 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 1 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: COLLECTION DEVELOPMENT POLICY	

1. Policy Framework

The Collection Development Policy of the Laguna University is aimed at providing guidance for the selection and evaluation of library materials within budgetary requirements and space and technological limitations.

It shall provide a comprehensive working collection, supportive institutional philosophy and objectives and departmental quality objectives.

2. Application and Scope

This guideline applies to all academic departments of the University.


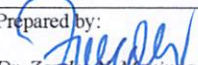
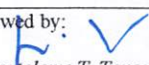

3. Definition of Terms

- 3.1 **Acquisition** refers to securing the items for the collections.
- 3.2 **Disposal** is a process of getting rid of weeded materials.
- 3.3 **Inventory** is a process by which the librarian ascertains exactly what books and materials are physically present in the collection.
- 3.4 **Preservation** refers to the action taken to prevent, stop, or retard deterioration of all library materials in all media.
- 3.5 **Retention** is the action taken to keep or retain the materials in a certain period of time.
- 3.6 **Selection** is deciding process on whether to add specific materials to the collection.
- 3.7 **Selection Criteria** pertains to a guiding principle used in making decisions concerning the addition of specific materials to the collection.
- 3.8 **Weeding** is the continuous systematic withdrawal or discarding of materials to maintain the integrity of the library's collection.


4. General Policies

- 4.1 This guideline provides systematic process in the selection, evaluation, acquisition, retention, and weeding of instructional materials (digital or print) in the College.
- 4.2 To best serve the library needs of academic community, the University Library shall provide the appropriate materials needed especially in support of its curricular

Date: **AUG 19 2021**
Authorized by: 

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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	<i>Doc. Code.:</i> LU:AA-GU-04	<i>Page:</i> 2 of 10
	<i>Revision No.</i> 00	<i>Effectivity Date:</i> September 1, 2021
	<i>Document Title:</i>	
COLLECTION DEVELOPMENT POLICY		



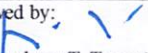

programs. Care in the selection and acquisition of materials shall be exercised to avoid unnecessary waste of financial resources.


- 4.3 The University Library shall have library resources relevant to its philosophy and objectives, adequate in quality and quantity, helpful in serving the needs of scholarship and research, as well as progressively developing and growing based on institutional development and expansion plans.
- 4.4 For references, digital books and printed books shall be evaluated by the Deans/Chairs. Only those printed materials in newsprint shall be prioritized.
- 4.5 To prepare for the next academic year, evaluation of instructional materials to be used for the 1st semester shall be conducted every November to December and June to July for 2nd semester of the current academic year.

5. Specific Policies

5.1 Selection of Materials

- 5.1.1 The University Library shall maintain the balanced and broad collection of materials and resources for information, reference, research, and recreation.
- 5.1.2 The University Library shall ensure continued growth of the collection in conjunction with the defined goals objectives of the curriculum.
- 5.1.3 The University Library shall support the academic and professional needs of the university community, support all students on academic levels and interests, and encourage, inspire and stimulate students' interests and appreciation for reading and learning.
- 5.1.4 The Library Committee shall facilitate the selection and evaluation of the instructional materials.
- 5.1.5 The following criteria are evaluated in the appraisal of learning resources both in print and multimedia:
 - 5.1.5.1 Alignment with curriculum and syllabus;
 - 5.1.5.2 Content alignment;
 - 5.1.5.3 Suitability (technological capability, instructional methods, font, activities, and language); and
 - 5.1.5.4 Practical Considerations (design, illustrations, content, cost).


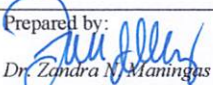
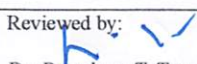
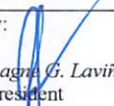
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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 3 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: COLLECTION DEVELOPMENT POLICY	

- 5.1.6 The committee evaluates the request or proposed instructional materials using *LU:AA-FO-36 Instructional Materials Evaluation Checklist* for classroom use of any teaching personnel for the review/substitution/addition of a more recent edition of any officially adopted textbook/s. This is based on the need for up-to-date materials due to changes in essential knowledge and skills, updating of information, and/or changing technology.
- 5.1.7 The committee monitors and ensures that instructional materials recommended for adoption or as reference are selected in conformity within the context of the educational program and based on their appropriateness to the curriculum/syllabus.
- 5.1.8 Evaluation report shall be submitted by the University Library to the respective academic head for approval.

5.2 Acquisition of Materials

- 5.2.1 The University Library maintains a high level of accuracy in acquiring books through purchased or gift as a desirable addition to collection.
- 5.2.2 Upon receipt of the endorsement from Chair/Deans, the University Library shall submit the Purchase/Services Request Form (PSRF) for the instructional materials to the Supply Office and Vice President for Planning and Finance for budget approval.
- 5.2.3 The Academic Deans and Chairs shall monitor and ensure that instructional materials recommended for adoption and/or purchase are selected in accordance or adherence to the context of the educational program and based on their appropriateness to the curriculum/syllabus
- 5.2.4 Duplication materials needed for teaching, extensions, and research will be acquired in accordance with the following guidelines:
 - 5.2.4.1 Multiple, heavy and continuous demands for specific titles will be the primary considerations for the duplication of this titles.
 - 5.2.4.2 Additional copies of books will be purchased for the Circulation/ Filipiniana Section if the faculty intends to make extensive assignments using these books.
- 5.2.5 While it is ideal to acquire every available source of information that is accessible in the market today, the institution is limited in its financial capacity to acquire such. Hence, following priorities are set in its acquisition process.

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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 4 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: COLLECTION DEVELOPMENT POLICY	

- 5.2.5.1 Holdings of the leading materials in major fields.
- 5.2.5.2 Serials presenting substantial, factual information concerning economic, serious literature and criticism, political and social events and scientific knowledge.
- 5.2.5.3 Selected foreign popular periodicals of research value.

5.2.6 List of new acquisitions, announcements and other library information updates shall be displayed in the Library Bulletin Board. These may also be viewed at the Digital Library via LU website.

5.3 Library Collections



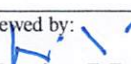
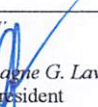
5.3.1 Printed collections can be accessed at the University Library. Digital collections can be accessed at elibrary@lu.edu.ph.


5.3.2 Senior High School Resources

5.3.2.1 The Department of Education Library Hub is available for all Senior High School students and teaching personnel. The University maintains a Memorandum of Agreement with Department of Education to support the learning needs of the students.

5.3.3 College Library

- 5.3.3.1 Filipiniana books are books about the Philippines, its people, arts and culture, history, literature, languages or dialects regardless of author, place of publication and language used and also books that's contains atleast a chapter about the Philippines.
- 5.3.3.2 General Reference books like encyclopedias, dictionaries and handbook are strictly for library room use only.
- 5.3.3.3 General Circulation books in open shelves that may be borrowed by all library users. Students may borrow two books at a time.
- 5.3.3.4 Unpublished materials include theses, capstone projects, narrative reports, feasibility studies, manuscripts, and workbooks are strictly for room use only. Reproduction by any means is strictly prohibited.
- 5.3.3.5 Periodicals are for room use only.
- 5.3.3.6 Fiction may be borrowed for a period of one week and may be renewed.
- 5.3.3.7 Newspaper clippings are often used by students to write a report or make a presentation on current events. It is also kept

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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 5 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	<p>Document Title:</p> <p style="text-align: center;">COLLECTION DEVELOPMENT POLICY</p>	


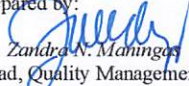
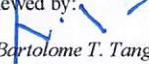

for future reference or for history making event. These are available at the Digital Library.


- 5.3.3.8 Electronic Books is a book publication made available in digital form and can be accessed by students.
- 5.3.3.9 Journals for professional programs can be accessed at the Digital Library.
- 5.3.3.10 Fiction Books are any form of narratives which deal, in part or in whole, with events that are imaginary and invented by its author/s.
- 5.3.3.11 Multimedia materials are collections of non-print materials such as transparency, video compact discs (VCDs), compact discs (CDs), and Audio, among others.
- 5.3.3.12 Bound journals are also classified as books.

- 5.3.4 Library budget shall be allocated to purchase library resources in all formats and subscription (paid or open-source) of print and online journals.
- 5.3.5 Library fees shall be used solely for development of library collection, exclusive of library personnel salaries.
- 5.3.6 The Filipiniana Collection shall be at least ten percent of the total collection.
- 5.3.7 The University Library shall maintain at least 80% collection of learning resources published within the last five years.
- 5.3.8 The University Library shall provide collections of popular and recreational reading and also for cultural interests of the community.

5.4 Gifts and Donations

- 5.4.1 The University Library shall actively seek complimentary copies and donations to augment the collection. However, the University Librarian shall practice good judgment in accepting unsolicited print or digital material.
- 5.4.2 Gifts/Donations shall be suitable to the various curricular offering of the University.
- 5.4.3 Gift/donations shall be added to the collection only after the items have been evaluated and have met the selection policy.
- 5.4.4 Gift/Donations in the form of library resource materials or in monetary form to purchase library materials shall be accepted provided they are suitable to the library's policies and there are no limitations or strings attached to the said gifts/donations.

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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04		Page: 6 of 10
	Revision No. 00	Effectivity Date: September 1, 2021	
	Document Title:		

5.4.5 The University Library shall have the privilege to refuse or accept gifts/donations which they feel do not meet the goals, mission, and purpose of the University. Among those generally refused are donations of:

- 5.4.5.1 Multiple copies of the same title (accept 5 copies)
- 5.4.5.2 Outdated, damaged, flawed books
- 5.4.5.3 Books of unreliable authority and/or outdated information;
- 5.4.5.4 Material with no foreseeable use
- 5.4.5.5 Material of inappropriate content (pornography, discriminatory propaganda and manuals on criminal activity).

5.4.6 The University Library reserves the right to decide whether to include gifts/donations in its collection or to dispose unwanted materials.

5.4.7 Acknowledgement letter shall be provided in all gifts/donations that the University Library receives and it should indicate the number of volumes/issues/monetary amount given.

5.5 Weeding



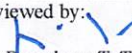

5.5.1 Weeding, also known as deselection, is a vital element of collection development that guarantees library materials are useful and relevant. This task takes skill, care, time, knowledge of the collection and knowledge of the community's interest, and usage patterns to do a competent job. The library aims to review all materials regularly or as need arises.


5.5.2 The following are the rationale for weeding:

- 5.5.2.1 There is the necessity to keep the collection up-to-date and the information available as accurate as possible.
- 5.5.2.2 The collection needs to evolve to adequately support the curriculum.
- 5.5.2.3 Removing outdated or worn-out books makes the collection more visually attractive and more inviting to users.
- 5.5.2.4 It makes the available materials more visible and accessible which could result in increased circulation of materials.
- 5.5.2.5 It assists in preventing stacks from becoming overcrowded.

5.5.3 The following are the criteria when weeding materials:

- 5.5.3.1 Misleading and/or factually inaccurate information - Items that have misleading or inaccurate information because of age have lost value;

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
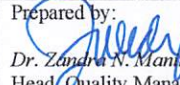
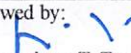
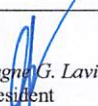
 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 7 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	<p>Document Title:</p> <p style="text-align: center;">COLLECTION DEVELOPMENT POLICY</p>	


- 5.5.3.2 Physical conditions of an item or set. Materials that are badly deteriorated i.e. broken spine, fragile or brittle paper or bindings, bent corners, torn or missing pages, mutilated pages or covers, insect or mildew infestations, and books that are just plain worn-out or with missing key parts may be withdrawn at the discretion of the teaching personnel or subject expert. As a general guideline, items that will be discarded should not be rare or difficult to obtain from other libraries.
- 5.5.3.3 Frequency of use. Circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
- 5.5.3.4 Existence of multiple copies of the same title and edition, especially of use items. Only the best copy is retained and the rest are weeded out
- 5.5.3.5 Outdated or superseded by new edition or up-to-date sources;
- 5.5.3.6 Insignificant literary or scientific merit is not important and without sufficient use to justify keeping it;
- 5.5.3.7 Irrelevant needs and interest of the academic community are not addressed by the material to be weeded out;
- 5.5.3.8 Currency/Accuracy refers to the material's relevance to the curriculum; and
- 5.5.3.9 Coverage refers to what was comprehensive, appropriate or accepted a year ago might be considered limited, inappropriate or unaccepted at present.
- 5.5.3.10 Materials available in other formats in the library or online may be weeded, especially when they are low use or not use.
- 5.5.3.11 Items with special interest to our collections and users should not be weeded unless they are low use and not rare.
- 5.5.3.12 Materials which are withdrawn from the collection may be sold, donated, distributed, recycled, or discarded at the University Library's sole discretion.

5.5.4 Among the ways to dispose weeded materials are thru donating, selling, destroying, trading, and recycling.

5.6 Inventory

- 5.6.1 Inventory is important to keep the collection balanced, to organize subject area of weaknesses, and assess which books exist or are missing.
- 5.6.2 Inventory also serves as a record for emergencies and for budget justification.
- 5.6.3 Inventory is a process which includes checking of database against the books on the shelves.

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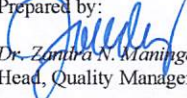
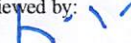
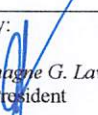
 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 8 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: COLLECTION DEVELOPMENT POLICY	


5.7 Retention

- 5.7.1 As a general rule, materials in the Library's collections are retained for an indefinite period if they are found to be of continuing historical or research value.
- 5.7.2 More often than not, reference works are not retained when the information is outdated, misleading or inaccurate, unless the specific edition has intrinsic historical or research value.
- 5.7.3 Following are some materials considered for keeping:
- 5.7.3.1 Classics, award winners;
 - 5.7.3.2 Local history;
 - 5.7.3.3 Annual & school Publications;
 - 5.7.3.4 Out of print titles that are still useful; and
 - 5.7.3.5 Biographical sources.

5.8 Preservation

- 5.8.1 Library materials are expensive to purchase, process, and house. The library recognizes the need for preserving all library collection in traditional or non-traditional way.
- 5.8.2 Appropriate preservation measures shall ensure that material intended to be retained indefinitely can continue to be used without difficulty.
- 5.8.2.1 Periodicals per title shall be digitized and shall be kept for at least 15 years through Digital Library Archives.
 - 5.8.2.2 Incomplete volumes or years shall be scanned only after review.
 - 5.8.2.3 Damaged materials which are deemed important shall undergo in-house repairing.
- 5.8.3 The following are options in preserving library materials:
- 5.8.3.1 In-house repair and binding and
 - 5.8.3.2 Replacement.


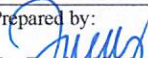
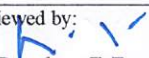

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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 9 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: COLLECTION DEVELOPMENT POLICY	

6. Process Map and Work Instruction

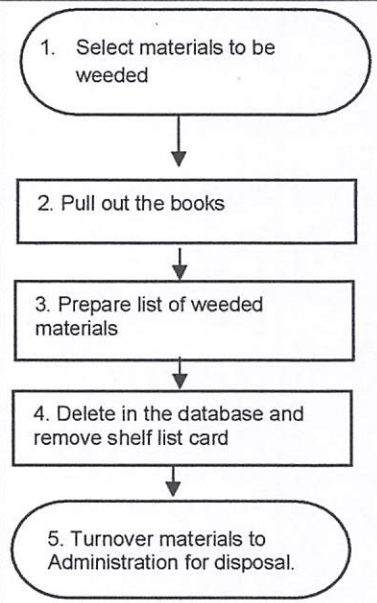
A. Selecting and Acquiring Materials from Book Fairs, Sales, or Showrooms

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
Library Committee	1. Evaluate library resources	Books are delivered by the publisher.	Output: Duly accomplished and submitted LU:AA-FO-36 Instructional Materials Evaluation Checklist
Library Staff	2. Prepare PSRF	Library staff checks the materials if in good condition prior to the conduct of evaluation.	Output: Duly accomplished PSRF
Purchasing Staff	3. Prepare PO and facilitate procurement process		
Book Dealer	4. Deliver paid library resources		
Library Staff	5. Record the materials received in the accession record	List of new acquisitions, announcements and other library information updates shall be displayed in the Library Bulletin Board. These may also be viewed at the Digital Library via LU website	Output: Duly recorded in the accession
Library Staff	6. Catalog the materials		Output: Cataloged materials Informed stakeholders

Prepared by:  Ms. Jennifer V. Cabañesas University Librarian	Prepared by:  Dr. Zandra N. Maningas Head, Quality Management Office	Reviewed by:  Dr. Bartolome T. Tanguilig III Vice President, Academic Affairs	Approved by:  Dr. Charlemagne G. Laviña University President
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 <p>LAGUNA UNIVERSITY Brgy. Bubukal Santa Cruz, Laguna</p>	Doc. Code.: LU:AA-GU-04	Page: 10 of 10
	Revision No. 00	Effectivity Date: September 1, 2021
	Document Title: COLLECTION DEVELOPMENT POLICY	

B. Weeding/Deselection

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
Library Staff	 <pre> graph TD A([1. Select materials to be weeded]) --> B[2. Pull out the books] B --> C[3. Prepare list of weeded materials] C --> D[4. Delete in the database and remove shelf list card] D --> E([5. Turnover materials to Administration for disposal.]) </pre>	<p>During the inventory period, all materials to be weeded are selected by the library staff.</p> <p>Using the criteria in weeding materials, the LS pulls out the books for considered for weeding.</p>	<p>Output: List of weeded materials</p> <p>Output: Updated database</p>

7. Monitoring and Evaluation


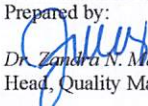

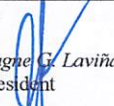
This guideline shall be uploaded to and viewable through Document Management System (DMS).

8. Dissemination

This guideline shall be uploaded and be made viewable through the Document Management System (DMS).

9. Related Documents

LU:AA-FO-36 Instructional Materials Evaluation Checklist

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LAGUNA UNIVERSITY

Quality Management Office

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**QUALITY MANAGEMENT SYSTEM MANUAL
PAGE REVISION HISTORY**

Level 1 Level 2 Guideline

Document Code: LU:AA-GU-04

Document Title: Collection Development Policy

Page	Revision No.	Reason for Change	Prepared by:	Reviewed by:	Approved by:	Effectivity Date:	Release Date:

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