

LIBRARY COLLECTION DEVELOPMENT

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Administration
Parent Policy:	B06
Approval Date:	January 9, 2026
Effective Date:	January 9, 2026
Procedure Owner:	Director, Teaching and Learning Centre of Innovation

Overview:	This procedure describes the Library's collection development roles and responsibilities, and guidelines outlining selection, deselection, reserves, and donations.
Procedures:	<p>The Library will provide access to information resources, internal and external, to meet its obligations to its primary and secondary clientele.</p> <p>Collection Development and Acquisition Guidelines for Olds College: Acquisition obligations for the Olds College Library are in the following priority order:</p> <ul style="list-style-type: none"> • provide access to information services and learning resources needed to support academic programming (certificates, diplomas and degrees) and as required by Olds College students, staff, and faculty. • provide access to information services and resources to support research as required by Olds College students, staff, and faculty. • provide access to information services and resources required by Olds College students, staff, and faculty for the pursuit of teaching and learning excellence. <p>Collection Development and Acquisition Guidelines for Ecole Olds High School:</p> <ul style="list-style-type: none"> • The Olds College Library provides access to information services and resources needed to support the curriculum, teaching, and student literacy development as required, by Ecole Olds High School (EOHS) students and staff at the level funded by the Ecole Olds High School, consistent with the Memorandum of Understanding. <p>Responsibility for Collection Development Responsibility for the development and maintenance of the collection rests with senior library staff, in consultation with faculty, students, staff and researchers in specific subject and program areas.</p> <p>Acquisition Budget and Fund Allocations The College's collection funds are part of the annual operating budget allocated by</p>

the College to the Library. As a general principle, funds will be prioritized on the basis of resource use informed by usage statistics and needs identified by library staff.

Acquisition Selection Guidelines

Within the limits of its resources, the Library will follow these guidelines for the general collection (not in rank order):

1. Resources will be acquired in the most versatile and accessible format to the clientele.
2. Resource acquisitions will be made by senior library staff through consultation with clientele.
3. Cost
4. Resources should be current (7 years old or less).
5. Resources should be evaluated for the lasting value of their content based on:
 - a. Quality of scholarship
 - b. Uniqueness of content
 - c. Appropriateness of the level of treatment (e.g. reading level, scope)
 - d. Format in consideration of changing technology
 - e. Foundational works in relevant fields
6. Digital resources will also be evaluated based on:
 - a. Licensing terms including ownership vs. leasing, with ownership preferable
 - b. Full text availability
 - c. Supplemental material availability
 - d. Accessibility of information (how it is organized and retrieved)
 - e. Platform
 - f. User authentication
 - g. Training implications
 - h. Reliability of vendor and vendor support
 - i. Availability of documentation
7. Strength of the present holdings in the subject area or similar subject areas.
8. Priority is given to English language materials. Resources in other languages must be justified by the curriculum or research needs.
9. Online streaming for multimedia materials is preferred. Other formats will be considered on a case-by-case basis.
10. Generally, only one copy of any title will be purchased.
11. Holdings of libraries or consortia with which Olds College or Ecole Olds High School have membership or cooperative agreements should be considered when making selection decisions.
12. Items of high use or seminal works in a field in poor physical repair will be replaced as needed if funding allows.
13. Books (fiction, non-fiction, graphic novels, French and Indigenous) are to be purchased in consultation with EOHS staff from the EOHS collection budget. These items will be marked as "Local Loan" and "Purchased with EOHS funds" in the catalogue.

Deselection Guidelines

Faculty and staff will be consulted when subject expertise is required for deselection.

Deselection will take into consideration the following criteria (not in rank order):

- No longer supports the curriculum or research interests of Olds College or Ecole Olds High School.
- Multiple copies or editions of a title are generally not kept in the collection unless justified by usage.
- Only material in good physical condition will be retained.
- Obsolescence based on outdated information, format, language or ideas.
- Item has not circulated for the last ten years, providing the withdrawal of the item does not considerably deplete either the amount of material or variety of viewpoints available within the subject area. The last copy in Alberta libraries is to be offered to the University of Alberta.
- Subscription costs.

Reserves

- Heavily circulating items can be placed on Reserve by library staff or upon request by Faculty.
- Reserve loan periods will be 3 hours.
- One copy of current required textbooks may be purchased and housed in the Reserve area.

Archive

- Archive resources relevant to historical farming, agriculture and horticultural practices and those items specific to the Olds College programming and community.

Donation Guidelines

Unsolicited donations will not be accepted. Individuals who wish to donate resources should contact library@oldscollege.ca to provide a list of titles, year of publication and International Standard Book Numbers (ISBNs) for review. The Library does not accept donations of materials which do not meet the selection guidelines for the collection.

Library staff have the authority to make exceptions based on need in specific areas.

- For information regarding substantial donations refer to Gift Acceptance Policy and Gift Acceptance Procedure.

Accepted donations become the property of the Olds College Library and once received may be added to the collection or disposed as per procedures outlined in this document.

Definitions:

Related Information:

[Alberta Education - Learning Commons Guidelines](#)

F16 Operations Budget

Review Period:

3 years

Revision History:

New: November 2022

Revised: January 2026