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## **Collection Development Policy**

*Canada Institute for Scientific and Technical  
Information*

January 2006

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**Canada**

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## 1 Executive Summary

The Canada Institute for Scientific and Technical Information (CISTI) is an institute of the National Research Council of Canada (NRC). As Canada's national science library, CISTI ensures that Canadians have access to the STM information needed to support their research and innovation activities. As the library of NRC, CISTI supports the specific information needs of NRC.

CISTI's collection includes published information from around the world in all areas of physical and life sciences, engineering, technology, and health sciences. It is noted for its exceptional strength in serials and conference proceedings. The collection also includes numerous monographs and technical reports. CISTI's collection is the foundation for CISTI's internationally renowned document delivery service.

The CISTI Collection Development Policy defines the framework for developing and managing CISTI's collection to ensure that collection development is planned and occurs within the context of CISTI's mandate, vision, mission and strategic plan. The policy addresses the long-term needs of Canadians for STM information, while supporting the short-term strategic priorities of CISTI and NRC.

CISTI collects in the print format to ensure that Canadians have access to its collection through its onsite and document delivery services. CISTI negotiates access to resources in electronic format to serve the information needs of NRC. Access is negotiated for specific NRC sites or for the entire Council based on availability of funds. CISTI endeavours to secure permanent access and local loading of electronic content. CISTI is also pursuing agreements with publishers to allow the electronic collection to be used for CISTI's document delivery service.

The broad subject areas covered in CISTI's collection are STM, including multidisciplinary STM information. To support CISTI's strategic priorities and those of NRC institutes, branches and programs, certain STM related fields are also covered, such as business information to support activities such as commercialization, innovation and technology transfer; and health information to support Canadian health organizations. Materials peripheral to STM are acquired as needed to meet the research needs of NRC institutes.

## **2 Introduction**

### **2.1 Purpose of the Collection Development Policy**

The Canada Institute for Scientific and Technical Information's (CISTI) Collection Development Policy:

- Defines the framework for developing and managing the collection, thus assisting in determining priorities;
- Ensures that collection development is planned and occurs within the context of CISTI's mandate, vision, mission and strategic plan;
- Addresses the long-term needs of Canadians for scientific, technical and medical (STM) information, while supporting the short-term strategic priorities of CISTI and the National Research Council of Canada (NRC);
- Preserves the stability and continuity of the collection, thereby allowing CISTI to fulfill its mandate;
- Explains the nature and scope of the collection, and the principles upon which the collection is developed; and
- Serves as an information tool to plan for wider cooperation and resource sharing through partnerships, collaborations, alliances and consortia.

### **2.2 Definitions**

The following terms are used in this Policy and are defined below.

#### **2.2.1 Collection Development**

"The process of planning and building a useful and balanced collection of library materials over a period of years, based on an ongoing assessment of the information needs of the library's clientele, analysis of usage statistics, and demographic projections, normally constrained by budgetary limitations. Collection development includes the formulation of selection criteria, planning for resource sharing, and replacement of lost and damaged items, as well as routine selection and deselection decisions." (ODLIS — Online Dictionary for Library and Information Science, by Joan M. Reitz, <http://lu.com/odlis/>)

#### **2.2.2 Collection Maintenance**

"Measures taken on a routine basis or as needed to preserve the materials in a library collection in usable condition, including mending, repairing, binding, rebinding, and reformatting." (ODLIS — Online Dictionary for Library and Information Science, by Joan M. Reitz, <http://lu.com/odlis/>)

### **3 CISTI Overview**

#### **3.1 Historical Background**

The NRC Library was established in 1924 with the aim of serving scientific workers across Canada. In 1959, a formal agreement between the National Research Council and the National Library of Canada (now Library and Archives Canada (LAC)) recognized the national responsibilities of the NRC's scientific and technical library. In 1967, the NRC Library was officially recognized as the National Science Library, which became the Canada Institute for Scientific and Technical Information (CISTI) in 1974. In 1994, NRC Research Press joined CISTI thereby creating a more powerful organization, one with a distinguished publishing capacity.

#### **3.2 CISTI Today**

As Canada's national science library, CISTI continues to ensure that Canadians have access to the STM information needed to support their research and innovation activities. As NRC's library, CISTI supports the specific information needs of NRC. These needs have evolved with the expansion of NRC from a research-focussed organization to one that takes an assertive, entrepreneurial approach to stimulate the innovation that Canada needs to succeed in the global knowledge economy.

While CISTI's focus is STM information, new research areas and multidisciplinary fields are increasingly blurring the lines between research and commercialization. To fuel the conversion of new knowledge into products and services, CISTI also serves as a gateway for Canadians to STM-related business information.

CISTI's vast collection contributes to CISTI's success as an internationally renowned document supplier in all areas of science, technology, engineering and medicine.

CISTI is also home to NRC Research Press, publisher of 16 Canadian peer-reviewed journals, monographs, conference proceedings and allied publications. With an ongoing focus on and investment in electronic publishing, the NRC Research Press continues to position itself as a cutting-edge provider of scientific and technical communications worldwide.

With the *CISTI Strategic Plan 2005 – 2010*, CISTI embarks on a transformational process that will see it become an increasingly technologically sophisticated library, publisher, and information provider. CISTI will focus on providing Canadian researchers and entrepreneurs with the STM and STM-related business information, services, and tools that meet their needs and enhance their ability to derive value for Canada.

#### **3.3 Mandate**

CISTI is mandated in the NRC Act to "establish, operate and maintain a national science library" and to "publish, sell and otherwise distribute scientific and technical information".

#### **3.4 Vision**

CISTI's vision is to be a leader in driving the exploitation of scientific information to create value for Canadians.

#### **3.5 Mission**

CISTI's mission is to advance research and innovation through high-value information and publishing services in science, technology, and medicine.

## CISTI Collection Development Policy

In order to achieve its mission, CISTI will provide universal, seamless and permanent access to information for Canadian research and development.

### **3.6 Collection Developed to Serve**

CISTI's collection is developed to serve the STM and STM-related business needs of NRC, the Canadian government and Canadian researchers and entrepreneurs in the academic, industrial, health and public sectors.

### **3.7 Authority, Roles and Responsibilities**

The Director-General, CISTI, is accountable to NRC for the development and maintenance of CISTI's collection.

The Director-General delegates the authority and assigns funds to develop CISTI's collections to the Director, Collection and Metadata Services (C&MS).

The Director-General delegates the authority to maintain the CISTI collection located at M-55 in Ottawa to the Director, Information Access and Delivery (IAD).

The Director-General delegates the authority to maintain the CISTI collection located at NRC Information Centres (NICs) across Canada, as well as the NRC Archives located at 100 Sussex in Ottawa, to the Director, NIS.

Input to develop CISTI's collection may come from a variety of sources, including suggestions for purchase from NRC staff and the general public. Input is assessed against the Collection Development Policy and considers such additional information as document delivery statistics and gap analysis.

### **3.8 Collection Development Policy Review Cycle**

A formal review of this Policy will be undertaken at least every five years concurrent with CISTI's strategic planning and more frequently if necessary to respond to environmental changes.

## **4 CISTI's Collections**

CISTI has one of North America's leading collections of scientific, technical, and medical information. It includes published information from around the world in all areas of physical and life sciences, engineering, technology, and health sciences. The collection is noted for its exceptional strength in serials and conference proceedings. The collection also includes numerous monographs and technical reports. CISTI's collection is the foundation for CISTI's internationally renowned document delivery service.

### **4.1 Main Collection**

CISTI's main collection is located in Ottawa in building M-55 on the Montreal Road Campus. Journals, because they contain the most current research material, are the mainstay of this collection. As well, CISTI makes a special effort to locate, purchase and catalogue conference proceedings from around the world.

### **4.2 NRC Information Centre (NIC) Collections**

CISTI's NIC collections are primarily subject-specific and mainly serve local NRC institutes, branches and programs. NICs are located in the following locations throughout Canada:

- Victoria and Penticton, BC (astronomy)
- Vancouver, BC (fuel cells and hydrogen technologies)
- Saskatoon, SK (plant biotechnology)
- Winnipeg, MB (biodiagnostics)
- London, ON (integrated manufacturing technologies)
- Ottawa, ON (reference collection in building M-55, construction in building M-20)
- Montreal, QC (biotechnology)
- Saguenay, QC (aluminium and industrial materials)
- Boucherville, QC (industrial materials)
- Fredericton, NB (information technology)
- Charlottetown, PEI (nutrisciences and health)
- Halifax, NS (marine biosciences)
- St. John's, NL (ocean technologies)

#### **4.2.1 Reference Collection**

CISTI had developed an extensive print reference collection in Ottawa at M-55, and this collection has evolved over the years to include an increasingly larger proportion of electronic content. The reference collection is used by NIS Information Specialists to serve the reference information needs of NRC institutes, branches and programs, and Canadian researchers and entrepreneurs in the academic, industrial, health and public sectors.

#### **4.2.2 Electronic Collection**

The CISTI Virtual Library provides NRC access to over 27,000 electronic resources, including over 4,800 electronic journals through licence agreements negotiated with publishers. Walk in

clients at the main library or at the NICs can access the CISTI Virtual Library, although non-NRC clients cannot access all resources in the CISTI Virtual Library

CISTI currently locally loads over 3,000 full text electronic e-journals on high capacity digital storage at M-55.

### **4.3 Special Collections**

#### **4.3.1 NRC Publications**

NRC publications represent an important contribution to Canada's research literature. Some examples are institute technical and research reports. In recognizing the importance of preserving NRC's history, CISTI endeavours to keep one copy of each NRC publication in the NRC Archives for permanent retention and safekeeping, and a second and third copy in its main collection. In addition, CISTI provides a second copy when possible to the NRC Archives for use with NRC Archives clients.

NRC Research Press publications, including 15 Canadian peer-reviewed journals, are integrated into the main collection.

NRC is subject to the legal deposit provisions of the Library and Archives Canada Act. More information is available at: <http://www.collectionscanada.ca/6/25/s25-200-e.html>.

##### *4.3.1.1 NRC Publications Databases*

Some NRC institutes provide access to their publications metadata or full text through locally developed databases. While these databases represent valuable scientific collections, their content is managed by institutes and thus not covered by the CISTI Collection Development Policy. Clients are asked to contact the specific institutes regarding publications held or referred to in those databases.

#### **4.3.2 NRC Archives**

The primary responsibility of the NRC Archives is to act as a resource centre for NRC and other clients seeking information on NRC history. The NRC Archives, in collaboration with LAC, collects, catalogues, conserves and preserves records that document the history and activities of NRC for the benefit of the scientific community and the Canadian public.

The NRC Archives applies its own collection development practices. These practices are outlined in The NRC Archives Acquisitions Policy, which is available from NIS.

#### **4.3.3 Rare Book Collection**

CISTI's Rare Book Collection is maintained in a special area at M-55 for its protection and preservation. This collection supports the history of science, engineering and medicine. None of the items may be borrowed, but selected pages may be photocopied from some volumes. New acquisitions are donated or found from within the existing CISTI collection.

#### **4.3.4 Depository of Unpublished Data**

CISTI has maintained a Depository of Unpublished Data since 1964 to accommodate material that may be considered supplementary to journal articles. This system is for the use of Canadian authors and publishers (and others at the discretion of the Depository). Detailed calculations, numerical data on which graphs are based, detailed descriptions of methods, or extensive tabular material not essential to the text are examples of material suitable for deposit. CISTI accepts unpublished data sent by publishers and integrates this material into the collection



#### **4.3.5 *Scientific Translations***

The special collection of the Canadian Index of Scientific Translations, which was officially put together in the late 1970s, consists of freelance and some published translations deposited with the Index. This collection has no longer been expanded since 1996 when the end of the Cold War saw a drastic reduction in funding of freelance translations of Eastern European and Russian scientific papers and articles.

## **5 Collection Development Principles**

### **5.1 A National Resource**

As Canada's national science library, CISTI has one of North America's leading collections of STM information. CISTI develops its collection as a national asset for the benefit of Canadians.

### **5.2 A Local Resource**

CISTI's NICs play a crucial role in providing information services to NRC and in supporting industry through NRC's community-based innovation activities. CISTI develops local subject-specific collections to support local NRC institutes, branches and programs at NICs across Canada.

### **5.3 Access and Ownership**

While CISTI is committed to providing permanent access to the world's STM information, scholarly communication is not limited by institutional boundaries nor can any institution expect to hold all necessary information resources. CISTI cooperates with federal government science and technology libraries to develop and share STM information resources. CISTI also provides access to resources it does not own but that are important to its mission by negotiating partnership agreements with libraries in Canada and around the world, and by developing new business models with publishers for access to electronic resources. CISTI is currently developing a Canadian national 'infostructure' to provide access to STM information in electronic format to all Canadians.

### **5.4 Copyright and Licences**

CISTI is committed to protecting both the rights of users and the rights of content owners. CISTI recognizes the rights of users under fair dealing, which is an integral part of the Canadian Copyright Act. CISTI also recognizes the rights of content owners and supports the legal principles related to the protection of copyrighted materials. CISTI negotiates licence agreements with publishers that define and control how print and electronic materials can be accessed and used for document delivery. Under these agreements, CISTI provides copyright cleared documents.

## **6 Collection Development Guidelines**

### **6.1 Selection Criteria**

#### **6.1.1 Subject Coverage**

The broad subject areas covered are science, technology and medicine (STM), including multidisciplinary STM information. Certain subject areas in this broad range may be excluded due to in-depth coverage in other Canadian government library collections. CISTI currently has a document delivery agreement with the Canadian Agriculture Library. As the Canadian Agriculture Library maintains the most important collection of food and agricultural literature in Canada, CISTI does not duplicate this collection.

To support CISTI's strategic priorities and those of NRC institutes, branches and programs, certain STM related fields are also covered, such as business information to support activities such as commercialization, innovation and technology transfer; and health information to support Canadian health organizations.

Materials peripheral to STM are acquired as needed to meet the research needs of NRC institutes.

#### **6.1.2 Physical Formats**

##### *6.1.2.1 Print*

CISTI collects in the print format to ensure that Canadians have access to the collection through CISTI's onsite and document delivery services unless indicated otherwise in section 6.2.

##### *6.1.2.2 Electronic*

CISTI negotiates access to resources in electronic format to serve the information needs of NRC employees. CISTI negotiates access for specific NRC sites or for the entire Council based on availability of funds.

CISTI endeavours to secure permanent access and local loading of electronic content.

CISTI is also pursuing agreements with publishers to allow the electronic collection to be used for CISTI's document delivery service.

##### *6.1.2.3 Microformats*

CISTI no longer collects microformats, such as microfilm, microfiche, and microcards.

##### *6.1.2.4 Other Formats*

CISTI does not generally collect materials in other formats such as DVDs, videotapes, CD-ROMs and computer disks. These formats are not reliable in the medium- and long-term due to changes in technology and are not stable for archival purposes. CISTI may collect information in these formats if the information is of high value to the collection, time sensitive in the case of conference proceedings (see section 6.2.2) or is required for NRC work.

Items in other formats that accompany print materials will generally be included in the collection.

#### **6.1.3 Country of Publication**

CISTI collects information resources published from around the world.

#### **6.1.4 Language of Publication**

CISTI collects in all languages but emphasizes English- and French-language materials. Since CISTI has document delivery agreements with the Institute of Scientific and Technical Information of China (ISTIC) in China, the Korea Institute of Scientific and Technical Information (KISTI) in Korea, SUNMEDIA Company in Japan, and the Science and Technology Information Center (STIC) in Taiwan, CISTI no longer collects serials published in the vernacular languages of these countries.

#### **6.1.5 Date of Publication**

CISTI strives to acquire complete runs of journals for the main collection starting from the first issue published. When subscriptions commence after the first issue, the decision of whether to acquire backfiles is based on how many backfiles would be required to complete holdings and how they would serve CISTI's mission in light of financial constraints.

For other publications, CISTI acquires recently published titles unless an NRC client requires an older publication to further NRC work.

#### **6.1.6 Collecting Levels**

This Policy draws upon the revised definitions of Conspectus collecting depth indicators developed in 1996 and early 1997 by the Association of Research Libraries.

CISTI collects at the research level in STM, including multidisciplinary STM information except when otherwise indicated in section 6.2. CISTI collects at the basic level in certain STM related fields, such as business information in support of activities such as commercialization, innovation and technology transfer; and health information to support Canadian health organizations. Materials peripheral to STM are acquired as needed at the minimal level to meet the research needs of NRC institutes.

See Appendix A for definitions of collecting levels.

#### **6.1.7 Replacements**

Missing items and items damaged beyond repair are replaced if available in the current book trade and as the budget allows.

### **6.2 Selection Considerations by Publication Type**

#### **6.2.1 Journals**

##### *6.2.1.1 Format*

If journals are available in both print and electronic format, CISTI will collect a print copy for the main collection and an electronic copy for the electronic collection when funds are available. When funds are not available, priority is given to the print format.

##### *6.2.1.2 Retention Statement*

The retention statement indicates whether the item is to be permanently retained or the period of time the item is to remain in the collection. Factors taken into consideration when assigning a retention statement include the relative importance and enduring value of the journal in the STM literature and whether CISTI is the only location for the serial in Canada. CISTI's role as a national science library must also be considered when assigning retention statements.

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CISTI retains journals permanently in the main collection. Journals in regional collections will be retained based on the local requirements.

### *6.2.1.3 Sole Journal Subscriptions in Canada*

When CISTI is informed that a Canadian library has cancelled the sole remaining Canadian subscription to an STM journal title subscription, CISTI reviews the title for possible inclusion in CISTI's collection. CISTI may take up subscriptions for those serial titles that meet CISTI's selection criteria.

### **6.2.2 Conference Proceedings**

CISTI makes a special effort to locate, purchase and catalogue conference proceedings from around the world. The preferred format for conference proceedings is print. If the conference proceeding is time sensitive, CISTI will acquire the material as soon as it is available regardless of format.

CISTI retains conference proceedings, including second copies, permanently in the main collection.

### **6.2.3 Monographs**

CISTI collects monographs selectively. The preferred format for monographs is print.

### **6.2.4 Technical Reports**

CISTI collects all NRC technical reports. Other technical reports are collected selectively. CISTI makes an effort to provide access to technical reports available for free on the Internet.

CISTI retains technical reports permanently in the main collection.

### **6.2.5 Theses**

CISTI does not collect theses, as they are readily available through the degree-granting university. CISTI accepts theses when they are included in monographic or technical report series, but will not purchase a monographic or technical report series dedicated to theses.

### **6.2.6 Newspapers**

CISTI purchases newspapers for reference purposes only.

Newspapers are retained for a limited period in response to NRC requirements.

### **6.2.7 Newsletters**

CISTI collects newsletters in response to NRC requirements.

Newsletters are retained for a limited period in response to NRC requirements.

### **6.2.8 Standards**

CISTI does not collect standards for its main collection, and generally does not collect them in the NIC collections, as they can be obtained from the Standards Council of Canada or other providers.

### **6.2.9 Patents**

CISTI does not collect patents for its main collection, and generally does not collect them in the NIC collections, as they are freely available on the Internet or readily available from commercial or government sources.

### **6.2.10 Market Research Reports**

CISTI does not collect market research reports for its main collection as they become out-of-date quickly and sections of these reports are available from commercial sources.

### **6.2.11 Reference Material**

CISTI acquires reference material to support NIS Information Specialists in their work to serve NRC institutes, branches and programs, and Canadian researchers and entrepreneurs in the academic, industrial, health and public sectors. When material is available in both print and electronic format, the electronic format is preferred.

CISTI retains only the most recent version of print reference materials.

### **6.2.12 Databases**

CISTI acquires databases exclusively to support the information needs of NRC. Due to limited funding, access to databases may be limited to specific institutes or regions.

### **6.2.13 Web sites**

An increasing number of Web sites for resources such as scholarly journals, institutional repositories and databases are available freely on the Internet. While CISTI recognizes the possible ephemeral nature of Internet resources, the research value of some of these materials makes them a useful addition to the collection. CISTI will selectively identify, evaluate and provide access to Web sites that provide valuable research information to support the information needs of NRC.

## **6.3 Deselection**

Once selected in accordance with this Collection Development Policy, material is assumed to remain of value. Deselection could occur due to lack of space or if items are damaged.

Journal subscriptions may be cancelled if subject coverage or format changes so that the item falls outside the selection criteria of this Policy.

## **7 Collection Maintenance**

### **7.1 Preservation**

CISTI recognizes the need to preserve its collection for future use and endeavours to address issues of repair and reformatting in accordance with available resources.

#### ***7.1.1 Print and Microformat Material***

The CISTI Water Damage Recovery Plan (WDRP) for the main collection sets out an organizational structure and an operational plan to assess the damage and to salvage the damp or wet materials, be they paper, film/fiche, or magnetic tape. The plan does not address the salvage of equipment, nor does it address response action during an actual fire situation. This and other emergencies are covered elsewhere in the M-55 Emergency Response Plan, which is available from Information Access and Delivery. Most regional NICs have their own disaster plans.

#### ***7.1.2 Electronic Material***

CISTI is currently locally loading digital material to support the development of a Canadian national 'infostructure'. To ensure continuing access to this information, CISTI will refresh the data to retain compatibility with new technological platforms.

### **7.2 Disposal of Material**

CISTI adheres to the guidelines of the Library and Archives Act for the disposal of material. (National Library Directive on the Acquisition and Disposal of Books and the Management of Published Government Material, National Library of Canada, 1990.)

## **8 Special Acquisitions Models**

### **8.1 Purchasing Consortia**

A purchasing consortium of libraries is an organization which allows member libraries to collectively purchase or license resources at a lower price than would be otherwise achievable through individual purchase by such libraries. CISTI joins purchasing consortia to obtain resources that are otherwise unavailable or to achieve reduced pricing for resources. CISTI is a member of the Council of Federal Libraries Consortium.

### **8.2 Publication Related Memberships**

Some publications are available exclusively or at significantly reduced prices through a membership model. CISTI acquires memberships in organizations when such memberships provide access or significantly reduced pricing to resources.

### **8.3 International Publication Exchange Program**

CISTI receives publications through international exchange agreements, whereby CISTI exchanges NRC Research Press journals for relevant serials of its exchange partners. This exchange program operates in 33 countries and provides CISTI with approximately 400 serials each year. The goal of this exchange program is to acquire international publications that cannot otherwise be obtained. Exchange requests received from potential partners are evaluated in accordance with the Collection Development Policy.

### **8.4 Donations**

CISTI receives donations of publications from libraries and individuals. CISTI encourages donations as they allow CISTI to fill gaps in its collection and to ensure that CISTI includes within its collection any serial titles that would otherwise no longer be available in Canada. Libraries and individuals should contact CISTI first before sending any material to CISTI. Donated material is accepted with the understanding that the items become the property of CISTI, and may or may not be added to the collection.



## Sources

Canadian Copyright Act

NRC Archives Acquisition Policy

National Research Council Act

Library and Archives Canada Act

National Library Directive on the Acquisition and Disposal of Books and the Management of Published Government Material, National Library of Canada, 1990.

M-55 Emergency Response Plan (ERP). < [http://zone.nrc-cnrc.gc.ca/infocisti/safety\\_health/erp/erp\\_annex\\_g\\_e.doc](http://zone.nrc-cnrc.gc.ca/infocisti/safety_health/erp/erp_annex_g_e.doc)>

Guidelines for a Collection Development Policy Using the Conspectus Model (International Federation of Library Associations and Institutions, Section on Acquisitions and Collection Development, 2001 < <http://www.ifla.org/VII/s14/nd1/gcdp-e.pdf> >

ODLIS — Online Dictionary for Library and Information Science, Joan M. Reitz, Libraries Unlimited, 2004 <<http://lu.com/odlis/>>

## Appendix A: Definition of Collecting Levels

Definitions of the following collection depth indicators or levels are taken from Guidelines for a Collection Development Policy Using the Conspectus Model (International Federation of Library Associations and Institutions, Section on Acquisitions and Collection Development, < <http://www.ifla.org/VII/s14/nd1/gcdp-e.pdf> > 2001). The levels were developed under the auspices of the Association of Research Libraries and reflect electronic forms of information and access/ownership issues in collection development.

### 1. Minimal Level

Collections that support minimal inquiries about this subject and include:

- A very limited collection of general materials, including monographs and reference works.
- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective material may be retained.

### 2. Basic Information Level

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access<sup>1</sup> to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

### 3. Study or Instructional Level

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialized periodicals.

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<sup>1</sup> Defined access means more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library or institution's home page, etc., which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, e.g., from limited to extensive to very extensive access to collections of electronic information.

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- Limited collections of appropriate foreign language materials, e.g., foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German.
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.
- Defined access to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

### **4. Research Level**

A collection that contains the major published source materials required for doctoral study and independent research includes:

- A very extensive collection of general and specialized monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate foreign language materials
- Extensive collections of the works of well-known authors as well as lesser-known authors.
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material that is retained and systematically preserved to serve the needs of historical research.

### **5. Comprehensive Level**

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., a “special collection”), in all applicable languages includes:

- Exhaustive collection of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.
- A comprehensive level collection may serve as a national or international resource.