of duplicate copies
- Age and/or condition
- Currency, timeliness
- Newer edition or more current title available
- Scope of collection
- Fragility or need for special preservation
- Online/digital copies available through library subscription databases or ebook collections

Titles considered to be seminal works in their areas of study, or unique items not found in other libraries, will not be weeded regardless of usage or other criteria. Furthermore, out-of-print material will be carefully considered before de-accession.

Definitions

Seminal: having the power to originate; creative; highly influential in an original way; constituting or providing a basis for further development: a seminal idea in the creation of a new theory.

Unique: one of a kind; unlike anything else; distinctive, individual, special, idiosyncratic