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LIS312

COLLECTION MANAGEMENT

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LIS312 Collection Management (2 Units)

Series 1 Principles and Methods of Library Collection Building

Series outline

- **Part 1: Foundations of Library Collection Building**
    - 1.1 Definition and scope of library collections
    - 1.2 Principles guiding collection development
- **Part 2: Methods of Building Library Collections**
    - 1.2.1 Selection policies and procedures
    - 1.2.2 Acquisition methods and practices
- **Part 3: Strategic Considerations in Collection Building**
    - 1.3.1 Balancing user needs and institutional goals
    - 1.3.2 Ethical and professional issues in collection building

Introduction

Background Libraries are the backbone of knowledge dissemination, and their collections form the core of their services. A well-built collection ensures that users have access to relevant, reliable, and diverse materials that meet their academic, professional, and recreational needs. Without a clear understanding of the principles and methods of collection building, libraries risk becoming irrelevant to their communities.

Series aim The aim of this Series is to equip you with the knowledge and skills required to define, plan, and implement effective strategies for building library collections that serve diverse user needs.

Series synopsis We shall commence this Series by exploring the foundations of library collection building, including its definition, scope, and guiding principles. Next, we will examine the methods used in building collections, focusing on selection policies, procedures, and acquisition practices. Finally, we will wrap up by considering strategic issues such as balancing user needs with institutional goals, as well as addressing ethical and professional concerns in collection building.

Series Learning Outcomes

Upon completing this Series, you should be able to:

- **SLO 1.1** define the concept and scope of library collections,

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- **SLO 1.2** explain the principles that guide library collection development,
- **SLO 1.3** demonstrate how to formulate and apply selection policies and procedures,
- **SLO 1.4** analyse different acquisition methods and practices in library collection building, and
- **SLO 1.5** evaluate strategic, ethical, and professional considerations in balancing user needs with institutional goals.

1.1 Foundations of Library Collection Building

1.1.1 Definition and scope of library collections

A **library collection** refers to the organised body of information resources, including books, journals, non-print materials, and digital resources, that a library acquires and maintains to serve the needs of its users. The scope of a collection is determined by the mission of the library, the community it serves, and the resources available for acquisition and maintenance. A collection is not static, but rather dynamic, evolving with changes in user needs, publishing trends, and technological developments.

Libraries must define their collection scope clearly to avoid duplication, irrelevance, or imbalance. For example, a university library will prioritise academic and research materials, while a public library may emphasise recreational reading and community information.

Fill in the blank: A library collection is a _____ body of information resources that evolves with user needs and publishing trends.

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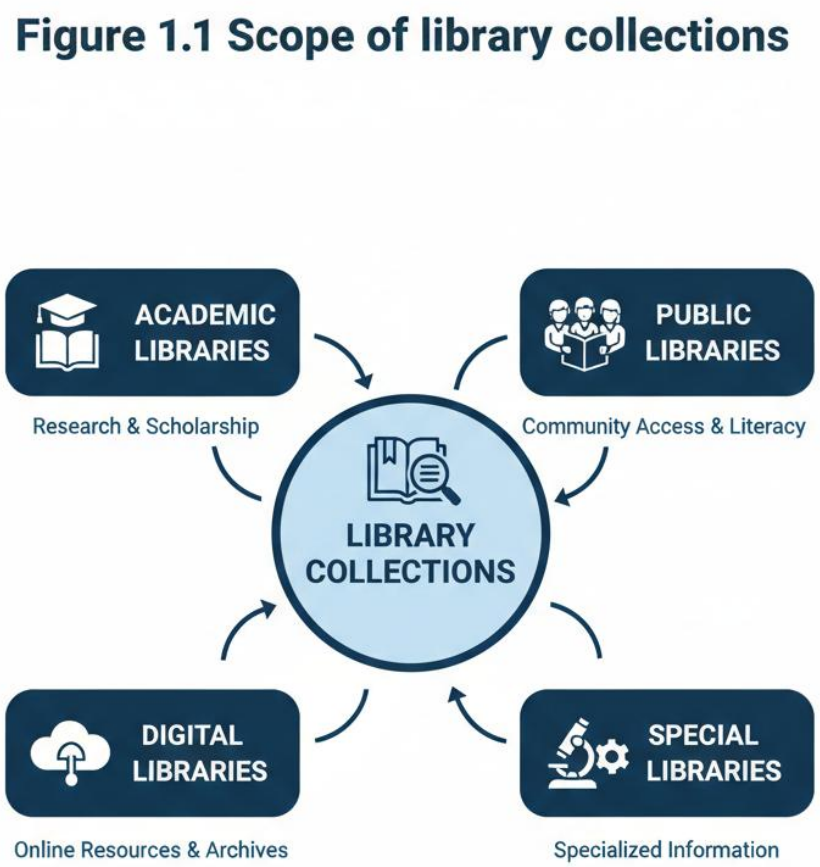

Figure 1.1 Scope of library collections

1.1.2 Principles guiding collection development

Collection development is the systematic process of planning, selecting, acquiring, and maintaining library materials to meet user needs. The guiding principles include relevance, diversity, balance, cost-effectiveness, and sustainability.

- **Relevance** means materials must align with the needs of the library's users.
- **Diversity** ensures that different viewpoints, cultures, and disciplines are represented.
- **Balance** refers to maintaining proportional coverage across subjects and formats.
- **Cost-effectiveness** requires libraries to maximise value within budget constraints.

- **Sustainability** involves planning for long-term access, preservation, and adaptability to new formats.

These principles help libraries avoid bias, redundancy, and waste, while ensuring equitable access to information.

Fill in the blank: One principle of collection development is _____, which ensures that different viewpoints and cultures are represented.

Box 1.1 Principles of Collection Development

Pilot questions 1.1

1. Which term refers to the organised body of information resources maintained by a library?
2. What determines the scope of a library collection?
3. Name two types of libraries that may have different collection scopes.
4. Which principle of collection development ensures proportional coverage across subjects?
5. Why is sustainability important in collection development?

1.2 Methods of Building Library Collections

1.2.1 Selection policies and procedures

A **selection policy** is a formal document that outlines the criteria, priorities, and processes for choosing materials to be included in a library's collection. It serves as a guide for librarians, ensuring consistency, fairness, and alignment with the library's mission. A well-written policy prevents arbitrary decisions and provides transparency for stakeholders.

Selection procedures involve the practical steps taken to identify, evaluate, and approve materials. These may include consulting bibliographies, reviewing publishers' catalogues, analysing user requests, and considering recommendations from subject experts. The procedures must be systematic, evidence-based, and adaptable to changing needs.

Fill in the blank: A _____ policy ensures consistency and fairness in choosing materials for a library's collection.

Element	Description	Strategic Purpose
Objectives	Defines the core mission and the community the collection serves.	Ensures alignment with the institution's overall goals (e.g., research vs. literacy).
Criteria	Specific standards for quality, currency, accuracy, and physical/digital format.	Provides objective grounds for choosing or rejecting specific materials.
Responsibilities	Identifies who has the final authority to select and purchase items.	Establishes clear accountability within the organizational hierarchy.

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Element	Description	Strategic Purpose
Review Mechanisms	Procedures for weeding (deselection) and handling "Request for Reconsideration" forms.	Ensures the collection stays relevant and provides a legal/policy shield against censorship.

1.2.2 Acquisition methods and practices

Acquisition refers to the process of obtaining materials for the library collection. Methods vary depending on the type of library, budget, and user needs. Common acquisition methods include:

- **Purchase**: Buying materials directly from publishers, vendors, or bookshops.
- **Donation**: Accepting materials from individuals or organisations, often requiring evaluation for relevance and condition.
- **Exchange**: Swapping materials with other libraries or institutions to broaden coverage.
- **Subscription**: Regularly receiving journals, magazines, or databases through paid agreements.

Effective acquisition practices require careful budgeting, negotiation with suppliers, and monitoring of delivery schedules. Libraries must also maintain accurate records of acquisitions to ensure accountability and transparency.

Fill in the blank: One common acquisition method is _____, which involves regularly receiving journals or databases through paid agreements.

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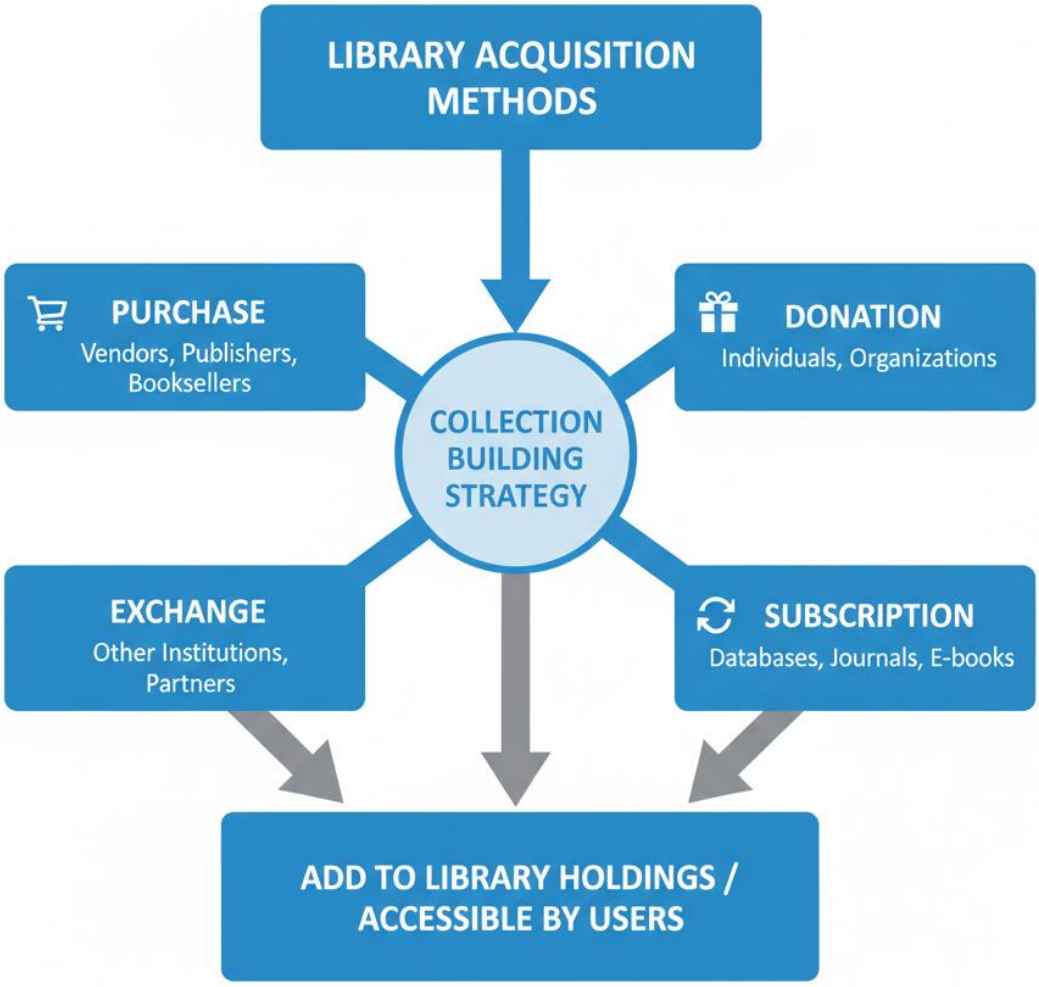

Figure 1.2 Acquistion methods in library collection building

Pilot questions 1.2

1. What is the purpose of a selection policy in library collection building?
2. List two sources librarians may consult during selection procedures.
3. Which acquisition method involves swapping materials with other institutions?
4. Why is record-keeping important in acquisition practices?
5. Name one advantage of using subscriptions as an acquisition method.

1.3 Strategic Considerations in Collection Building

1.3.1 Balancing user needs and institutional goals

Libraries exist to serve their communities, yet they must also align with the broader mission and objectives of their parent institutions. Balancing **user needs** and **institutional goals** requires careful planning and prioritisation.

User needs refer to the expectations and demands of library patrons, such as access to current textbooks, research materials, or recreational reading. **Institutional goals** are the strategic objectives of the organisation that funds and oversees the library, such as supporting academic excellence, promoting cultural heritage, or advancing research.

A successful collection strategy ensures that both dimensions are addressed. For instance, a university library must provide resources for teaching and research, while also supporting the institution's vision of innovation and global competitiveness.

Fill in the blank: Balancing _____ needs and institutional goals is essential for effective collection building.

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Figure 1.3 Balancing user needs and insttituional goals

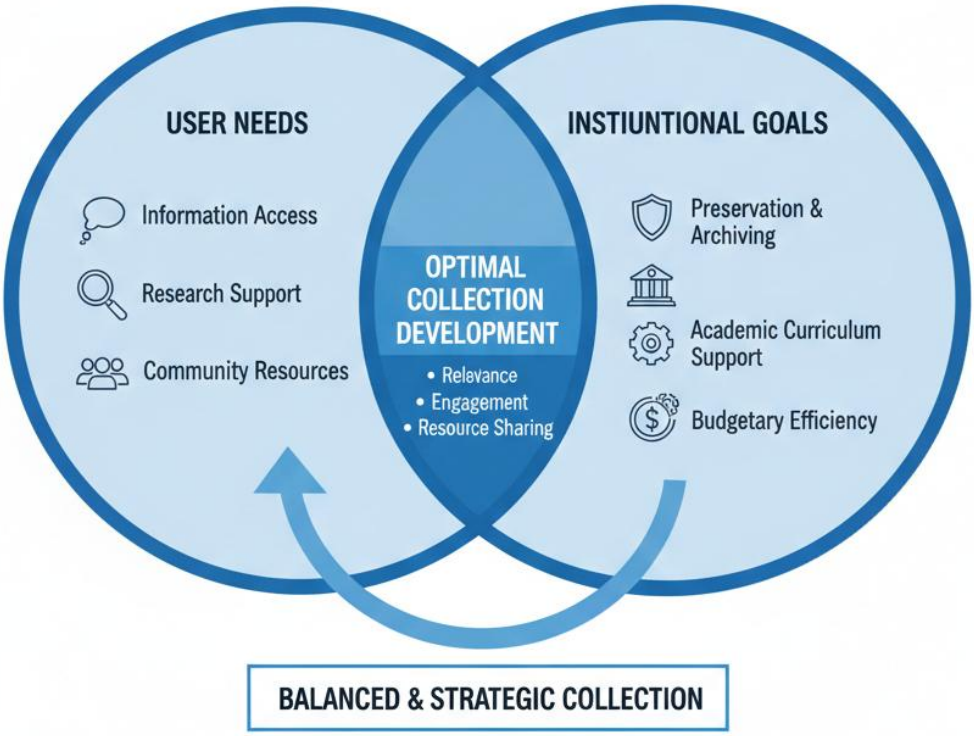


Figure 1.3 Balancing user needs and insttitional goals

1.3.2 Ethical and professional issues in collection building

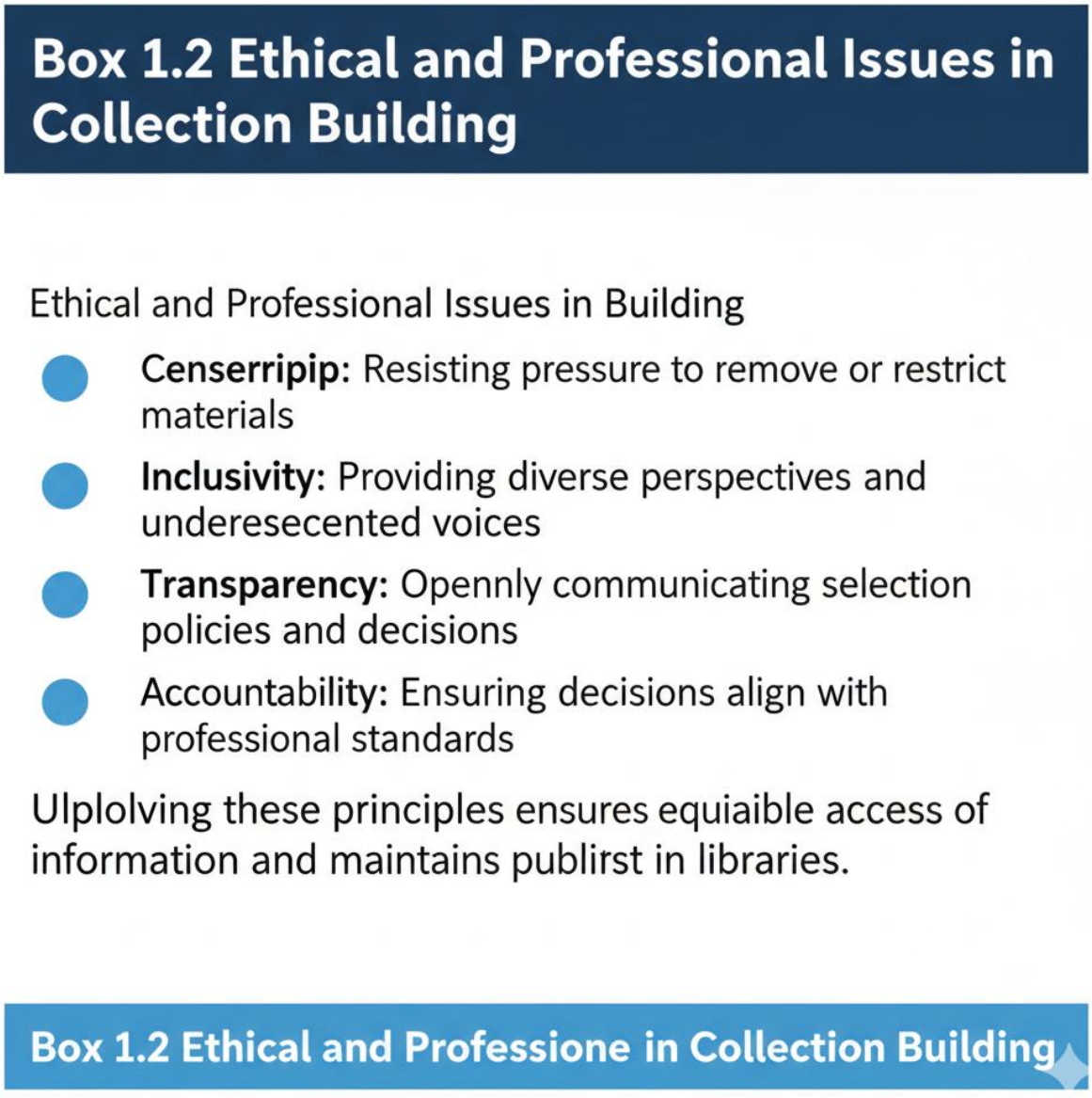
Libraries must uphold **ethical standards** and **professional practices** when building collections. Ethical issues include avoiding censorship, ensuring intellectual freedom, and promoting inclusivity. Professional issues involve adhering to established guidelines, maintaining transparency in acquisitions, and ensuring accountability in resource management.

- **Censorship** is the suppression of materials deemed objectionable. Libraries must resist undue censorship to protect intellectual freedom.

- **Inclusivity** ensures that diverse voices, cultures, and perspectives are represented in the collection.
- **Transparency** requires clear documentation of selection and acquisition decisions.
- **Accountability** involves responsible use of funds and reporting to stakeholders.

By addressing these issues, libraries maintain credibility and trust within their communities.

Fill in the blank: One ethical issue in collection building is _____, which involves the suppression of materials deemed objectionable.



Pilot questions 1.3

1. Why is it important to balance user needs with institutional goals in collection building?
2. Give one example of a user need and one example of an institutional goal.
3. What does censorship mean in the context of library collections?
4. How does inclusivity strengthen a library's collection?
5. Which professional issue requires clear documentation of selection and acquisition decisions?

Series Summary

This Series has introduced you to the essential principles and methods of library collection building. We began by defining the concept and scope of a library collection, highlighting its dynamic nature and the importance of aligning it with user needs and institutional missions. We then examined the guiding principles of collection development, such as relevance, diversity, balance, cost-effectiveness, and sustainability. Following that, we explored the methods of building collections, focusing on selection policies, procedures, and acquisition practices. Finally, we considered strategic issues, including the balance between user needs and institutional goals, as well as ethical and professional concerns such as censorship, inclusivity, transparency, and accountability.

By engaging with this Series, you should now be able to define the scope of library collections (SLO 1.1), explain the principles of collection development (SLO 1.2), demonstrate how to apply selection policies and procedures (SLO 1.3), analyse acquisition methods (SLO 1.4), and evaluate strategic and ethical considerations in collection building (SLO 1.5).

Glossary of Terms

- **Accountability**: Responsible use of funds and reporting to stakeholders in library management.
- **Acquisition**: The process of obtaining materials for a library collection through purchase, donation, exchange, or subscription.
- **Balance**: Ensuring proportional coverage across subjects and formats in a library collection.
- **Censorship**: The suppression of materials deemed objectionable, often conflicting with intellectual freedom.
- **Collection development**: The systematic process of planning, selecting, acquiring, and maintaining library materials.

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- **Inclusivity**: Ensuring diverse voices, cultures, and perspectives are represented in a library's collection.
- **Library collection**: The organised body of information resources maintained by a library to serve its users.
- **Relevance**: Ensuring materials align with the needs of the library's users.
- **Selection policy**: A formal document outlining the criteria and processes for choosing materials for a library's collection.
- **Sustainability**: Planning for long-term access, preservation, and adaptability to new formats.
- **Transparency**: Clear documentation of decisions and processes in collection building.

Concept Check Questions

Objective questions

1. Fill in the blank: A library collection is a _____ body of information resources that evolves with user needs and publishing trends. (Linked to SLO 1.1)
2. Which principle of collection development ensures proportional coverage across subjects and formats? (Linked to SLO 1.2)
3. Which acquisition method involves swapping materials with other institutions? (Linked to SLO 1.4)
4. Which professional issue requires clear documentation of selection and acquisition decisions? (Linked to SLO 1.5)

Short-answer questions

5. Define the term "library collection" and explain its scope. (Linked to SLO 1.1)
6. Explain the principle of diversity in collection development. (Linked to SLO 1.2)
7. List and briefly explain two acquisition methods used in libraries. (Linked to SLO 1.4)

Long-answer questions

8. Describe the purpose of a selection policy in library collection building. (Linked to SLO 1.3)
    - *Basic response*: Based on Series-only knowledge, explain how a selection policy ensures consistency, fairness, and alignment with the library's mission.

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- *Value-added response*: Outstanding learners may also discuss how policies provide transparency, prevent bias, and adapt to evolving user needs.

9. Evaluate why censorship is considered an ethical issue in collection building. (Linked to SLO 1.5)

- *Basic response*: Based on Series-only knowledge, explain how censorship suppresses materials and conflicts with intellectual freedom.
- *Value-added response*: Outstanding learners may also analyse how censorship impacts inclusivity, diversity, and the credibility of the library.

Answers to Concept Check Questions

1. Organised
2. Balance
3. Exchange
4. Transparency
5. A library collection is the organised body of information resources maintained by a library to serve its users. Its scope depends on the mission, community, and resources.
6. Diversity ensures that different viewpoints, cultures, and disciplines are represented in the collection.
7. Purchase: buying materials directly from publishers or vendors. Subscription: regularly receiving journals or databases through paid agreements.
8. *Basic response*: A selection policy ensures consistency, fairness, and alignment with the library's mission. *Value-added response*: It also provides transparency, prevents bias, and adapts to evolving user needs.
9. *Basic response*: Censorship suppresses materials deemed objectionable and conflicts with intellectual freedom. *Value-added response*: It undermines inclusivity, diversity, and the credibility of the library.

Answers to Pilot Questions

Pilot questions 1.1

- Library collection
- Mission of the library, community served, and available resources
- University library, public library

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- Balance
- It ensures long-term access, preservation, and adaptability

Pilot questions 1.2

- To ensure consistency, fairness, and alignment with the library's mission
- Bibliographies, publishers' catalogues
- Exchange
- To ensure accountability and transparency
- Provides regular access to updated journals and databases

Pilot questions 1.3

- To ensure collections meet user needs while supporting institutional objectives
- User need: access to current textbooks; Institutional goal: promoting academic excellence
- Suppression of materials deemed objectionable
- It ensures diverse voices and perspectives are represented
- Transparency

References and Attributions

LIS 312 Collection Management course document (Learning outcomes and course content provided).

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- Katz, W. A. (1997). *Collection Development: The Selection of Materials for Libraries*. Scarecrow Press.
- International Federation of Library Associations and Institutions (IFLA). (2001). *Guidelines for Collection Development*.

Illustration attributions

- Figure 1.1 Scope of library collections: AI prompt "Create a labelled diagram showing types of library collections: academic, public, special, and digital."

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- Box 1.1 Principles of collection development: AI prompt “Generate a text box summarising five principles of collection development: relevance, diversity, balance, cost-effectiveness, sustainability.”
- Table 1.1 Key elements of a selection policy: AI prompt “Generate a table showing key elements of a library selection policy: objectives, criteria, responsibilities, review mechanisms.”
- Figure 1.2 Acquisition methods in library collection building: AI prompt “Create a flowchart illustrating acquisition methods in libraries: purchase, donation, exchange, subscription.”
- Figure 1.3 Balancing user needs and institutional goals: AI prompt “Create a Venn diagram showing overlap between user needs and institutional goals in library collection building.”
- Box 1.2 Ethical and professional issues in collection building: AI prompt “Generate a text box summarising ethical and professional issues in library collection building: censorship, inclusivity, transparency, accountability.”

LIS312 Collection Management (2 Units)

Series 2 Evaluation Criteria and Selection Processes in Libraries

Series outline

- **Part 2.1: Criteria for Evaluating Library Materials**
    - 2.1.1 Relevance and user-centred evaluation
    - 2.1.2 Authority, accuracy, and credibility
    - 2.1.3 Physical and digital quality considerations
- **Part 2.2: The Selection Process in Libraries**
    - 2.2.1 Steps in the selection process
    - 2.2.2 Role of librarians, committees, and stakeholders
- **Part 2.3: Integration of Evaluation and Selection**
    - 2.3.1 Linking evaluation criteria to selection decisions
    - 2.3.2 Challenges and best practices in selection

Introduction

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Background Libraries thrive when they provide collections that are both relevant and reliable. To achieve this, librarians must evaluate materials carefully and select them through structured processes. Without clear evaluation criteria and transparent selection procedures, collections risk becoming outdated, biased, or misaligned with user needs.

Series aim The aim of this Series is to equip you with the ability to apply evaluation criteria and selection processes effectively, ensuring that library collections remain purposeful, balanced, and user-centred.

Series synopsis We shall commence this Series by examining the criteria used to evaluate library materials, focusing on relevance, authority, accuracy, credibility, and quality. Next, we will explore the selection process in libraries, considering the steps involved and the roles of librarians, committees, and stakeholders. Finally, we will conclude by integrating evaluation and selection, highlighting how criteria inform decisions, and discussing challenges and best practices in selection.

Series Learning Outcomes

Upon completing this Series, you should be able to:

- **SLO 2.1** analyse the relevance of library materials in relation to user needs,
- **SLO 2.2** evaluate materials based on authority, accuracy, and credibility,
- **SLO 2.3** assess the physical and digital quality of library resources,
- **SLO 2.4** explain the structured steps in the selection process,
- **SLO 2.5** describe the roles of librarians, committees, and stakeholders in selection,
- **SLO 2.6** apply evaluation criteria to selection decisions, and
- **SLO 2.7** evaluate challenges and propose best practices in library selection processes.

2.1 Criteria for Evaluating Library Materials

2.1.1 Relevance and user-centred evaluation

Relevance refers to how well a material meets the needs of the library's users. A resource is considered relevant if it supports the academic, professional, or recreational goals of the community served. For example, a medical library must prioritise materials that support clinical practice and research, while a public library may emphasise leisure reading and community information.

Evaluating relevance requires librarians to understand their users through surveys, feedback, and usage statistics. This ensures that collections remain purposeful and responsive to changing demands.

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Fill in the blank: A material is considered _____ if it supports the goals and needs of the library's users.

Figure 2.1 User-centred evaluation cycle

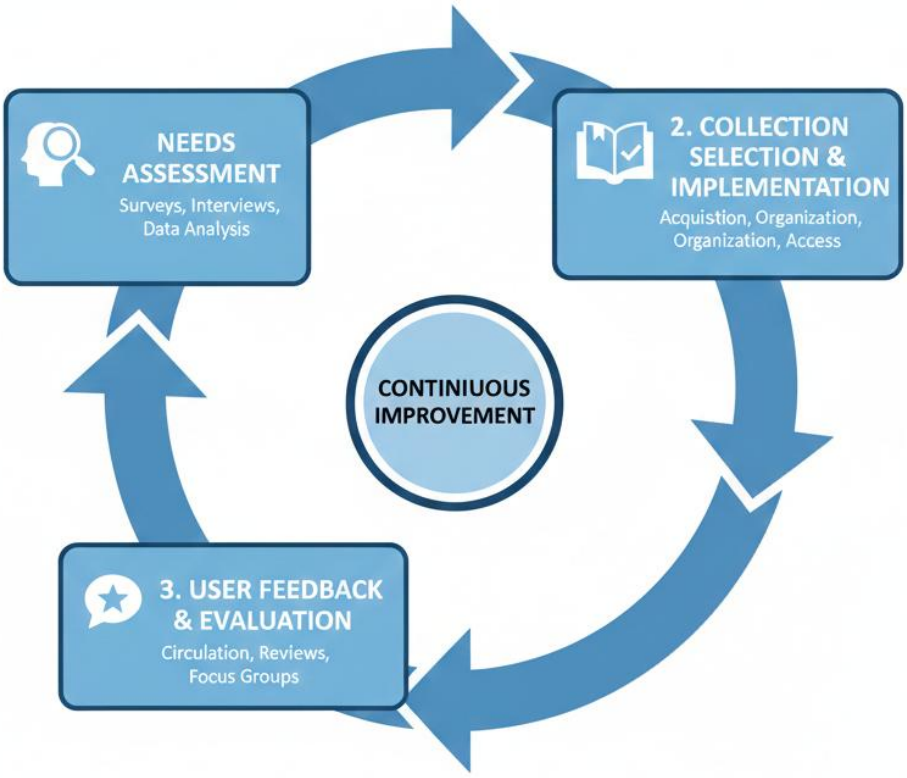


Figure 2.1 User-centred evaluation cycle

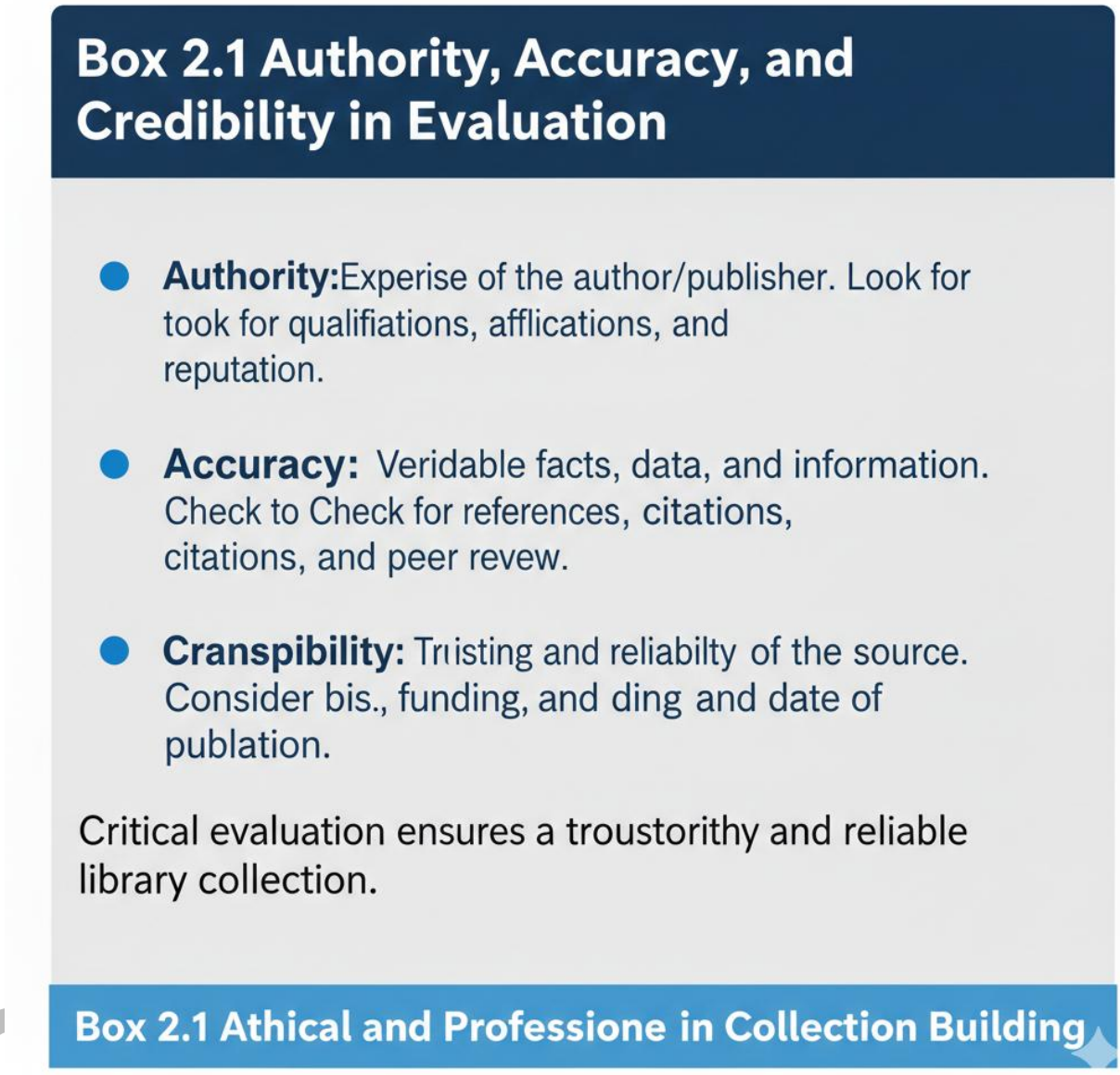
2.1.2 Authority, accuracy, and credibility

Authority refers to the expertise and qualifications of the author or publisher. Materials produced by recognised scholars, reputable institutions, or established publishers are generally considered authoritative.

Accuracy means that the information presented is correct, verifiable, and free from errors. Librarians often cross-check facts with other reliable sources to confirm accuracy.

Credibility combines authority and accuracy, reflecting the overall trustworthiness of a resource. Credible materials are those that users can rely on for study, research, or decision-making.

Fill in the blank: _____ refers to the expertise and qualifications of the author or publisher of a resource.



2.1.3 Physical and digital quality considerations

Quality refers to the condition, format, and usability of materials. For print resources, quality includes durability of binding, clarity of print, and physical condition. For digital resources, quality involves ease of access, compatibility with devices, and reliability of platforms.

Libraries must ensure that materials are not only content-rich but also physically and digitally usable. Poor-quality resources can frustrate users and undermine the library's credibility.

Fill in the blank: For digital resources, quality involves ease of access, compatibility, and _____ of platforms.

Feature	Physical Considerations	Digital Considerations
Durability	Quality of paper (acid-free), strength of binding, and cover sturdiness.	Stability of file formats and resistance to "bit rot" or data corruption.
Accessibility	Legibility of font size, presence of indices, and ease of physical handling.	Compatibility with screen readers, responsive design, and metadata quality.
Maintenance	Vulnerability to environmental factors (heat, moisture) and wear and tear.	Requirement for software updates, server uptime, and link integrity.
User Experience	Tactile ease of use and the ability to browse without specialized equipment.	Searchability within the text, ease of navigation, and download speeds.

Table 2.1 Physical and digital quality considerations Short description: A table comparing physical and digital quality factors in library materials.

Pilot questions 2.1

1. What does relevance mean in evaluating library materials?
2. Which cycle helps librarians ensure user-centred evaluation?
3. Authority refers to what aspect of a resource?
4. How do librarians confirm the accuracy of information?
5. Name one physical and one digital quality factor in evaluating materials.

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2.2 The Selection Process in Libraries

2.2.1 Steps in the selection process

The **selection process** is the structured procedure through which libraries identify and approve materials for inclusion in their collections. It ensures that resources are chosen systematically rather than randomly. The steps typically include:

1. **Identifying needs**: Determining gaps in the collection based on user demands, curriculum requirements, or research trends.
2. **Sourcing materials**: Consulting bibliographies, publishers' catalogues, reviews, and user recommendations.
3. **Evaluating resources**: Applying criteria such as relevance, authority, accuracy, and quality.
4. **Decision-making**: Approving or rejecting materials based on evaluation outcomes and budget constraints.
5. **Documentation**: Recording decisions for transparency and accountability.

Fill in the blank: The first step in the selection process is _____, which involves determining gaps in the collection.

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Figure 2.2 Steps in the library selection process

2.2.2 Role of librarians, committees, and stakeholders

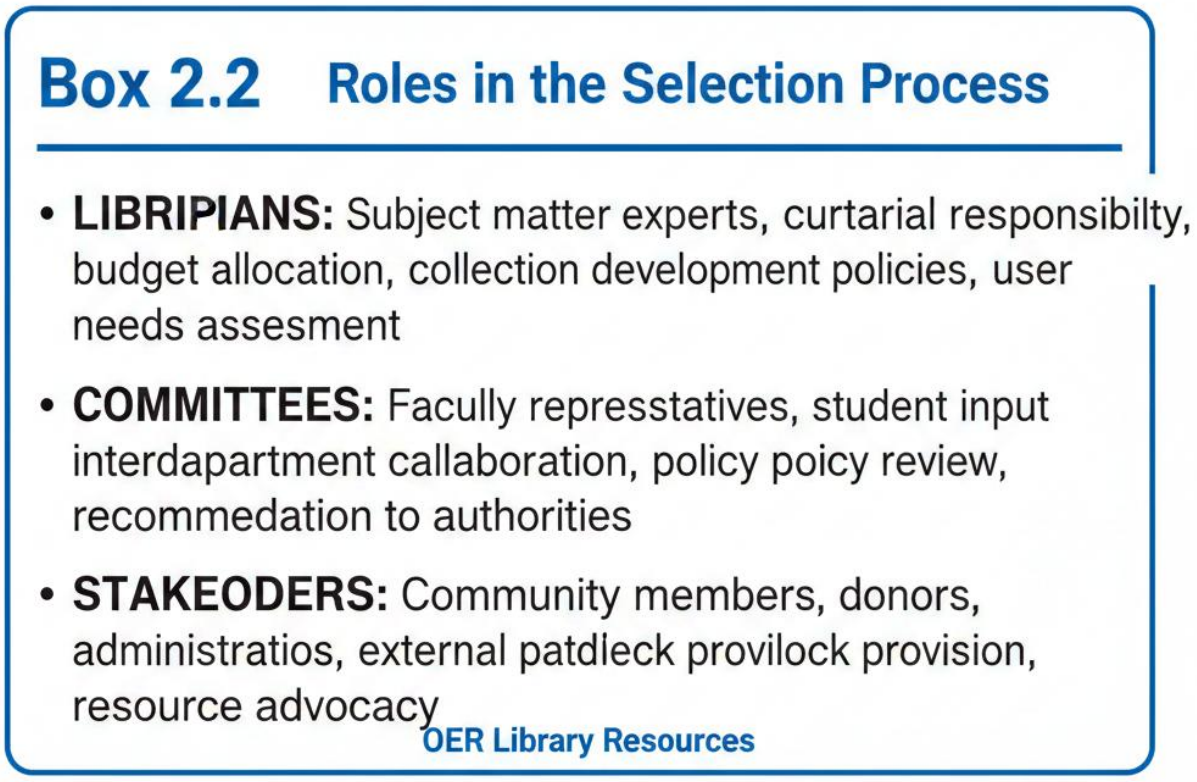
The selection process involves multiple actors, each with distinct responsibilities.

- **Librarians**: They lead the process by identifying needs, sourcing materials, and applying evaluation criteria. Their professional expertise ensures that decisions are informed and balanced.
- **Committees**: In academic or large libraries, committees may be formed to review and approve selections. These committees provide diverse perspectives and prevent bias.

- **Stakeholders**: Users, faculty members, or community representatives may contribute recommendations, ensuring that the collection reflects actual needs.

Collaboration among these groups strengthens the selection process, making it more inclusive and transparent.

Fill in the blank: In academic libraries, _____ are often formed to review and approve selections, ensuring diverse perspectives.



Pilot questions 2.2

1. What is the purpose of the selection process in libraries?
2. Name the first step in the selection process.
3. Which step involves applying criteria such as relevance and authority?
4. Who leads the selection process in most libraries?
5. Why are committees important in academic libraries?

2.3 Integration of Evaluation and Selection

2.3.1 Linking evaluation criteria to selection decisions

Evaluation and selection are not separate activities, but rather interconnected stages of collection building. **Evaluation criteria** such as relevance, authority, accuracy, credibility, and quality provide the foundation for making informed **selection decisions**. When librarians apply these criteria consistently, they ensure that chosen materials meet both user needs and institutional objectives.

For example, a resource may be relevant to a subject area, but if it lacks authority or accuracy, it should not be selected. Similarly, a digital resource may be accurate and credible, but if its platform is unreliable, it may fail to serve users effectively. Linking evaluation to selection ensures that decisions are evidence-based and transparent.

Fill in the blank: Evaluation criteria such as relevance and accuracy provide the foundation for making informed _____ decisions.

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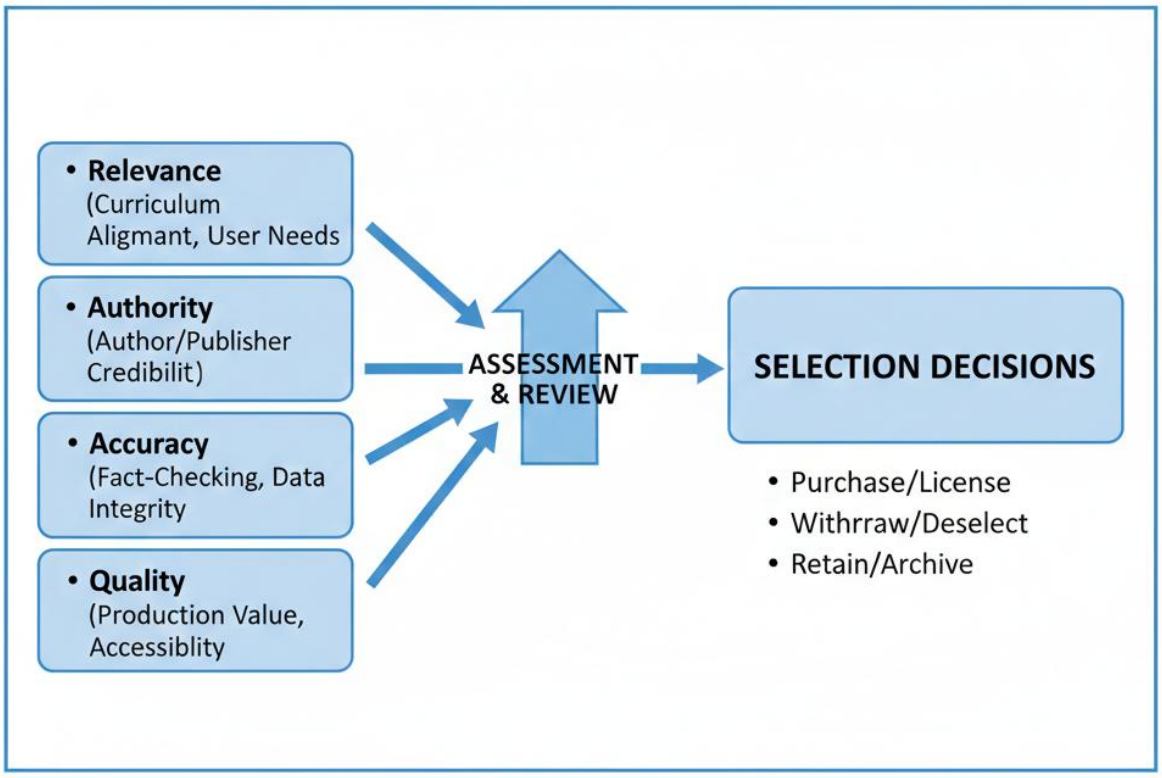
Figure 2.3 Linking Evaluation Criteria to Selection Decisions



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2.3.2 Challenges and best practices in selection

The selection process faces several challenges, including limited budgets, rapidly changing publishing trends, and diverse user expectations. Librarians must also navigate issues such as censorship pressures, vendor bias, and the difficulty of evaluating digital resources.

To address these challenges, libraries adopt **best practices** such as:

- Establishing clear and transparent selection policies.
- Involving committees and stakeholders to ensure inclusivity.
- Regularly reviewing and updating evaluation criteria.

- Using data-driven approaches, such as circulation statistics and user feedback.
- Maintaining flexibility to adapt to new formats and technologies.

By applying these practices, libraries strengthen their credibility and ensure that their collections remain relevant and sustainable.

Fill in the blank: One best practice in selection is involving _____ and stakeholders to ensure inclusivity.

Pilot questions 2.3

1. Why must evaluation and selection be linked in collection building?

2. Give one example of how evaluation criteria influence selection decisions.
3. What is one challenge faced in the selection process?
4. Name one best practice that helps address selection challenges.
5. Why is flexibility important in library selection processes?

Series Summary

This Series has focused on how libraries evaluate and select materials to ensure their collections remain purposeful and reliable. We began by examining the criteria for evaluating resources, including relevance to user needs, authority, accuracy, credibility, and both physical and digital quality. We then explored the structured selection process, highlighting the steps involved and the roles played by librarians, committees, and stakeholders. Finally, we integrated evaluation and selection, showing how criteria inform decisions and discussing challenges alongside best practices.

By completing this Series, you should now be able to analyse relevance (SLO 2.1), evaluate authority and accuracy (SLO 2.2), assess quality factors (SLO 2.3), explain the steps in selection (SLO 2.4), describe the roles of participants (SLO 2.5), apply evaluation criteria to decisions (SLO 2.6), and evaluate challenges while proposing best practices (SLO 2.7).

Glossary of Terms

- **Accuracy**: The correctness and reliability of information in a resource.
- **Authority**: The expertise and qualifications of the author or publisher of a resource.
- **Credibility**: The overall trustworthiness of a resource, combining authority and accuracy.
- **Evaluation criteria**: Standards used to judge the suitability of library materials, such as relevance, authority, accuracy, and quality.
- **Quality**: The usability and condition of materials, including durability for print and accessibility for digital formats.
- **Relevance**: The degree to which a resource meets the needs of library users.
- **Selection process**: The structured procedure through which libraries identify, evaluate, and approve materials for their collections.
- **Stakeholders**: Individuals or groups, such as faculty or community members, who contribute to library selection decisions.

Concept Check Questions

Objective questions

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1. Fill in the blank: A material is considered _____ if it supports the goals and needs of the library's users. (Linked to SLO 2.1)
2. Which term refers to the expertise and qualifications of the author or publisher? (Linked to SLO 2.2)
3. For digital resources, quality involves ease of access, compatibility, and _____ of platforms. (Linked to SLO 2.3)
4. Which step in the selection process involves recording decisions for transparency? (Linked to SLO 2.4)
5. In academic libraries, _____ are often formed to review and approve selections. (Linked to SLO 2.5)

Short-answer questions

6. Explain how librarians determine the relevance of materials. (Linked to SLO 2.1)

7. Define credibility and explain how it combines authority and accuracy. (Linked to SLO 2.2)

8. List one physical and one digital quality factor in evaluating materials. (Linked to SLO 2.3)

9. Describe the role of stakeholders in the selection process. (Linked to SLO 2.5)

Long-answer questions

10. Explain the structured steps in the selection process and why each is important. (Linked to SLO 2.4)

- *Basic response*: Outline the five steps: identifying needs, sourcing materials, evaluating, decision-making, and documentation.
- *Value-added response*: Outstanding learners may also discuss how these steps ensure transparency, accountability, and responsiveness to user needs.

11. Evaluate challenges in the selection process and propose best practices to address them. (Linked to SLO 2.7)

- *Basic response*: Identify challenges such as limited budgets and diverse user expectations, and suggest practices like clear policies and stakeholder involvement.
- *Value-added response*: Outstanding learners may also analyse how data-driven approaches and flexibility in adopting new formats strengthen the process.

Answers to Concept Check Questions

1. Relevant

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2. Authority
3. Reliability
4. Documentation
5. Committees
6. By conducting surveys, gathering feedback, and analysing usage statistics.
7. Credibility is the overall trustworthiness of a resource, combining authority (expertise) and accuracy (correctness).
8. Physical: durability of binding; Digital: ease of access.
9. Stakeholders contribute recommendations to ensure collections reflect actual needs.
10. *Basic response*: The steps are identifying needs, sourcing materials, evaluating, decision-making, and documentation. *Value-added response*: These steps ensure transparency, accountability, and responsiveness to user needs.
11. *Basic response*: Challenges include limited budgets and diverse expectations. Best practices include clear policies and stakeholder involvement. *Value-added response*: Data-driven approaches and flexibility in adopting new formats strengthen the process.

Answers to Pilot Questions

Pilot questions 2.1

- Meeting user needs
- User-centred evaluation cycle
- Authority
- By cross-checking facts with reliable sources
- Physical: durability of binding; Digital: ease of access

Pilot questions 2.2

- To ensure systematic and fair selection of materials
- Identifying needs
- Evaluating resources
- Librarians
- They provide diverse perspectives and prevent bias

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Pilot questions 2.3

- Because criteria guide decisions and ensure transparency
- A resource may be relevant but rejected if inaccurate
- Limited budgets
- Establishing clear policies
- To adapt to new formats and technologies

References and Attributions

- *LIS 312 Collection Management* course document (Learning outcomes and course content provided).
- Evans, G. E., & Saponaro, M. Z. (2012). *Collection Management Basics*. Libraries Unlimited.
- Johnson, P. (2018). *Fundamentals of Collection Development and Management* (4th ed.). American Library Association.
- Katz, W. A. (1997). *Collection Development: The Selection of Materials for Libraries*. Scarecrow Press.
- International Federation of Library Associations and Institutions (IFLA). (2001). *Guidelines for Collection Development*.

Illustration attributions

- Figure 2.1 User-centred evaluation cycle: AI prompt “Create a diagram showing user-centred evaluation cycle: needs assessment, selection, feedback.”
- Box 2.1 Authority, accuracy, and credibility in evaluation: AI prompt “Generate a text box summarising authority, accuracy, and credibility in evaluating library materials.”
- Table 2.1 Physical and digital quality considerations: AI prompt “Generate a table comparing physical and digital quality considerations in library materials.”
- Figure 2.2 Steps in the selection process: AI prompt “Create a flowchart showing steps in the library selection process: identifying needs, sourcing materials, evaluating resources, decision-making, documentation.”
- Box 2.2 Roles in the selection process: AI prompt “Generate a text box summarising roles in the library selection process: librarians, committees, stakeholders.”

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- Figure 2.3 Linking evaluation criteria to selection decisions: AI prompt “Create a diagram showing how evaluation criteria feed into selection decisions in libraries.”
- Box 2.3 Challenges and best practices in selection: AI prompt “Generate a text box summarising challenges and best practices in library selection processes.”

LIS312 Collection Management (2 Units)

Series 3 Publishing Industry, Book Reviews, and Censorship in Collection Management

Series outline

- **Part 3.1: The Publishing Industry and Its Influence on Libraries**
    - 3.1.1 Relationship between publishers and libraries
    - 3.1.2 Trends in publishing and their impact on collection management
- **Part 3.2: The Role of Book Reviews in Selection**
    - 3.2.1 Functions and importance of book reviews
    - 3.2.2 Limitations and biases in book reviews
- **Part 3.3: Censorship and Intellectual Freedom in Collection Management**
    - 3.3.1 Understanding censorship in libraries
    - 3.3.2 Strategies for promoting intellectual freedom

Introduction

Background Libraries do not operate in isolation, but are deeply influenced by the publishing industry, the availability of book reviews, and the pressures of censorship. These external factors shape the way collections are built and maintained, often determining what information is accessible to users.

Series aim The aim of this Series is to enable you to analyse the role of the publishing industry, evaluate the use of book reviews, and critically examine censorship issues in relation to collection management.

Series synopsis We shall commence this Series by exploring the publishing industry, focusing on its relationship with libraries and the impact of publishing trends on collection management. Next, we will examine the role of book reviews, considering their functions, importance, and limitations. Finally, we will conclude by addressing censorship and

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intellectual freedom, discussing how libraries can resist undue suppression and promote equitable access to information.

Series Learning Outcomes

Upon completing this Series, you should be able to:

- **SLO 3.1** explain the relationship between publishers and libraries,
- **SLO 3.2** analyse publishing trends and their impact on collection management,
- **SLO 3.3** evaluate the functions and importance of book reviews in selection,
- **SLO 3.4** identify limitations and biases in book reviews,
- **SLO 3.5** define censorship in the context of libraries, and
- **SLO 3.6** propose strategies for promoting intellectual freedom in collection management.

3.1 The Publishing Industry and Its Influence on Libraries

3.1.1 Relationship between publishers and libraries

The **publishing industry** plays a central role in shaping library collections. Publishers produce and distribute the materials that libraries acquire, making them key partners in collection management. Libraries rely on publishers for access to books, journals, and digital resources, while publishers depend on libraries to reach wide audiences and sustain demand.

This relationship is mutually beneficial, but it can also create challenges. For example, pricing policies, licensing agreements, and restrictions on digital access can limit what libraries can afford or provide. Librarians must therefore negotiate carefully with publishers to balance user needs with financial realities.

Fill in the blank: Libraries rely on _____ to produce and distribute the materials they acquire for their collections.

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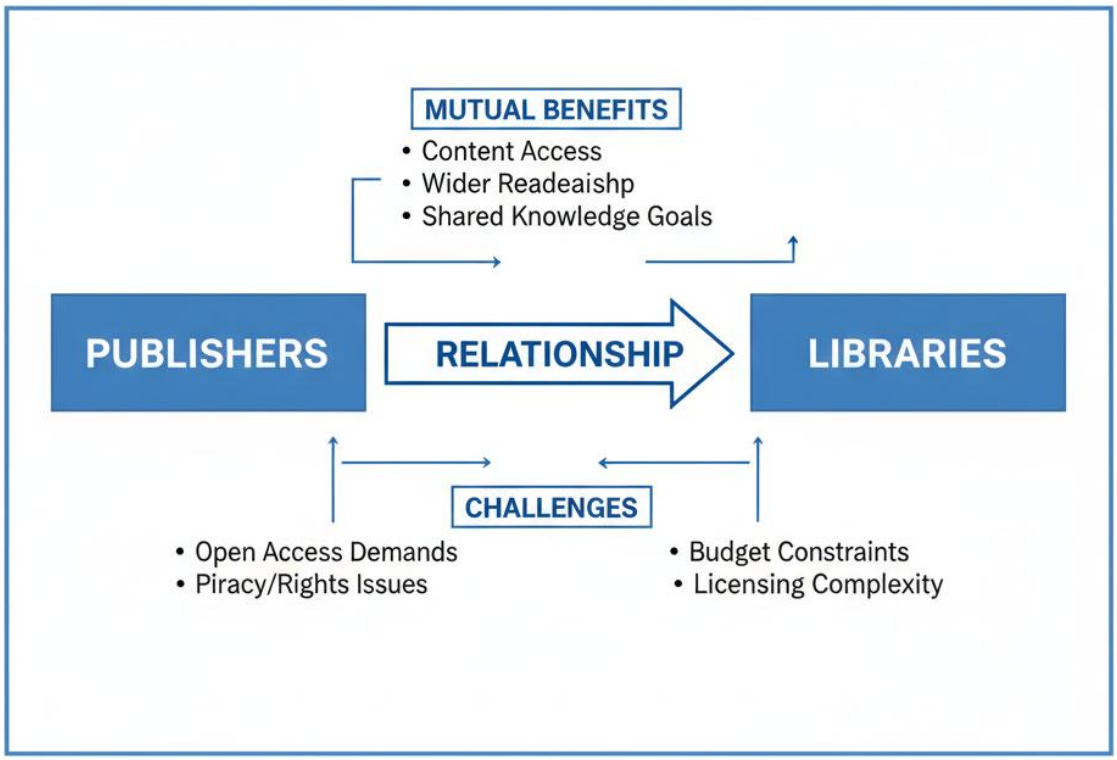
Figure 3.1 Relationship between Publishers and Libraries



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3.1.2 Trends in publishing and their impact on collection management

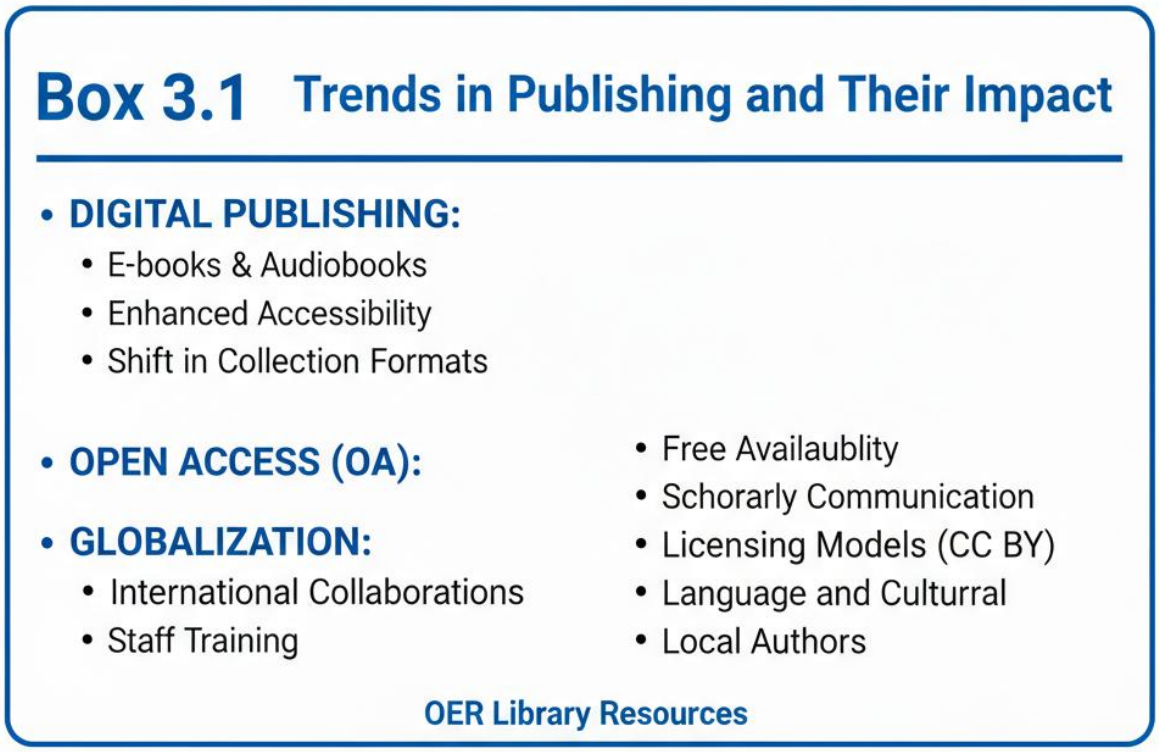
Publishing trends directly affect how libraries build and manage collections. Some key trends include:

- **Digital publishing**: The rise of e-books, online journals, and databases has transformed access and storage.
- **Open access**: Increasing availability of free scholarly content challenges traditional subscription models.
- **Globalisation**: International publishing expands access to diverse perspectives but may also introduce licensing complexities.

- **Self-publishing**: Authors bypass traditional publishers, creating new opportunities and challenges for libraries in evaluating quality.

Libraries must adapt to these trends by revising policies, investing in digital infrastructure, and ensuring equitable access.

Fill in the blank: One major trend in publishing is _____, which provides free scholarly content outside traditional subscription models.



Pilot questions 3.1

1. Why are publishers considered key partners in library collection management?
2. What challenge might libraries face when negotiating with publishers?

3. Name one trend in publishing that has transformed access and storage.
4. What does open access mean in publishing?
5. How does self-publishing affect libraries?

3.2 The Role of Book Reviews in Selection

3.2.1 Functions and importance of book reviews

Book reviews are critical tools that assist librarians in making informed decisions about which materials to include in their collections. A book review provides a summary, evaluation, and critical commentary on a publication, helping librarians assess its relevance, quality, and potential value to users.

The importance of book reviews lies in their ability to:

- Highlight strengths and weaknesses of a publication.
- Provide context about the author's credibility and expertise.
- Offer insights into how the material fits within existing literature.
- Save time by guiding librarians towards or away from particular titles.

By consulting book reviews, librarians can make more objective and evidence-based decisions, ensuring that collections remain balanced and purposeful.

Fill in the blank: A _____ provides a summary, evaluation, and commentary on a publication to guide selection decisions.

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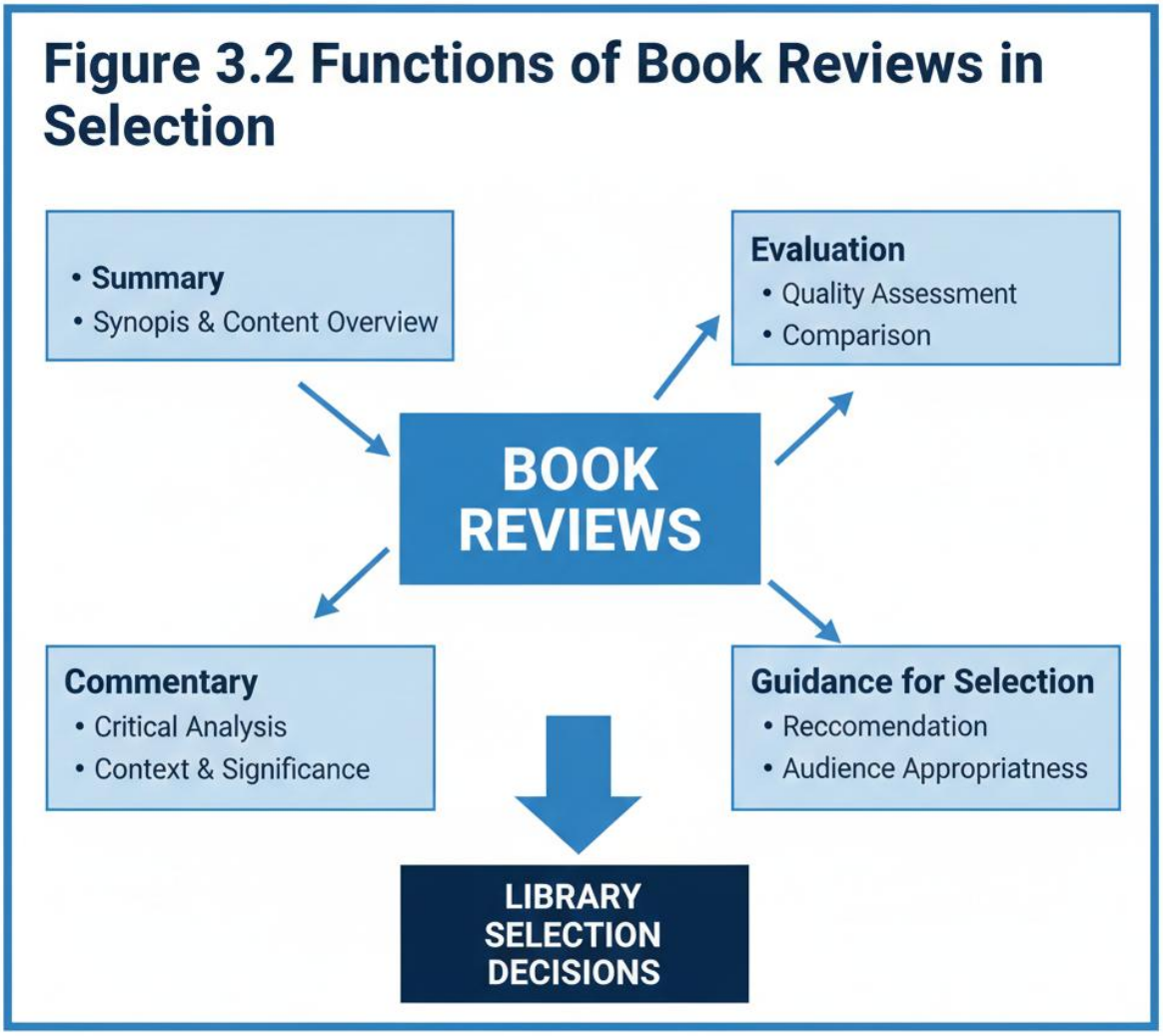

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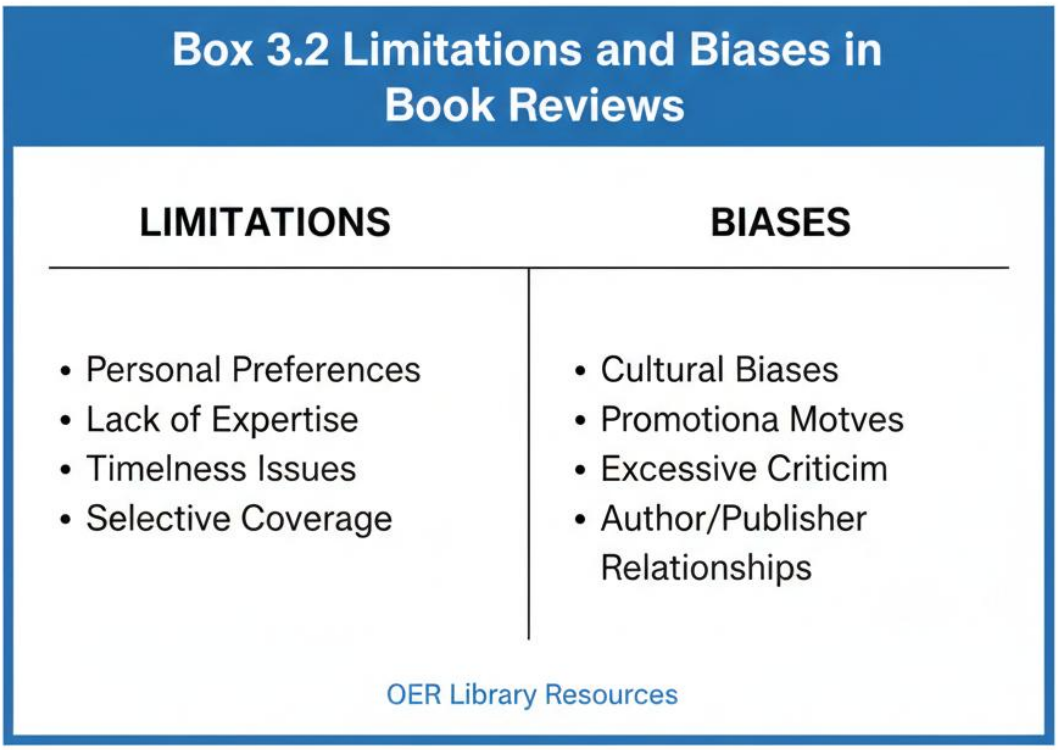
3.2.2 Limitations and biases in book reviews

While book reviews are useful, they are not without limitations. Reviews may reflect the reviewer's personal preferences, cultural biases, or institutional agendas. Some reviews may be overly positive due to promotional motives, while others may be excessively critical.

Librarians must therefore approach book reviews critically, comparing multiple reviews and cross-checking with other evaluation criteria such as authority and accuracy. This helps to minimise bias and ensure fair selection decisions.

Fill in the blank: Librarians must approach book reviews _____ to minimise bias and ensure fair selection decisions.



Pilot questions 3.2

1. What is the primary function of a book review in library selection?
2. Name two ways book reviews assist librarians in decision-making.
3. What limitation might arise from relying on a single book review?
4. Why should librarians compare multiple reviews?
5. How can promotional motives affect the reliability of book reviews?

3.3 Censorship and Intellectual Freedom in Collection Management

3.3.1 Understanding censorship in libraries

Censorship in libraries refers to the suppression or restriction of materials deemed objectionable by certain individuals, groups, or authorities. It may involve banning books, limiting access to controversial topics, or refusing to acquire materials that challenge prevailing norms. While censorship is often justified on moral, political, or cultural grounds, it undermines the library's mission to provide free and equitable access to information.

Libraries must recognise that censorship conflicts with the principle of **intellectual freedom**, which is the right of individuals to seek and receive information without restriction. Protecting intellectual freedom ensures that diverse perspectives are available, empowering users to make informed choices.

Fill in the blank: _____ in libraries refers to the suppression or restriction of materials deemed objectionable.

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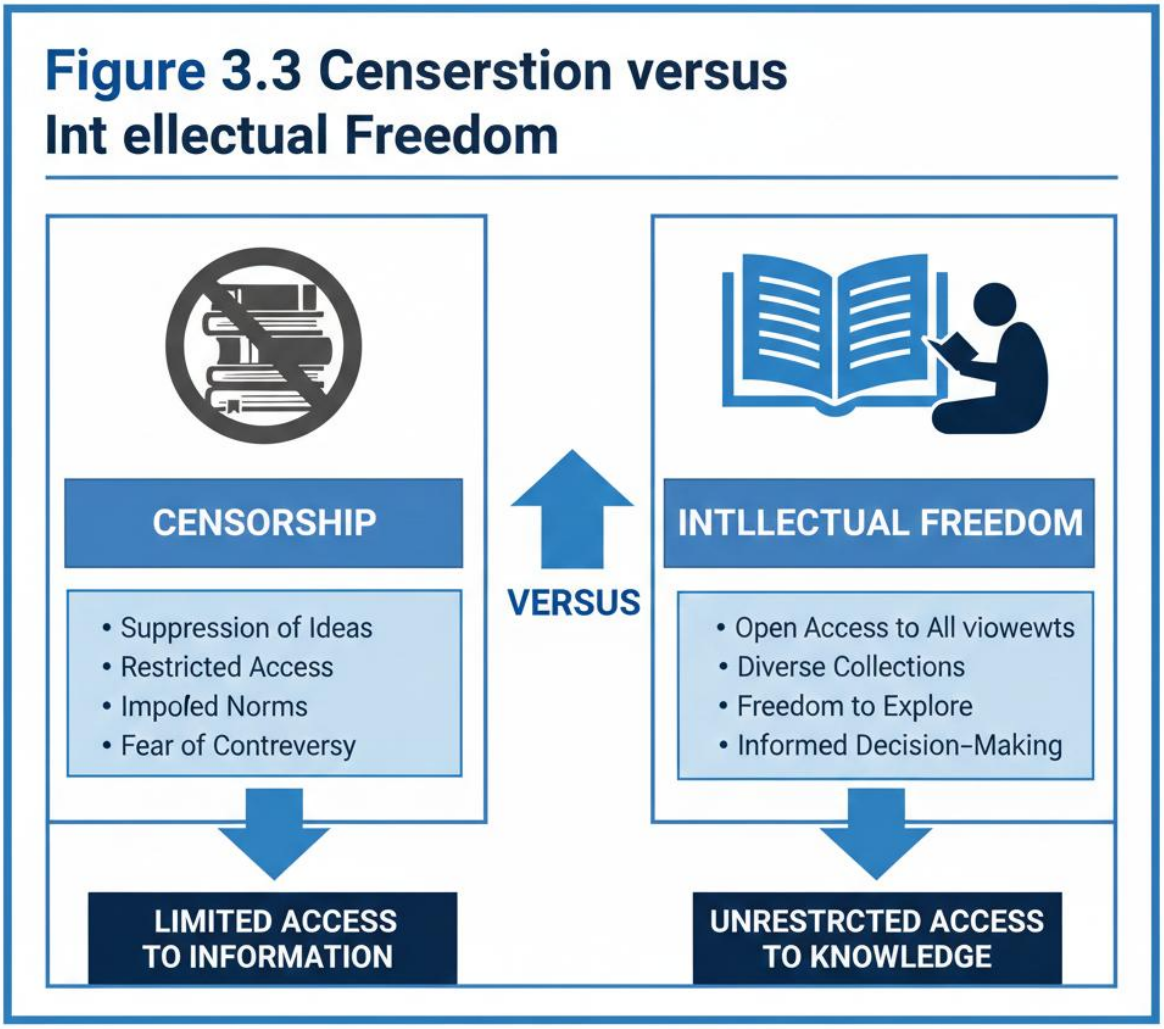

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3.3.2 Strategies for promoting intellectual freedom

Libraries can adopt several strategies to resist censorship and promote intellectual freedom:

- **Developing clear policies**: Establishing written policies that affirm the library's commitment to intellectual freedom.
- **Providing diverse collections**: Ensuring representation of multiple viewpoints, cultures, and disciplines.

- **Educating users**: Offering programmes that explain the importance of free access to information.
- **Collaborating with professional bodies**: Working with organisations such as IFLA or national library associations to uphold standards.
- **Transparency in decision-making**: Documenting selection and acquisition processes to prevent hidden censorship.

By applying these strategies, libraries safeguard their role as neutral spaces for knowledge and learning.

Fill in the blank: One strategy for promoting intellectual freedom is developing clear _____ that affirm the library's commitment.

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Box 3.3

Strategies for Promoting Intelectual Freedom

STRATEGIES	KEY ACTIONS
• Clear Collection Development Policies	• Define principles • Represent all vionyowts
• Diverse and Inclusive Collections	• Digital & media literacy
• User Education & Literacy	• Partner with organizations
• Community Collaboration	• Publicize
• Transparency and Open Dialogue	• Publicize policies
• Professional Development	• Staff training on ethics

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Pilot questions 3.3

1. What does censorship mean in the context of libraries?
2. How does censorship conflict with intellectual freedom?
3. Name one strategy libraries can use to resist censorship.
4. Why is transparency important in promoting intellectual freedom?
5. Which professional bodies can libraries collaborate with to uphold standards?

Series Summary

This Series has explored how external factors such as the publishing industry, book reviews, and censorship influence library collection management. We began by examining the relationship between publishers and libraries, noting both the mutual benefits and challenges, and then considered publishing trends such as digital publishing, open access, globalisation, and self-publishing. We moved on to the role of book reviews, highlighting their functions and importance in guiding selection decisions, while also recognising their limitations and biases. Finally, we addressed censorship and intellectual freedom, defining censorship in the library context and outlining strategies to resist suppression and promote equitable access.

By completing this Series, you should now be able to explain the relationship between publishers and libraries (SLO 3.1), analyse publishing trends and their impact (SLO 3.2), evaluate the functions and importance of book reviews (SLO 3.3), identify limitations and biases in reviews (SLO 3.4), define censorship in libraries (SLO 3.5), and propose strategies for promoting intellectual freedom (SLO 3.6).

Glossary of Terms

- **Book review**: A summary, evaluation, and commentary on a publication that guides selection decisions.
- **Censorship**: The suppression or restriction of materials deemed objectionable, often conflicting with intellectual freedom.
- **Digital publishing**: The production and distribution of e-books, online journals, and databases.
- **Intellectual freedom**: The right of individuals to seek and receive information without restriction.
- **Open access**: Free scholarly content made available outside traditional subscription models.
- **Publisher**: An organisation that produces and distributes books, journals, or digital resources.
- **Self-publishing**: Authors producing and distributing their own works without traditional publishers.
- **Stakeholders**: Individuals or groups who influence or contribute to library collection decisions.

Concept Check Questions

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Objective questions

1. Fill in the blank: Libraries rely on _____ to produce and distribute the materials they acquire. (Linked to SLO 3.1)
2. One major trend in publishing is _____, which provides free scholarly content outside subscription models. (Linked to SLO 3.2)
3. A _____ provides a summary, evaluation, and commentary on a publication. (Linked to SLO 3.3)
4. Librarians must approach book reviews _____ to minimise bias. (Linked to SLO 3.4)
5. _____ in libraries refers to the suppression or restriction of materials deemed objectionable. (Linked to SLO 3.5)

Short-answer questions

6. Explain how publishing trends such as digital publishing affect library collection management. (Linked to SLO 3.2)

7. List two functions of book reviews in guiding selection decisions. (Linked to SLO 3.3)

8. Identify one limitation of book reviews and explain why it matters. (Linked to SLO 3.4)

9. Name one strategy libraries can use to promote intellectual freedom. (Linked to SLO 3.6)

Long-answer questions

10. Discuss the relationship between publishers and libraries, highlighting both benefits and challenges. (Linked to SLO 3.1)

- *Basic response*: Explain how publishers provide materials and libraries provide audiences, noting challenges such as pricing and licensing.
- *Value-added response*: Outstanding learners may also analyse how digital licensing and globalisation complicate negotiations.

11. Evaluate censorship in libraries and propose strategies for promoting intellectual freedom. (Linked to SLO 3.5 & 3.6)

- *Basic response*: Define censorship and explain how it conflicts with intellectual freedom, suggesting strategies such as clear policies and diverse collections.
- *Value-added response*: Outstanding learners may also discuss collaboration with professional bodies and the importance of transparency in resisting censorship.

Answers to Concept Check Questions

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1. Publishers
2. Open access
3. Book review
4. Critically
5. Censorship
6. Digital publishing changes access and storage, requiring libraries to invest in infrastructure and adapt policies.
7. They highlight strengths and weaknesses, and provide context about author credibility.
8. Personal bias may distort the evaluation, leading to unfair selection decisions.
9. Developing clear policies affirming intellectual freedom.
10. *Basic response*: Publishers provide materials, libraries provide audiences. Challenges include pricing and licensing. *Value-added response*: Digital licensing and globalisation complicate negotiations and require careful policy adaptation.
11. *Basic response*: Censorship suppresses materials and conflicts with intellectual freedom. Strategies include clear policies and diverse collections. *Value-added response*: Collaboration with professional bodies and transparency strengthen resistance to censorship.

Answers to Pilot Questions

Pilot questions 3.1

- Publishers are key partners because they produce and distribute materials.
- Pricing policies and licensing restrictions.
- Digital publishing.
- Free scholarly content outside subscription models.
- It creates opportunities but challenges libraries to evaluate quality.

Pilot questions 3.2

- To provide summary, evaluation, and commentary.
- Highlight strengths and weaknesses; provide context about author credibility.
- It may reflect personal bias.
- To minimise bias and ensure fairness.

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- They may exaggerate positives to promote sales.

Pilot questions 3.3

- Suppression or restriction of materials deemed objectionable.
- It prevents free access to diverse perspectives.
- Developing clear policies.
- It prevents hidden censorship and builds trust.
- Organisations such as IFLA or national library associations.

References and Attributions

- *LIS 312 Collection Management* course document (Learning outcomes and course content provided).
- Evans, G. E., & Saponaro, M. Z. (2012). *Collection Management Basics*. Libraries Unlimited.
- Johnson, P. (2018). *Fundamentals of Collection Development and Management* (4th ed.). American Library Association.
- Katz, W. A. (1997). *Collection Development: The Selection of Materials for Libraries*. Scarecrow Press.
- International Federation of Library Associations and Institutions (IFLA). (2001). *Guidelines for Collection Development*.

Illustration attributions

- Figure 3.1 Relationship between publishers and libraries: AI prompt "Create a diagram showing the relationship between publishers and libraries, highlighting mutual benefits and challenges."
- Box 3.1 Trends in publishing and their impact: AI prompt "Generate a text box summarising publishing trends and their impact on library collection management."
- Figure 3.2 Functions of book reviews in selection: AI prompt "Create a diagram showing functions of book reviews: summary, evaluation, commentary, guidance for selection."
- Box 3.2 Limitations and biases in book reviews: AI prompt "Generate a text box summarising limitations and biases in book reviews: personal preferences, cultural biases, promotional motives, excessive criticism."

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- Figure 3.3 Censorship versus intellectual freedom: AI prompt “Create a diagram contrasting censorship in libraries with intellectual freedom, showing suppression versus access.”
- Box 3.3 Strategies for promoting intellectual freedom: AI prompt “Generate a text box summarising strategies for promoting intellectual freedom in libraries.”

LIS312 Collection Management (2 Units)

Series 4 Development of Special Collections: Non-Print and Africana Materials

Series outline

- **Part 4.1: Understanding Special Collections**
  - 4.1.1 Definition and scope of special collections
  - 4.1.2 Importance of non-print and Africana materials
- **Part 4.2: Development of Non-Print Collections**
  - 4.2.1 Types of non-print materials (audio, visual, digital media)
  - 4.2.2 Strategies for acquiring and managing non-print resources
- **Part 4.3: Africana Collections in Libraries**
  - 4.3.1 Significance of Africana materials in knowledge preservation
  - 4.3.2 Challenges and best practices in developing Africana collections

Introduction

Background Special collections are unique and often rare materials that enrich a library’s holdings beyond standard print resources. They include non-print formats such as audio, video, and digital media, as well as culturally significant materials like Africana collections. These resources preserve heritage, support research, and provide diverse perspectives that are essential for comprehensive learning.

Series aim The aim of this Series is to equip you with the knowledge and skills to understand, develop, and manage special collections, with particular emphasis on non-print and Africana materials.

Series synopsis We shall commence this Series by defining special collections and explaining their scope and importance. Next, we will examine the development of non-

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print collections, focusing on types of materials and strategies for acquisition and management. Finally, we will explore Africana collections, discussing their significance in preserving African heritage, the challenges faced in their development, and best practices for sustainable management.

Series Learning Outcomes

Upon completing this Series, you should be able to:

- **SLO 4.1** define special collections and explain their scope,
- **SLO 4.2** analyse the importance of non-print and Africana materials in libraries,
- **SLO 4.3** identify types of non-print materials and strategies for their acquisition,
- **SLO 4.4** explain the significance of Africana collections in knowledge preservation,
- **SLO 4.5** evaluate challenges in developing Africana collections, and
- **SLO 4.6** propose best practices for managing special collections.

4.1 Understanding Special Collections

4.1.1 Definition and scope of special collections

Special collections are unique, rare, or distinctive materials that go beyond the standard holdings of a library. They may include manuscripts, archives, non-print formats, or culturally significant resources. Unlike general collections, special collections often require specialised handling, preservation, and access policies.

The scope of special collections varies depending on the mission of the library. For example, a university library may focus on rare manuscripts and research archives, while a national library may emphasise heritage materials such as Africana collections.

Fill in the blank: _____ collections are unique or rare materials that require specialised handling and preservation.

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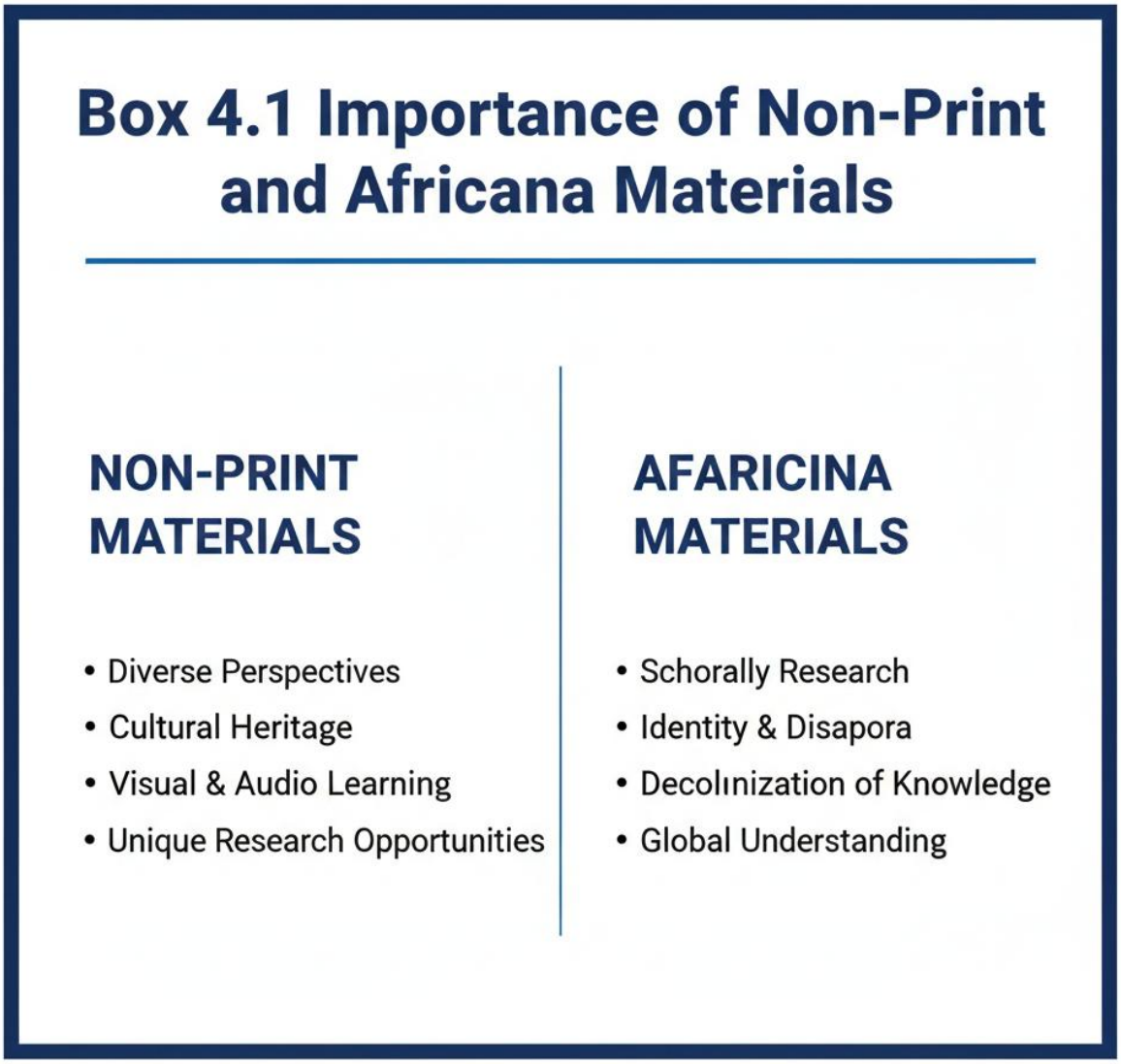
4.1.2 Importance of non-print and Africana materials

Non-print and Africana materials are particularly important within special collections.

- **Non-print materials**: These include audio recordings, films, photographs, maps, and digital media. They capture cultural, historical, and artistic expressions that print alone cannot convey.
- **Africana materials**: These encompass works by African authors, documents about African societies, and cultural artefacts. They are vital for preserving African heritage, supporting research, and promoting indigenous knowledge.

Together, non-print and Africana collections enrich libraries by diversifying formats and perspectives, ensuring that knowledge is preserved in multiple forms.

Fill in the blank: _____ materials include works by African authors and documents about African societies.



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Pilot questions 4.1

1. What are special collections in libraries?
2. Why do special collections require specialised handling?
3. Name two examples of non-print materials.

4. What are Africana materials?
5. Why are Africana collections important for libraries?

4.2 Development of Non-Print Collections

4.2.1 Types of non-print materials

Non-print collections encompass resources that are not in traditional book or journal formats. These materials provide alternative ways of preserving and accessing knowledge. Common types include:

- **Audio recordings**: Oral histories, interviews, music, and lectures.
- **Visual materials**: Photographs, films, maps, and artworks.
- **Digital media**: Databases, e-books, multimedia files, and interactive resources.
- **Microforms**: Microfilm and microfiche used for archiving newspapers and rare documents.

These materials are valuable because they capture cultural, historical, and artistic expressions that print alone cannot convey.

Fill in the blank: _____ collections include resources such as audio recordings, films, photographs, and digital media.

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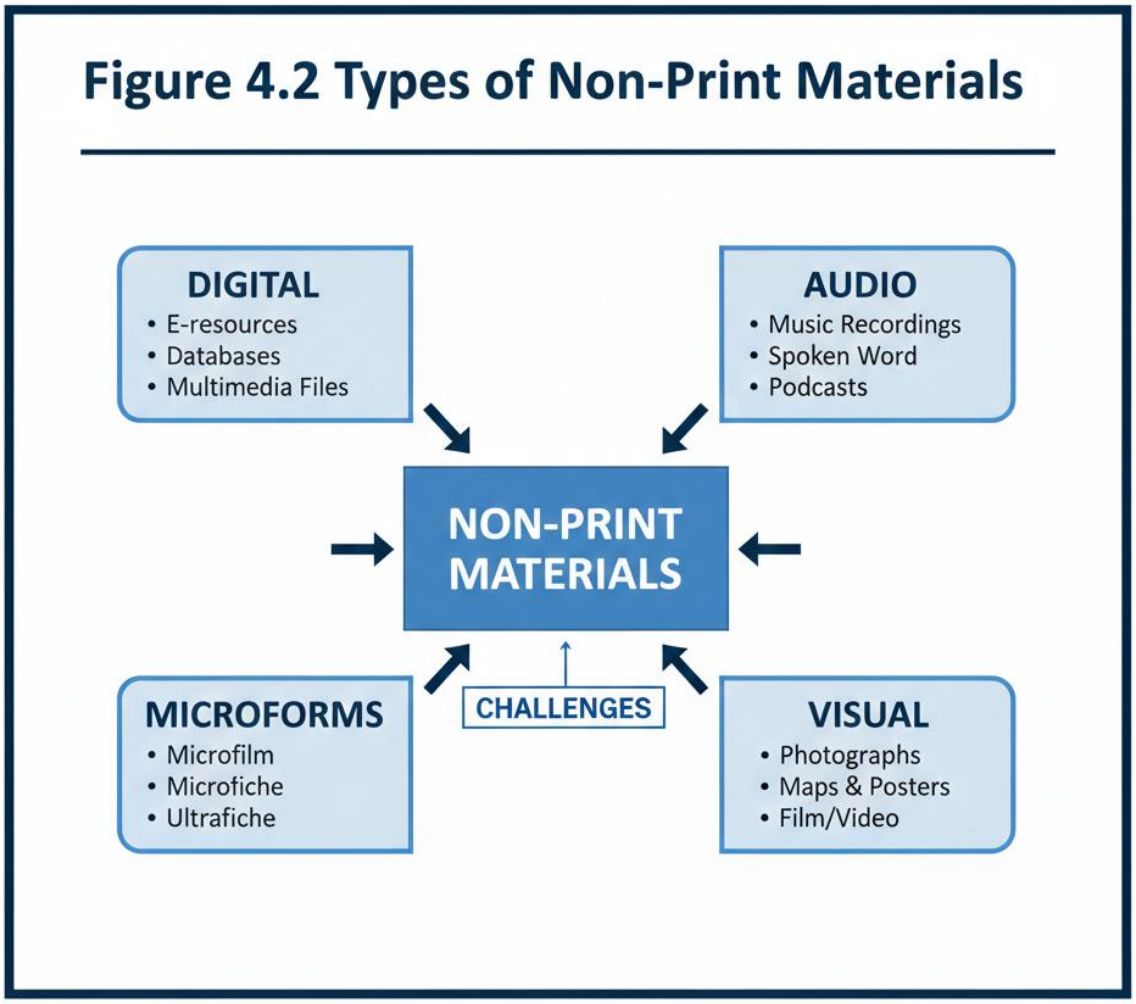

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4.2.2 Strategies for acquiring and managing non-print resources

Developing non-print collections requires deliberate strategies to ensure accessibility and sustainability. Key strategies include:

- **Partnerships**: Collaborating with cultural institutions, archives, and media producers to acquire unique materials.
- **Digitisation**: Converting analogue materials into digital formats for preservation and wider access.
- **Licensing agreements**: Negotiating with vendors for access to digital media and databases.

- **Preservation techniques**: Using specialised equipment and storage conditions to protect fragile audio-visual materials.
- **User training**: Educating patrons on how to access and use non-print resources effectively.

These strategies ensure that non-print collections remain relevant, usable, and preserved for future generations.

Fill in the blank: One strategy for managing non-print collections is _____, which involves converting analogue materials into digital formats.

Pilot questions 4.2

1. What are non-print collections in libraries?
2. Name two examples of audio and visual non-print materials.
3. Why are non-print collections valuable?
4. What does digitisation mean in the context of non-print collections?
5. Give one strategy for preserving fragile audio-visual materials.

4.3 Africana Collections in Libraries

4.3.1 Significance of Africana materials in knowledge preservation

Africana collections are specialised resources that document African history, culture, literature, and societies. They include works by African authors, colonial records, oral traditions, indigenous knowledge, and cultural artefacts. These collections are vital for:

- **Preserving heritage**: Safeguarding African traditions, languages, and histories for future generations.
- **Supporting research**: Providing primary sources for scholars studying African societies.
- **Promoting identity**: Strengthening cultural pride and awareness among communities.
- **Diversifying knowledge**: Offering perspectives that challenge Eurocentric narratives in global scholarship.

Fill in the blank: Africana collections are vital for preserving African _____, languages, and histories for future generations.

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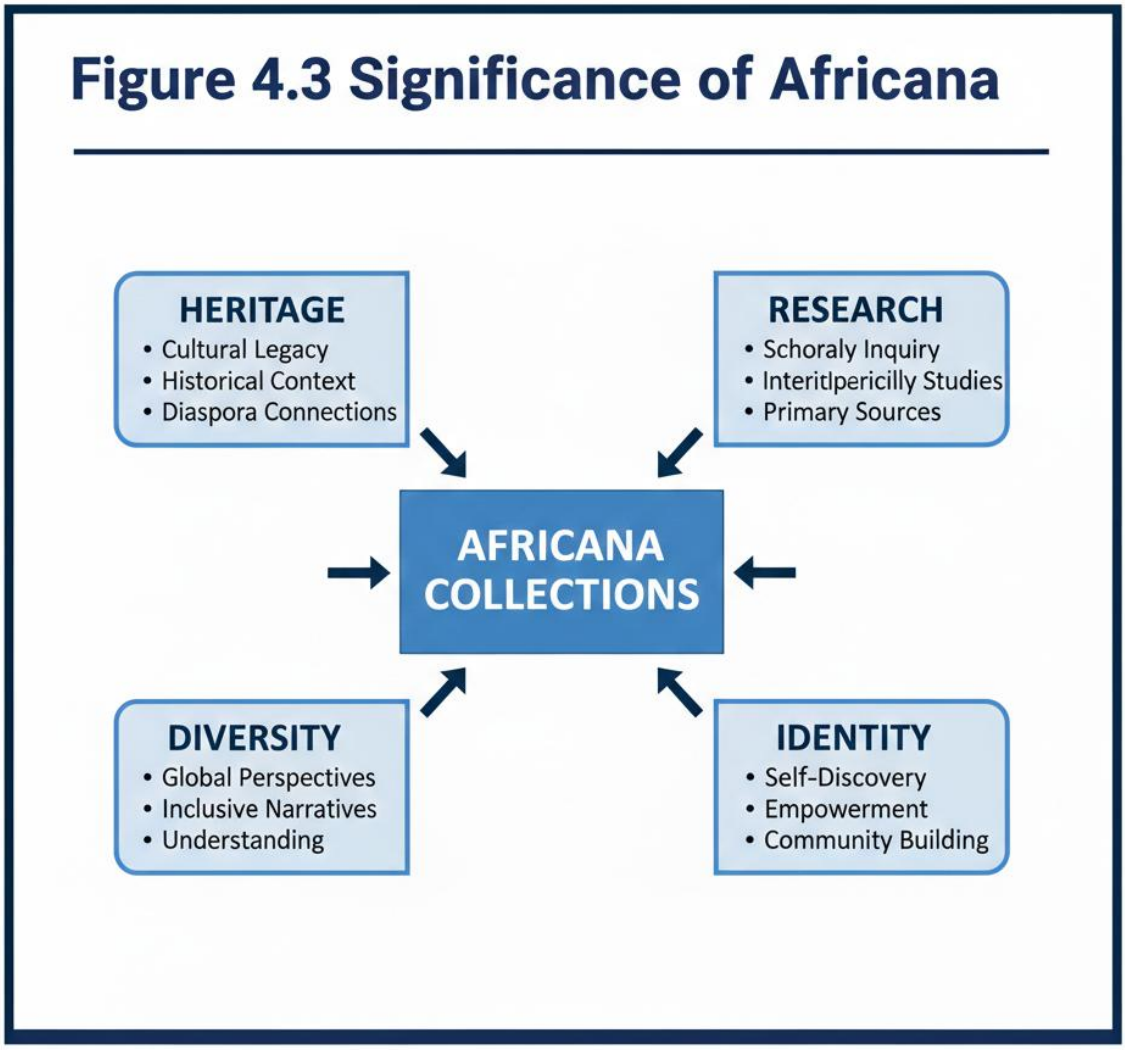

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4.3.2 Challenges and best practices in developing Africana collections

Developing Africana collections presents unique challenges, including:

- **Scarcity of materials**: Many works are unpublished or exist only in oral form.
- **Preservation difficulties**: Fragile documents and artefacts require specialised conservation.
- **Funding constraints**: Limited budgets hinder acquisition and preservation efforts.
- **Access issues**: Some materials are restricted due to cultural sensitivity or political factors.

Best practices to address these challenges include:

- Partnering with cultural institutions and archives to source materials.
- Digitising fragile documents and oral traditions for wider access.
- Securing grants and external funding for preservation projects.
- Establishing ethical guidelines to respect cultural sensitivities.
- Training librarians in specialised handling and cataloguing of Africana resources.

Fill in the blank: One challenge in developing Africana collections is _____ of materials, as many works are unpublished or oral.

Pilot questions 4.3

1. What are Africana collections in libraries?
2. Why are Africana collections important for preserving heritage?
3. Name one challenge in developing Africana collections.
4. Give one best practice for managing Africana collections.
5. Why is digitisation especially useful for Africana materials?

Series Summary

This Series has examined the development of special collections, with a particular focus on non-print and Africana materials. We began by defining special collections and explaining their scope, highlighting why they require specialised handling and preservation. We then explored non-print collections, identifying their types—such as audio, visual, digital, and microforms—and considering strategies for acquisition and management. Finally, we turned to Africana collections, emphasising their significance in preserving African heritage, supporting research, and promoting identity, while also addressing challenges such as scarcity, preservation difficulties, and funding constraints, alongside best practices for sustainable management.

By completing this Series, you should now be able to define special collections (SLO 4.1), analyse the importance of non-print and Africana materials (SLO 4.2), identify types of non-print resources and acquisition strategies (SLO 4.3), explain the significance of Africana collections (SLO 4.4), evaluate challenges in their development (SLO 4.5), and propose best practices for managing special collections (SLO 4.6).

Glossary of Terms

- **Africana materials**: Works by African authors, documents about African societies, and cultural artefacts that preserve African heritage.
- **Digitisation**: The process of converting analogue materials into digital formats for preservation and wider access.
- **Microforms**: Archival formats such as microfilm and microfiche used to store newspapers and rare documents.
- **Non-print materials**: Library resources beyond traditional books and journals, including audio, visual, and digital media.
- **Preservation**: Techniques and practices used to protect fragile or rare materials from deterioration.
- **Special collections**: Unique or rare materials requiring specialised handling, often including manuscripts, archives, non-print, and Africana resources.

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Concept Check Questions [Series 4]

Objective questions

1. Fill in the blank: _____ collections are unique or rare materials that require specialised handling and preservation. (Linked to SLO 4.1)
2. _____ materials include works by African authors and documents about African societies. (Linked to SLO 4.2)
3. Which type of non-print material includes oral histories and interviews? (Linked to SLO 4.3)
4. What archival format is used to store newspapers and rare documents? (Linked to SLO 4.3)
5. One challenge in developing Africana collections is _____ of materials. (Linked to SLO 4.5)

Short-answer questions

6. Define special collections and explain why they are important. (Linked to SLO 4.1)
7. List two examples of non-print materials. (Linked to SLO 4.3)
8. Why are Africana collections significant for libraries? (Linked to SLO 4.4)
9. Give one best practice for managing Africana collections. (Linked to SLO 4.6)

Long-answer questions

10. Discuss strategies for acquiring and managing non-print collections. (Linked to SLO 4.3)

- *Basic response*: Mention partnerships, digitisation, licensing, preservation, and user training.
- *Value-added response*: Outstanding learners may also analyse how digitisation enhances access and how licensing agreements shape digital resource availability.

11. Evaluate challenges in developing Africana collections and propose solutions. (Linked to SLO 4.5 & 4.6)

- *Basic response*: Identify challenges such as scarcity, preservation difficulties, and funding, and suggest solutions like partnerships and digitisation.
- *Value-added response*: Outstanding learners may also discuss ethical guidelines, cultural sensitivity, and training librarians in specialised handling.

Answers to Concept Check Questions [Series 4]

1. Special

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2. Africana
3. Audio recordings
4. Microforms
5. Scarcity
6. Special collections are unique or rare materials requiring specialised handling. They are important for preserving heritage and supporting research.
7. Audio recordings and photographs.
8. They preserve African heritage, support research, and promote identity.
9. Digitising fragile documents for wider access.
10. *Basic response*: Strategies include partnerships, digitisation, licensing, preservation, and user training. *Value-added response*: Digitisation enhances access, while licensing agreements shape availability of digital resources.
11. *Basic response*: Challenges include scarcity, preservation difficulties, and funding. Solutions include partnerships and digitisation. *Value-added response*: Ethical guidelines, cultural sensitivity, and librarian training strengthen Africana collection management.

Answers to Pilot Questions [Series 4]

Pilot questions 4.1

- Special collections are unique or rare materials.
- Because they are fragile and require specialised preservation.
- Audio recordings and photographs.
- Works by African authors and documents about African societies.
- They preserve heritage and promote identity.

Pilot questions 4.2

- Non-print collections are resources beyond traditional books and journals.
- Audio: oral histories; Visual: films.
- They capture cultural and artistic expressions.
- Converting analogue materials into digital formats.
- Using specialised equipment and storage conditions.

Pilot questions 4.3

- Africana collections document African history, culture, and societies.

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- They safeguard traditions, languages, and histories.
- Scarcity of materials.
- Partnering with cultural institutions.
- It preserves fragile documents and makes them widely accessible.

References and Attributions [Series 4]

- *LIS 312 Collection Management* course document (Learning outcomes and course content provided).
- Evans, G. E., & Saponaro, M. Z. (2012). *Collection Management Basics*. Libraries Unlimited.
- Johnson, P. (2018). *Fundamentals of Collection Development and Management* (4th ed.). American Library Association.
- Katz, W. A. (1997). *Collection Development: The Selection of Materials for Libraries*. Scarecrow Press.
- International Federation of Library Associations and Institutions (IFLA). (2001). *Guidelines for Collection Development*.

Illustration attributions

- Figure 4.1 Types of special collections: AI prompt “Create a diagram showing types of special collections: manuscripts, archives, non-print, Africana.”
- Box 4.1 Importance of non-print and Africana materials: AI prompt “Generate a text box summarising importance of non-print and Africana materials in libraries.”
- Figure 4.2 Types of non-print materials: AI prompt “Create a diagram categorising types of non-print materials: audio, visual, digital, microforms.”
- Box 4.2 Strategies for acquiring and managing non-print resources: AI prompt “Generate a text box summarising strategies for acquiring and managing non-print library resources.”
- Figure 4.3 Significance of Africana collections: AI prompt “Create a diagram showing the significance of Africana collections: heritage, research, identity, diversity.”
- Box 4.3 Challenges and best practices in Africana collections: AI prompt “Generate a text box summarising challenges and best practices in developing Africana collections.”

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LIS312 Collection Management (2 Units)

Series 5 Challenges of Collection Management in Nigerian Libraries and Information Centres

Series outline

- **Part 5.1: Contextual Challenges in Nigerian Libraries**
    - 5.1.1 Funding and resource constraints
    - 5.1.2 Infrastructural and technological limitations
- **Part 5.2: Human Resource and Policy Issues**
    - 5.2.1 Staffing, training, and professional development
    - 5.2.2 Policy gaps and governance challenges
- **Part 5.3: Access, Diversity, and Sustainability**
    - 5.3.1 User access and inclusivity challenges
    - 5.3.2 Sustainability and preservation concerns

Introduction

Background Collection management in Nigerian libraries and information centres faces unique challenges shaped by economic, infrastructural, and socio-political realities. Limited funding, inadequate infrastructure, and policy gaps often hinder the ability of libraries to build and sustain collections that meet diverse user needs. These challenges affect not only the acquisition of materials but also their preservation, accessibility, and long-term sustainability.

Series aim The aim of this Series is to enable you to critically analyse the challenges of collection management in Nigerian libraries and information centres, and to propose practical strategies for overcoming them.

Series synopsis We shall commence this Series by examining contextual challenges such as funding constraints and infrastructural limitations. Next, we will explore human resource and policy issues, including staffing, training, and governance. Finally, we will consider access, diversity, and sustainability, focusing on inclusivity, preservation, and long-term viability of collections.

Series Learning Outcomes

Upon completing this Series, you should be able to:

- **SLO 5.1** analyse funding and resource constraints in Nigerian libraries,

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- **SLO 5.2** evaluate infrastructural and technological limitations affecting collection management,
- **SLO 5.3** assess staffing and training challenges in library services,
- **SLO 5.4** explain policy gaps and governance issues in collection management,
- **SLO 5.5** identify challenges related to user access and inclusivity, and
- **SLO 5.6** propose strategies for sustainability and preservation in Nigerian libraries.

5.1 Contextual Challenges in Nigerian Libraries

5.1.1 Funding and resource constraints

One of the most pressing challenges in Nigerian libraries is **inadequate funding**. Many libraries rely on government allocations, which are often insufficient to cover acquisitions, infrastructure, and staff development. Limited budgets restrict the ability to purchase new materials, subscribe to digital databases, or maintain existing collections.

Resource constraints also extend to equipment and facilities. Libraries may lack modern cataloguing systems, preservation tools, or even basic furniture. This situation hampers effective collection management and reduces user satisfaction.

Fill in the blank: One of the most pressing challenges in Nigerian libraries is inadequate _____.

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Figure 5.1

Funding and Resource Constraints

OER Library Resources

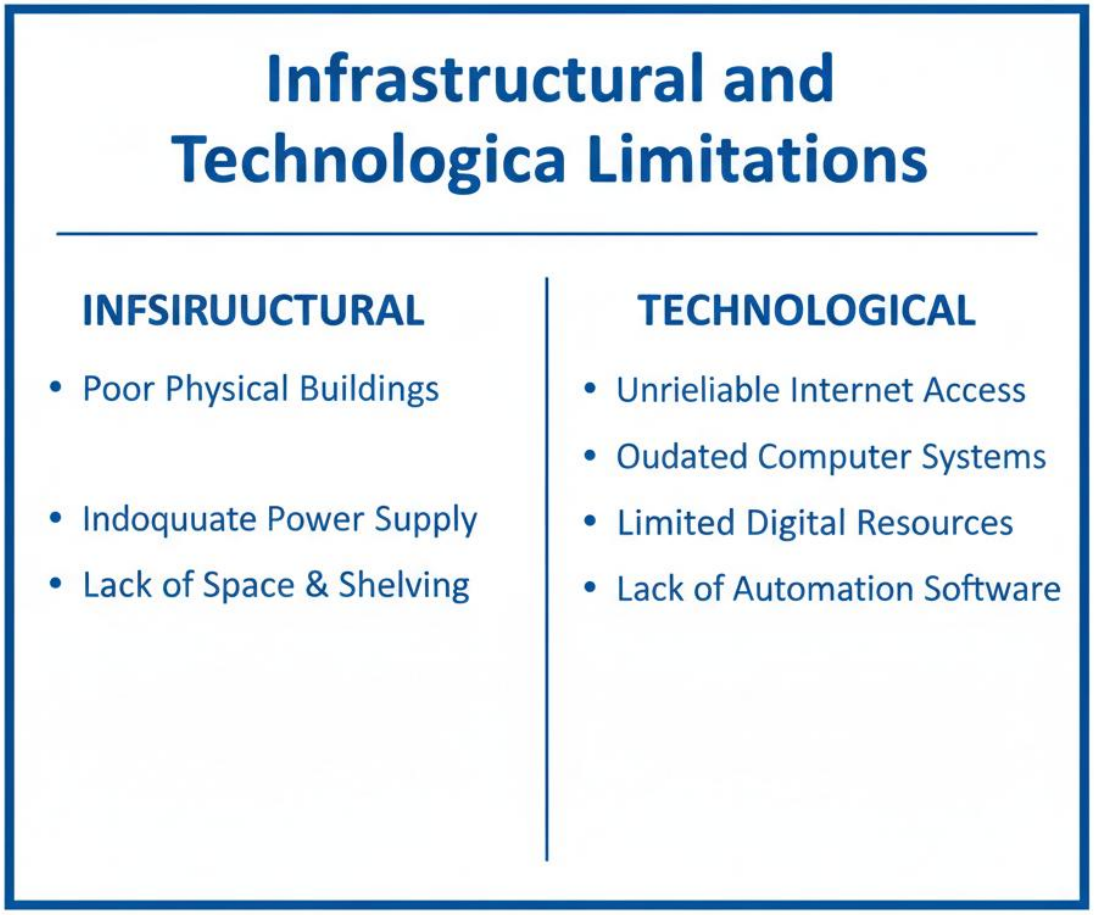
5.1.2 Infrastructural and technological limitations

Infrastructure and technology are critical for modern collection management, yet many Nigerian libraries face significant limitations. Poor physical infrastructure, such as inadequate buildings and storage facilities, makes preservation difficult.

Technological limitations include lack of access to reliable internet, outdated cataloguing systems, and insufficient digital resources. These challenges prevent libraries from fully participating in global knowledge networks and restrict users' access to online materials.

Fill in the blank: Poor physical infrastructure and limited _____ access hinder modern collection management in Nigerian libraries.

Figure 5.2



OER Library Resources

Pilot questions 5.1

1. Why is funding considered a major challenge in Nigerian libraries?
2. How do resource constraints affect collection management?
3. Name one infrastructural limitation faced by Nigerian libraries.
4. What technological challenge restricts Nigerian libraries from accessing global knowledge networks?
5. Why is internet access important for modern collection management?

5.2 Human Resource and Policy Issues

5.2.1 Staffing, training, and professional development

Human resources are central to effective collection management, yet Nigerian libraries often face challenges in staffing and training. Many libraries are understaffed, with too few qualified professionals to manage acquisitions, cataloguing, and preservation. Inadequate training opportunities further limit staff capacity to adopt modern practices such as digital resource management and advanced cataloguing systems.

Professional development is essential for librarians to remain current with global standards. Without continuous training, staff may struggle to implement innovations, leaving collections outdated and less accessible.

Fill in the blank: Many Nigerian libraries are _____, with too few qualified professionals to manage acquisitions and preservation.

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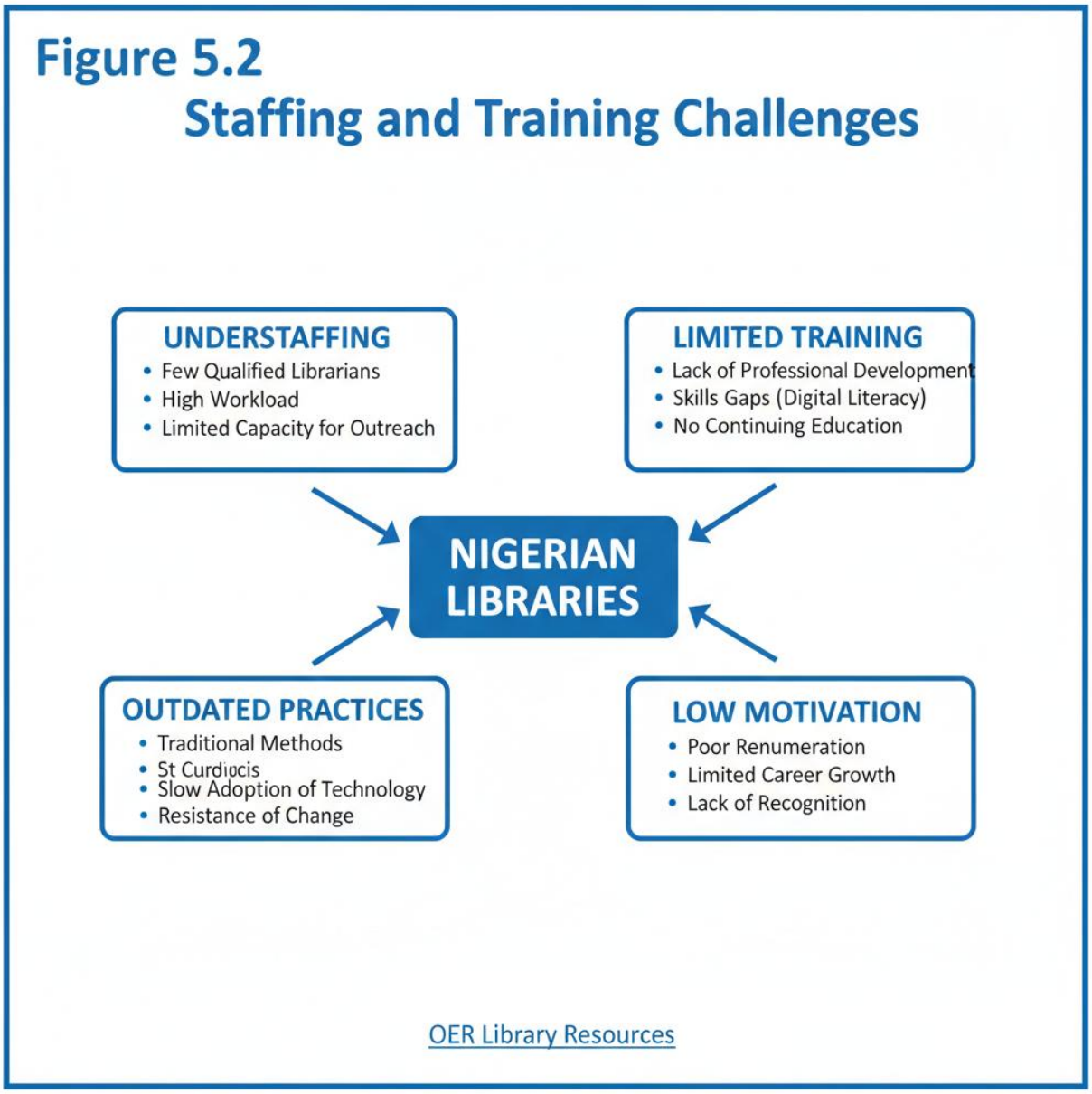

5.2.2 Policy gaps and governance challenges

Policies and governance frameworks provide direction for collection management, but in Nigeria these are often weak or inconsistent. Some libraries lack clear acquisition policies, while others struggle with outdated regulations that do not address digital resources or intellectual freedom.

Governance challenges also include poor coordination between government agencies, inadequate monitoring, and limited stakeholder involvement. These gaps result in inefficiencies, duplication of efforts, and reduced accountability.

Strengthening policies and governance is crucial for ensuring transparency, inclusivity, and sustainability in collection management.

Fill in the blank: Weak or inconsistent _____ frameworks hinder effective collection management in Nigerian libraries.

Pilot questions 5.2

1. Why is staffing considered a challenge in Nigerian libraries?
2. How does inadequate training affect collection management?
3. What is one consequence of lacking professional development opportunities?

4. Name one policy gap affecting Nigerian libraries.
5. Why is governance important for effective collection management?

5.3 Access, Diversity, and Sustainability

5.3.1 User access and inclusivity challenges

Access to collections in Nigerian libraries is often hindered by several factors. Physical access may be limited due to inadequate facilities, poor cataloguing systems, or restricted opening hours. Digital access is also constrained by unreliable internet connectivity and insufficient investment in electronic resources.

Inclusivity challenges arise when collections fail to represent diverse voices, languages, and cultural perspectives. Many libraries rely heavily on foreign publications, which can marginalise local authors and indigenous knowledge. Ensuring inclusivity requires deliberate efforts to acquire materials that reflect Nigeria's cultural and linguistic diversity.

Fill in the blank: Inclusivity challenges arise when collections fail to represent diverse _____, languages, and cultural perspectives.

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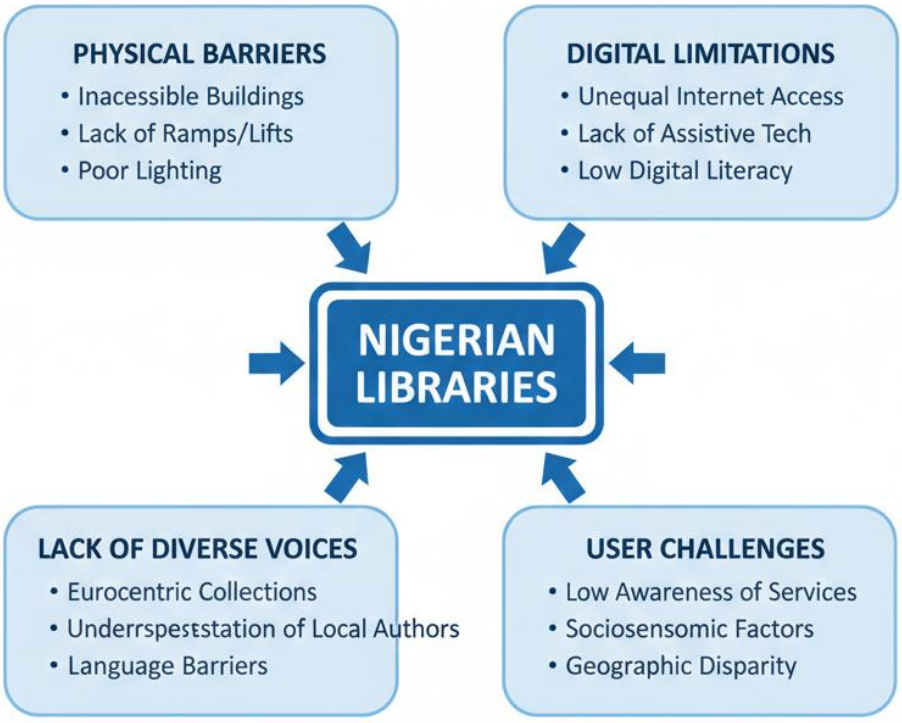
Figure 5.3 Access and Inclusivity Challenges



5.3.2 Sustainability and preservation concerns

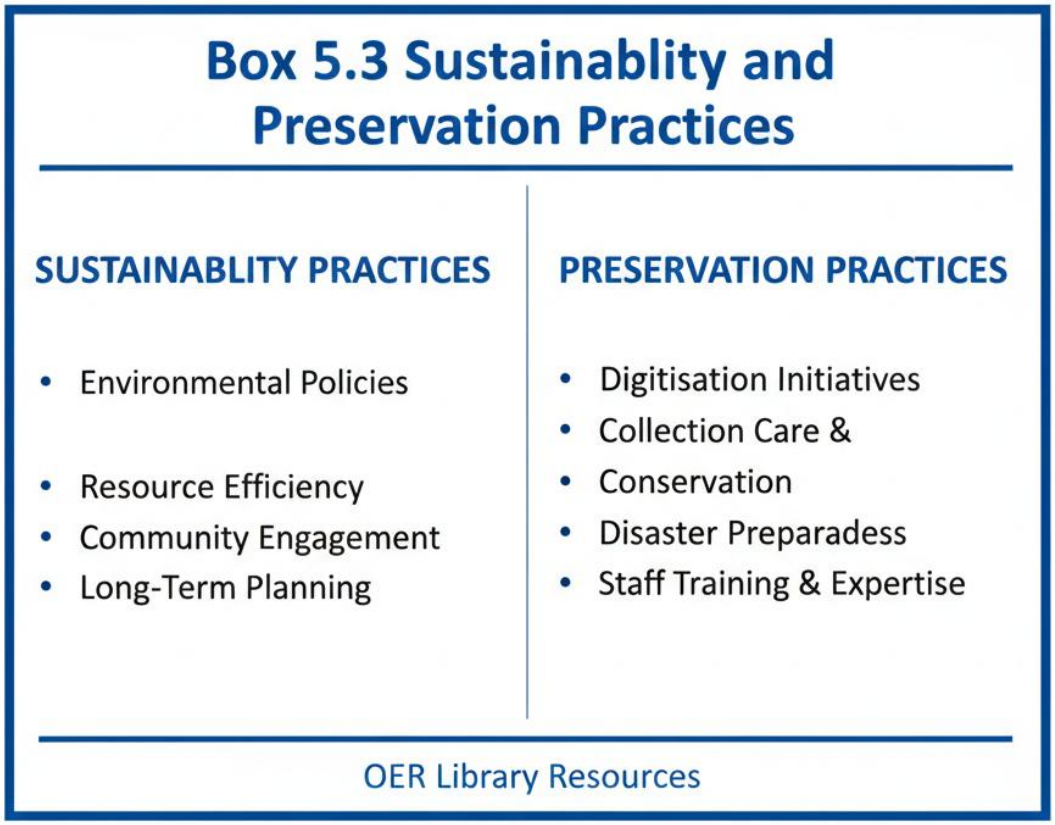
Sustainability in collection management refers to the ability of libraries to maintain and preserve resources for long-term use. Nigerian libraries face challenges such as poor preservation facilities, environmental factors (humidity, pests), and limited budgets for conservation.

Digital sustainability is equally important. Without proper infrastructure, digital resources risk becoming inaccessible due to outdated formats or unreliable storage systems.

Best practices for sustainability include:

- Establishing preservation policies and facilities.
- Digitising fragile materials for long-term access.
- Securing funding for conservation projects.
- Training staff in preservation techniques.
- Collaborating with national and international bodies for support.

Fill in the blank: One best practice for sustainability is _____ fragile materials for long-term access.



Pilot questions 5.3

1. What factors hinder physical access to collections in Nigerian libraries?
2. Why is inclusivity important in collection management?
3. Name one environmental factor that affects preservation in Nigerian libraries.
4. What does digital sustainability mean in libraries?
5. Give one best practice for ensuring sustainability in collection management.

Series Summary

This Series has focused on the **challenges of collection management in Nigerian libraries and information centres**. We began by examining contextual challenges such as inadequate funding, resource constraints, and infrastructural and technological limitations. We then explored human resource and policy issues, including understaffing, limited training opportunities, and weak governance frameworks. Finally, we addressed access, diversity, and sustainability, highlighting inclusivity challenges, preservation concerns, and strategies for ensuring long-term viability of collections.

By completing this Series, you should now be able to analyse funding and resource constraints (SLO 5.1), evaluate infrastructural and technological limitations (SLO 5.2), assess staffing and training challenges (SLO 5.3), explain policy gaps and governance issues (SLO 5.4), identify challenges related to user access and inclusivity (SLO 5.5), and propose strategies for sustainability and preservation (SLO 5.6).

Glossary of Terms

- **Access**: The ability of users to reach and utilise library collections.
- **Digitisation**: Converting analogue materials into digital formats for preservation and wider access.
- **Governance**: The structures and processes that guide library policies and accountability.
- **Inclusivity**: Ensuring collections represent diverse voices, languages, and cultural perspectives.
- **Preservation**: Protecting materials from deterioration for long-term use.
- **Resource constraints**: Limitations in funding, equipment, or facilities that hinder collection management.
- **Sustainability**: The capacity to maintain and preserve collections over time.

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Concept Check Questions

Objective questions

1. Fill in the blank: One of the most pressing challenges in Nigerian libraries is inadequate _____. (Linked to SLO 5.1)
2. Poor physical infrastructure and limited _____ access hinder modern collection management. (Linked to SLO 5.2)
3. Many Nigerian libraries are _____, with too few qualified professionals. (Linked to SLO 5.3)
4. Weak or inconsistent _____ frameworks hinder effective collection management. (Linked to SLO 5.4)
5. Inclusivity challenges arise when collections fail to represent diverse _____, languages, and cultural perspectives. (Linked to SLO 5.5)

Short-answer questions

6. Why is funding considered a major challenge in Nigerian libraries? (Linked to SLO 5.1)

7. Name one infrastructural limitation affecting Nigerian libraries. (Linked to SLO 5.2)

8. How does inadequate training affect collection management? (Linked to SLO 5.3)

9. What is one policy gap that affects Nigerian libraries? (Linked to SLO 5.4)

10. Give one best practice for ensuring sustainability in collection management. (Linked to SLO 5.6)

Long-answer questions

11. Discuss the impact of resource constraints and infrastructural limitations on Nigerian libraries. (Linked to SLO 5.1 & 5.2)

- *Basic response*: Explain how limited budgets and poor infrastructure reduce acquisitions and preservation capacity.
- *Value-added response*: Outstanding learners may also analyse how technological limitations restrict digital access and global participation.

12. Evaluate challenges of inclusivity and sustainability in Nigerian libraries and propose solutions. (Linked to SLO 5.5 & 5.6)

- *Basic response*: Identify inclusivity gaps and preservation difficulties, suggesting solutions like diverse acquisitions and digitisation.
- *Value-added response*: Outstanding learners may also discuss ethical considerations, collaboration with cultural institutions, and staff training.

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Answers to Concept Check Questions

1. Funding
2. Internet
3. Understaffed
4. Policy
5. Voices
6. Because government allocations are often insufficient to cover acquisitions, infrastructure, and staff development.
7. Inadequate buildings or storage facilities.
8. Staff may struggle to adopt modern practices such as digital resource management.
9. Outdated regulations that do not address digital resources.
10. Digitising fragile materials for long-term access.
11. *Basic response*: Limited budgets and poor infrastructure reduce acquisitions and preservation. *Value-added response*: Technological limitations restrict digital access and global participation.
12. *Basic response*: Inclusivity gaps and preservation difficulties can be addressed through diverse acquisitions and digitisation. *Value-added response*: Ethical considerations, collaboration, and staff training strengthen inclusivity and sustainability.

Answers to Pilot Questions

Pilot questions 5.1

- Funding is insufficient to cover acquisitions and infrastructure.
- Resource constraints limit equipment and facilities.
- Inadequate buildings and storage facilities.
- Lack of reliable internet access.
- Internet access enables participation in global knowledge networks.

Pilot questions 5.2

- Libraries are understaffed.
- Inadequate training prevents adoption of modern practices.

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- Staff may struggle to implement innovations.
- Outdated regulations.
- Governance ensures transparency and accountability.

Pilot questions 5.3

- Poor facilities, restricted opening hours, unreliable internet.
- Inclusivity ensures diverse voices and perspectives.
- Humidity or pests.
- Ensuring digital resources remain accessible long-term.
- Establishing preservation policies and digitising materials.

References and Attributions

- *LIS 312 Collection Management* course document (Learning outcomes and course content provided).
- Evans, G. E., & Saponaro, M. Z. (2012). *Collection Management Basics*. Libraries Unlimited.
- Johnson, P. (2018). *Fundamentals of Collection Development and Management* (4th ed.). American Library Association.
- International Federation of Library Associations and Institutions (IFLA). (2001). *Guidelines for Collection Development*.
- Aina, L. O. (2004). *Library and Information Science Text for Africa*. Third World Information Services.

Illustration attributions

- Figure 5.1 Funding and resource constraints: AI prompt “Create a diagram showing funding and resource challenges in Nigerian libraries: limited budgets, lack of equipment, insufficient acquisitions.”
- Box 5.1 Infrastructural and technological limitations: AI prompt “Generate a text box summarising infrastructural and technological limitations in Nigerian libraries.”
- Figure 5.2 Staffing and training challenges: AI prompt “Create a diagram showing staffing and training challenges in Nigerian libraries: understaffing, limited training, outdated practices.”
- Box 5.2 Policy gaps and governance challenges: AI prompt “Generate a text box summarising policy gaps and governance challenges in Nigerian libraries.”

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- Figure 5.3 Access and inclusivity challenges: AI prompt “Create a diagram showing access and inclusivity challenges in Nigerian libraries: physical barriers, digital limitations, lack of diverse voices.”
- Box 5.3 Sustainability and preservation practices: AI prompt “Generate a text box summarising sustainability and preservation practices in Nigerian libraries.”

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