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Library Collection Policy

Purpose

This policy is intended to guide the management of ACATCM's library collection as an integrated part of ACATCM programs. c. This access is provided through the ongoing selection of acquisition of materials that are closely aligned with the current curriculum and/or are of general research value to ACATCM community.

Scope

This policy applies to ACATCM's Library Coordinators, Vice-President of Academic Affairs, members of the Policy and Planning Committee, teaching faculty, and all members of the ACATCM community who use it.

Policy

1. **Intellectual Freedom and Censorship**
   All ACATCM community members have the right to express opposition to the inclusion or materials in the library's collection. All concerns should be directed to the Library Coordinator who, in consultation with the Vice-President of Academic Affairs, who may further collaborate with the Policy and Planning Committee, will address those concerns in a timely, respectful, and fair manner.

2. **Equity, Diversity, and Inclusion**
   The library seeks to provide a collection of materials that furthers the purpose and mission of ACATCM. The ACATCM library actively seeks to include equitable, diverse, accessible, and inclusive content where it is found to be lacking within its collections and encourages ACATCM community members to suggest the selection and acquisition of library materials that meet this goal. While the Library Coordinator welcomes recommendations for materials to its collections from all members of the ACATCM community, final decisions are made by the Vice-President of Academic Affairs in cooperation with the Library Coordinator.

3. **Academic Freedom and Collection Responsibility**
   The ACATCM library respects Academic Freedom and as such, selection, analysis, and deselection of library collections is performed by Library Coordinators in collaboration with the Vice-President, who may consult with the Policy and Planning Committee. Recognizing the invaluable expertise of teaching faculty in their respective disciplines, teaching faculty are encouraged to participate in the selection process by suggesting and requesting new resources that support their teaching and/or board research interests. Requests submitted to a Library Coordinator that fall within the library's collection mandate herein defined will be given fair and reasonable consideration for acquisition.

4. **Types of Material Collected**
   The ACATCM library primarily collects materials that are academic/scholarly in nature and the following principles are considered in managing the collection of materials:

a. One-Time Cost Resources: One-time cost resources are anything that the library pays for once and retains perpetual access to, without additional cost, for the lifespan of the resource. This includes rescores such as print books, CDs, DVDs, print grey literature, periodical backfile or e-book packages, etc.
b. Continuing/Ongoing Cost Resources: Continuous/ongoing cost resources are anything that the library pays for on a subscription basis or as a time-limited (e.g., 3-year) license that can be renewed. If cancelled, we lose access to all or some of the licensed material, depending on the format and license. This includes resources such as e-books, periodicals (print and electronic), streaming video, streaming audio, databases, some periodical backfile or e-book packages, etc.

5. **Types of Material Not Collected**
   The ACATCM library does not collect materials if they are:
   a. Of limited and narrow research interest
   b. Of a consumable nature
   c. Designed for exclusive use by an individual or credentialed professional, except in use of curricular programming where appropriate licensing can be obtained
   d. Designed for exclusive use in a classroom or laboratory setting

6. **Board Collection Parameters**
   a. Selection Criteria
   Selection criteria, including preference of format, will vary according to the specific needs of a given discipline. However, the following criteria may be used to evaluate resources for inclusion in the library's collections, in addition to other considerations:
   i. Support of student learning objectives
   ii. Support of faculty teaching and research
   iii. Support of courses and programs
   iv. Level of information suitable for courses
   v. Recommendations from faculty
   vi. Relevancy and merit of the materials and authors
   vii. Currency or timelessness
   viii. Cost of the materials (both immediate and ongoing)
   ix. Source
   x. Accessibility

   b. Language
   The ACATCM library primarily collects in the English language. Resources in other languages, including Chinese, will be collected where needed for curricular support (for example: Chinese Language Courses).

   c. Number of Copies
   The ACATCM library will normally purchase and maintain a one copy of course requirement books and one copy of course suggested books, unless the Library Coordinator and Vice-President of Academic Affairs determine that multiple copies are warranted.

   d. Replacement
   Items that go missing from the collection or are damaged will be assessed according to the selection criteria outlined above. If the missing or damaged item does not fit within those parameters, it will not be replaced.

   e. Gifts and Donations
   The ACATCM Library welcomes the offer of donations of materials that meet the parameters and criteria outlined in this policy. All offers of donation will be assessed for suitability and

need within the collection. The Library may suspend the acceptance of offers of donations at any time.

    f. Exceptions
    Exceptions to the Broad Collection Parameters may be authorized by Library Coordinator on a case-by-case basis.

7. **Collection Assessment**
Formal reviews of the quality, quantity and accessibility of our resources and services including our library collection is scheduled every 5 years however, if issues arise, reviews can be conducted immediately to address more pressing concerns;

Reviews are done in consultation with teaching faculty, clinical preceptors, and student union representatives to accurately and completely review all holdings and materials in various areas with reference from the College of Acupuncturists of Alberta and organized by the Library Coordinator;

Reviews include but are limited to materials review, space analysis for study, supply review, holdings review, and their complete accessibility to classes and study.

8. **Collection Deselection**
As the library's collections are assessed, some items will be marked for deselection. Deselection facilitates collection use and to manage space and budget. Criteria for deselection may include, but are not limited to items are:
    a. Unnecessary duplicate copies
    b. Superseded editions
    c. Incomplete sets
    d. Individual issues and short or scattered runs of periodicals
    e. Obsolete media
    f. Outdated
    g. Damaged
    h. Irrelevant to current curriculum or general research needs of ACATCM
    i. Items that have not been used for a significant period of time

The library does not deselect items that align with the current teaching and research priorities of the college unless they are irreparably damaged and unusable;

Teaching faculty and other members of the ACATCM community are consulted on deselection decisions and are welcome to submit recommendations for deselection at any time to the Library Coordinator. The Library Coordinator will create a deselection list after consulting with the Vice-President of Academic Affairs, who may work in collaboration with the Policy and Planning Committee, and post to the library space for one month for feedback from the ACATCM community. Feedback is given due consideration, but the final decision regarding deselection remains with the Vice-President of Academic Affairs in cooperation with the Library Coordinator.

Budget

1. The budget is reviewed yearly to ensure the Library Coordinator has the proper ability to organize and recommend resources for students;

2. The Library Coordinator is to submit a budget request with information disclosed about:
    a. recommended upgrades,
    b. necessary resources, and

        c. Appropriate requisition program level material

3. The disclosed information will be reviewed by the President, Director of Finance & Human Resources, and Vice-President of Academic Affairs; and

4. Budget approvals will be signed by the Executive Director and President.