A Comprehensive Review Of Collection Development Policies In Libraries

Mr. Mohan S. Ratkanthiwar[1] , Dr. Veena Prakashe[2]

[1]Research Scholar and Librarian
Yadaorao Poshattiwar Arts College
Talodhi (Balapur), Dist. Chandrapur - 441 221 (MH)

[2]Information Scientist (Professor)
Campus Library,
Rashtrasant Tukadoji Maharaj Nagpur University
Nagpur

Abstract:

This review article provides a comprehensive overview of collection development policies in libraries, focusing on their significance and key components. It synthesizes the findings from five thesis and reviews that explore different aspects of collection development, including practices, effectiveness, diversity, digital transformation, and emerging trends. The reviewed literature emphasizes the importance of written policies, collaboration, resource allocation, and technological advancements in enhancing collection development practices and improving library services. The findings highlight the need for standardized policies, user orientation programs, collaboration and resource sharing, adequate funding, professional staff, and regular evaluation and adaptation. The article offers valuable insights and practical recommendations for librarians seeking to improve their collection development policies in libraries. The reviewed literature underscores the significance of regular review, evaluation, and adaptation in collection development policies, enabling libraries to meet the evolving needs of their user communities.

Key Words: Comprehensive Review, Collection Development, Collection Development Policies, Library Policies, Libraries.

1. Introduction:

The collection development policy serves as a guiding document that outlines the specific guidelines and procedures for resource selection, acquisition, cataloguing, organization,

and weeding within a library. It serves as a roadmap for librarians, enabling them to strategically build and curate collections that integrate with the goals and objectives of the institution they serve. A well-designed collection development policy also addresses various aspects, including interlibrary loan, resource sharing, preservation, and access to electronic resources, to ensure that library materials are accessible and utilized to their full potential.

To ensure the continuous improvement of collection development policies and practices, it is crucial to incorporate mechanisms for ongoing evaluation and review within these policies. Regular assessments provide opportunities to gauge the effectiveness of the policy, collection usage, and user satisfaction.

Regular review and evaluation are essential components of collection development policies in libraries. These policies play a crucial role in ensuring that libraries acquire, maintain, and provide access to relevant and high-quality resources that meet the needs of their users.

This review of literature encompasses the five research papers / thesis and reviews that offer valuable insights into collection development practices in libraries. Each publication explores different aspects of collection development, providing librarians and professionals with a comprehensive understanding of the subject matter.

2. Objectives:

The primary objective of a collection development policy is to guide the library staff in the selection, acquisition, organization, and maintenance of materials that align with the library's mission and the needs of its users. This review article is intended to incorporate the following objectives:

1. To synthesize the findings from the five reviews of articles.
2. To highlight the common themes and challenges identified in collection development policies.
3. To evaluate the effectiveness of collection development policies in libraries.
4. To investigate the implications of digital transformation on collection development policies in libraries and propose strategies for integrating digital resources.

5. To identify emerging trends in collection development policies in libraries, providing librarians with insights into new and innovative areas for collection expansion and diversification

3. Significance:

This review article may offer significant value for the libraries as it consolidates and presents the key findings from multiple studies on collection development policies in various libraries. It allows researchers, librarians, policymakers, and other stakeholders to gain a comprehensive understanding of the state of collection development practices, identify common challenges, and explore potential areas for improvement. The article also underscores the significance of written policies, standardized practices, collaboration, and technological advancements in enhancing collection development processes and improving library services.

4. Methodology:

The methodology employed in this review article involves summarizing the findings from the selected five papers. The findings from each study have been distilled and presented to provide a cohesive overview of the key insights. The focus is on identifying common themes, challenges, and recommendations across the studies. The synthesis of the findings aims to offer a comprehensive understanding of the current state of collection development policies in various libraries and provide valuable insights for future research and policy formulation.

5. Reviews of literature

For the present study the best five research paper / thesis having a bearing on collection development policy in libraries have been selected and the gist thereof has been given as under:

Basak (2010) provides a comprehensive examination of the importance of written collection development policies in university libraries, both in India and abroad. The author emphasizes the need for standardized policies, covering various aspects of collection development such as budgeting, selection, evaluation, and preservation. It presents the Calcutta University Library System as a role model and addresses the impact of digital documents and library

cooperation. Although the publication date is a limitation, the thesis offers valuable insights and serves as a useful resource for librarians, researchers, and policymakers seeking to enhance collection development practices.

Basappa (2014) explored the collection development policy and procedures in undergraduate college libraries affiliated to Karnataka University Dharwad. Findings revealed that through the majority of colleges were situated in urban areas, and library professionals were present in most institutions. There was something lacking with regards to the collection development policy. Government, semi-government, and private aided colleges followed written and unwritten policies, while private unaided colleges lacked a formal policy. Most colleges had separate policies for book and non-book materials. Government and aided colleges actively selected materials, while private unaided colleges showed a more negative response. Textbooks were prioritized, but user orientation programs were lacking in many colleges. Resource sharing activities and technology usage varied, and budget allocation played a crucial role in book purchasing decisions.

Bhattacharyya (2019) the study examined the collection development processes and policies of law libraries in academic institutions in West Bengal. It found that while some law libraries had well-established collections and resources, others faced challenges such as staff shortages and limited budgets. The study highlighted variations in library access, opening hours, and collection sizes among different institutions. It also explored factors influencing resource selection, evaluation methods, and circulation statistics. The findings emphasized the importance of robust collection development policies and the need for collaborative efforts to enhance resource sharing and improve overall library services in the region.

Jadhav (2020) examines the collection development policy for e-resources in the University libraries of Western India. The study focuses on 25 universities in Maharashtra, Gujarat, and Goa states and highlights the need for standardized Collection Development Policies (CDPs) for e-resources. The findings reveal variations in university demographics, including establishment years, NAAC grades, staff and student numbers. The study emphasizes the importance of considering user needs, technical aspects, and full-text availability when selecting and acquiring e-resources. It also addresses

challenges such as budget allocation, coordination, and the need for technical and legal expertise. The research underscores the significance of standardized policies, adequate funding, and professional skills for the sustainable development and management of e-resources in university libraries.

Mallick (2022) study provides an insightful evaluation of the collection development policies in +2 college libraries located in Berhampur City, Odisha. The study examines multiple aspects of library management, including establishment, staffing, circulation, user population, and collection size. It highlights the strengths and areas for improvement in these libraries, such as the need for professional staff, uniform opening hours, and consistent reporting of journal subscriptions. The findings serve as a valuable resource for library staff and governing bodies, guiding future policies and practices to enhance library services in the educational community of Berhampur City.

6. Findings
Upon analyzing the fivetheses the following findings emerge:

1. Written collection development policies are essential for effective library management and resource allocation.

2. Standardized policies should cover aspects such as budgeting, selection, evaluation, preservation, and resource sharing.

3. The Calcutta University library system serves as a role model for effective collection development practices.

4. Digital documents and library cooperation play significant roles in collection development.

5. Variation exists in collection development policies across different types of colleges, including government, semi-government, private aided, and private unaided institutions.

6. Colleges prioritize textbooks in their collection development, but user orientation programs are lacking in many institutions.

7. Resource sharing activities and technology usage vary among colleges, highlighting the need for collaboration and standardized practices.

8. Challenges in collection development include limited budgets, staff shortages, and inconsistent reporting of journal subscriptions.

9. Professional staff, uniform opening hours, and consistent reporting of subscriptions are necessary for enhancing library services.

10. E-resources and digital documents are increasingly important, and standardized policies for their acquisition and management are needed.

11. User needs, technical aspects, and full-text availability should be considered when selecting and acquiring e-resources.

12. Collaboration, adequate funding, and professional skills are essential for the sustainable development and management of e-resources in university libraries.

These findings emphasize the importance of written policies, collaboration, resource allocation, and technological advancements in enhancing collection development practices and improving library services. They also highlight specific areas that require attention, such as user orientation programs, resource sharing, and addressing challenges related to budget allocation and staffing.

7. Outcomes:

The outcomes of the reviewed studies on collection development policies in various libraries are as follows:

1. Basak (2010) highlights the significance of having written collection development policies in university libraries. These policies provide clear guidelines and standards for budgeting, selection, evaluation, and preservation of materials. He presents the Calcutta University Library System as a role model for effective collection development practices. Studying successful libraries can provide valuable insights and guidance for other institutions.

2. Basak (2010) and Jadhav (2020) emphasize the need for standardized collection development policies. Standardization ensures consistency and fairness in resource allocation and selection across libraries.

3. Basappa (2014) identifies the lack of user orientation programs in many institutions, suggesting the need for libraries to provide guidance and support to users in navigating and utilizing library resources effectively.

4. Basappa (2014), Bhattacharyya (2019), and Jadhav (2020) identify various challenges faced by libraries, including limited budgets, staff shortages, and variations in library access and opening hours.

5. Bhattacharyya (2019) highlights the significance of collaborative efforts and resource sharing among libraries to enhance collection development and improve overall library services.

6. Jadhav (2020) emphasizes the importance of considering user needs, technical aspects, and full-text availability when selecting and acquiring e-resources. Libraries should adapt to the digital age and incorporate e-resources into their collection development policies.

7. Mallick (2022) highlights the need for professional staff with expertise in collection development. Libraries should invest in staff training and development to enhance their ability to manage and maintain collections effectively. He identifies areas such as the need for professional staff, uniform opening hours, and consistent reporting of journal subscriptions that require attention in order to enhance library services.

These outcomes point out specific areas that need attention and improvement in order to enhance library services and meet the evolving needs of library users.

8. Recommendations

Based on the reviews of the mentioned studies related to collection development policies, the following recommendations can be made:

1. **Importance of Written Documents:** Libraries should establish written collection development policies that cover various aspects such as budgeting, selection, evaluation, preservation, and resource sharing. These policies should be standardized and tailored to the specific needs of the institution or library.

2. **Necessity of Orientation Programs:** Colleges and libraries need to focus on user orientation programs to educate users about the available resources and services. These programs can help users navigate the collection effectively and make the most of the library's offerings.

3. **Collaboration and Resource Sharing:** Libraries should actively engage in collaboration and resource sharing initiatives, both within their institution and with other libraries. This can enhance the overall collection by providing access to a wider range of resources and reducing duplication.

4. **Budget Allocation:** Adequate funding is crucial for the acquisition of quality resources. Libraries should allocate a reasonable budget for collection development to ensure the procurement of relevant materials and the maintenance of a current and diverse collection.

5. **Need for trained and experienced staff:** Libraries should prioritize the hiring of qualified and trained staff members who have expertise in collection development. Professional staff can contribute to effective resource selection, evaluation, and management, ensuring that the library meets the evolving needs of its users.

6. **Digital Transformation:** Libraries should adapt to the digital age by incorporating digital documents and e-resources into their collection development policies. They should consider user needs, technical aspects,

and full-text availability when selecting and acquiring e-resources.

7. **Regular Collection Analysis and Evaluation:** Libraries should regularly assess the usage and relevance of their collections through collection analysis and evaluation. This process can help identify outdated or obsolete materials for removal and make space for new and more relevant resources.

8. **Collaboration with Stakeholders:** Collaboration with faculty and other stakeholders is essential for understanding the information needs of users and aligning the collection development policies with the institution's academic programs. Libraries should actively seek input and feedback from faculty members and involve them in the decision-making process.

9. **Responsiveness to Emerging Trends:** Collection development policies should be flexible and adaptive to emerging trends. Libraries should stay updated with new research, technologies, and information sources to meet the evolving needs of their user communities.

10. **Regular Review and Updating:** Collection development policies should be subject to regular review and evaluation to ensure their effectiveness. Libraries should make revisions and updates based on feedback, changing user needs, and advancements in the field.

The aforementioned recommendations are based on the findings and insights from the mentioned studies, and they should be tailored to the specific context and requirements of each library.

9. Research gap and future scope

This paper fills the research gap by providing a comprehensive overview and synthesis of five research papers and theses related to collection development policies in libraries. It highlights the significance of written policies, collaboration, resource allocation, and technological advancements in enhancing collection development practices and improving library services. The paper identifies common themes,

challenges, and recommendations across the reviewed literature, offering valuable insights for librarians.It also emphasizes the importance of regular review, evaluation, and adaptation in collection development policies to meet the evolving needs of library users. The paper also suggests potential areas for future research, such as comparative studies across different types of libraries and the integration of emerging technologies in collection development practices.

10. Conclusion:

Analysis of the selected research papers / thesis provides a brief description of a review conducted on five studies related to collection development policies in various libraries in India. It summarizes the major findings and insights from each study, highlighting their objectives, significance, methodologies, and key outcomes. The review covers studies conducted on collection development policies in Calcutta University Library System, undergraduate college libraries affiliated to Karnataka University Dharwad, law libraries in West Bengal, plus 2 college libraries in Berhampur City, and e-resources in university libraries of Western India.

The studies collectively emphasize the importance of having written collection development policies, standardized practices, collaboration, and technological advancements in enhancing collection development processes and improving library services. They reveal variations in policies, resource allocation, user orientation programs, and challenges faced by different institutions. The significance of digital documents and e-resources is underscored, and recommendations are provided to address specific areas of improvement.

11. References:

1. Basak, Anita. (2010). Collection Development in Calcutta University Library System Policies and Utilization: A Critical Study. University of Calcutta.(Ph.D. thesis) Retrieved from 27.06.2023.
   https://shodhganga.inflibnet.ac.in:8443/jspui/handle/10603/155130

2. Basappa, KoturMrutyunjaya. (2014). Collection development policy and procedures in under graduate college libraries affiliated to Karnatak University Dharwad a study.(Ph.D. thesis) Retrieved from 27.06.2023.
   https://shodhganga.inflibnet.ac.in/handle/10603/72730

3. Bhattacharyya, Pradipkumar. (2019). Collection development policy of law libraries in academic institutions of West Bengal a study.(Ph.D. thesis)Retrieved from 30.06.2023. https://shodhganga.inflibnet.ac.in:8443/jspui/handle/10603/319691

4. Hazarika, R., &Sudhier, K. G. A Study on Collection Development Policies of Select College Libraries Affiliated to Dibrugarh University, Upper Assam.

5. Jadhav, Anil Venkatrao. (2020). Collection Development Policy for E resources in the University Libraries of Western India.(Ph.D. thesis) Retrieved from 30.06.2023.
     https://shodhganga.inflibnet.ac.in/handle/10603/327843#

6. Mallick, Madhabi Lata. (2022). Collection development policies of plus 2 college libraries of Berhampur city an evaluation. (Ph.D. thesis) Retrieved from 30.06.2023. https://shodhganga.inflibnet.ac.in:8443/jspui/handle/10603/475665#