

Collection Development Policies in Digital Age

Mr. Rajaram V. Kapadi

Research Scholar

Department of Library and Information Science

Dr. Babasaheb Ambedkar Marathwada University,

Aurangabad. Maharashtra, India

rajaramkapadi3@gmail.com

Dr. Daya T. Patil (Dalve)

Librarian & Research Guide

S.B.E.S. College of Science, Aurangabad ,

Dr. Babasaheb Ambedkar Marathwada University,

Aurangabad. Maharashtra, India

dalvedaya@gmail.com

0000-0002-6261-5460

Abstract

Libraries play a major role in contributing towards the growth and development of human resources by conserving, interpreting and advancing knowledge. The efficiency of a library service is governed largely by the quantity, quality and utility of its collection. Development and management of libraries' collection, though inter-related, are distinct activities of which, 'Collection Development' pertains to building and growing, dealing with selection and acquisition of library collectives. In the digital age, libraries' collection development policies have undergone significant changes to adapt to the evolving landscape of information resources and technology. While the fundamental principles of collection development remain the same, libraries have had to address new challenges and considerations brought about by the digital environment. This paper deals with the concept of collection development, digital age collection and collection development policy.

Keywords: Collection development; Collection development policy; Electronic collection; Digital collection.

1. Introduction

One of the aims of the library and library personnel is to build useful collection for its clientele, preserve it and provide access to it at the time of need to user. The library performs three major works i.e. acquiring the right document, preserving it and providing access to it. The first task is acquiring the right document. We know that the human beings started preserving their knowledge in various forms starting from clay tablets, moving towards paper and now latest in electronic digital format. The market is flooded with publications and a library is supposed to acquire only those which are best suited for their clienteles and this can only be achieved when the concerned authority has clear cut picture of what their clienteles need and based upon it the library must have a collection development policy.

Library Collection: The term "library collection" refers to the entire assortment of materials available within a library. A library collection typically includes various types of resources, such as books, magazines, newspapers, audiovisual materials (DVDs, CDs), maps, manuscripts, photographs, electronic resources, and more.

The library collection aims to provide a wide range of information and entertainment resources to meet the needs and interests of its users. It may cover different subjects, genres, and formats to cater to diverse audiences. Libraries often categorize their collections into various sections, such as fiction, non-fiction, reference, children's literature, and special collections.

The specific composition of a library collection depends on the type of library and its target audience. Academic libraries focus on supporting research and education, so their collections are typically more specialized and scholarly. Public libraries aim to serve the general public, offering a broader selection of materials across different subjects and genres. Special libraries focus on specific topics or industries, tailoring their collections accordingly.

With the advancement of technology, libraries have also expanded their collections to include digital resources. These can include e-books, e-journals, databases, and other online materials accessible through library websites or specialized platforms.

Overall, the library collection encompasses the vast array of resources that a library provides to its users, aiming to fulfill their informational, educational, and recreational needs.

2. Library Collection Development:

Library collection development refers to the systematic process of acquiring, organizing, and maintaining materials for a library's collection. It involves selecting and obtaining materials such as books, journals, audiovisual materials, and electronic resources that meet the needs and interests of library users.

The goal of collection development is to build a collection that supports the mission and objectives of the library and meets the informational, educational, and recreational needs of its users. The process typically involves several key steps:

- 1) **Needs assessment:** This involves analyzing the community or user group's information needs, studying trends, and considering input from library users and staff to determine the types of materials that should be included in the collection.
- 2) **Selection:** Librarians or collection development specialists use various methods to choose materials for the collection. They may rely on reviews from professional journals, recommendations from experts, user requests, and knowledge of popular and influential authors or publishers. The selection process involves evaluating the quality, relevance, and appropriateness of materials for the intended audience.
- 3) **Acquisition:** Once materials are selected, the library acquires them through purchases, donations, exchanges, or interlibrary loans. Librarians consider factors such as budget constraints, availability, and licensing agreements for electronic resources.
- 4) **Cataloging and classification:** After acquiring materials, librarians assign call numbers, subject headings, and other metadata to organize and describe the items in the library's catalog or database. This ensures efficient retrieval and access to the materials.
- 5) **Weeding and deselection:** Over time, materials become outdated, damaged, or less relevant to users' needs. Weeding involves removing such items from the collection to maintain its quality and currency. Deselection decisions are made based on factors like usage statistics, condition of items, and relevance to the collection's goals.

- 6) **Collection maintenance:** Libraries regularly assess and evaluate the collection to identify gaps, areas of improvement, and changing user needs. They may update and expand the collection by acquiring new materials, subscribing to additional journals or databases, or incorporating emerging formats like e-books or streaming media.

Collection development requires careful planning, collaboration with library staff, knowledge of user needs, and staying current with trends and developments in various subject areas. It aims to create a diverse and balanced collection that represents different perspectives, cultures, and formats while providing access to reliable and up-to-date information.

3. Digital Library Collection

A digital collection of a library refers to a curated and organized set of digital resources that are available for access and use by library patrons. It typically consists of electronic versions of books, journals, articles, databases, multimedia materials, and other digital content.

Digital collections are created to expand the reach and accessibility of library resources beyond physical boundaries. They provide users with the convenience of accessing materials remotely using computers, smartphones, or other digital devices. Digital collections can be hosted on library websites or specialized platforms, often requiring authentication for authorized users.

Digital collections offer several advantages over traditional physical collections. They can be easily searched, enabling users to find specific resources quickly. Digital materials can be accessed simultaneously by multiple users, eliminating the need for physical copies and potential constraints on availability. Additionally, digital collections often provide features such as text searchability, bookmarking, highlighting, and annotation tools, enhancing the user experience and supporting research and learning activities.

Libraries build digital collections through various means, including digitizing physical materials, acquiring digital content directly from publishers or vendors, or creating born-digital materials. These collections may focus on specific subjects, disciplines, or themes, depending on the library's areas of expertise and user needs.

Overall, digital collections are a valuable component of modern libraries, offering expanded access to information, promoting lifelong learning, and supporting research, education, and cultural preservation in the digital age.

There are various types of digital library collections. Here are some common types:

- **Textual Collections:** These collections consist of digitized books, manuscripts, articles, reports, theses, and other textual documents. They can include a wide range of subjects and genres, such as literature, science, history, and more. Textual collections often provide searchable text and may offer features like annotations and bookmarks.
- **Image Collections:** Image collections contain digitized photographs, paintings, maps, diagrams, illustrations, and other visual materials. These collections can be valuable resources for research, education, and creative projects. They may include high-resolution images and allow users to zoom in, rotate, or interact with the visuals.
- **Audio Collections:** Audio collections consist of digitized sound recordings, such as music, speeches, interviews, podcasts, and oral history archives. Users can access and

listen to audio files online, often with additional features like playlists, metadata, and transcription options.

- **Video Collections:** Video collections contain digitized videos, including documentaries, lectures, instructional videos, archival footage, and more. These collections may provide streaming options, captions, and interactive features for enhanced user experience.
- **Data Collections:** Data collections consist of datasets, statistical information, research data, and other structured or semi-structured information. These collections can be valuable for scientific research, data analysis, and data-driven decision-making.
- **Special Collections:** Special collections focus on unique and rare materials, such as historical documents, manuscripts, rare books, and artifacts. These collections often require special preservation and may include multimedia elements alongside textual content.
- **Institutional Repositories:** Institutional repositories are collections of scholarly works, research papers, theses, dissertations, and other academic materials produced by a specific institution. These repositories promote open access to research output and facilitate scholarly communication.
- **Multimedia Collections:** Multimedia collections combine various types of digital content, including text, images, audio, and video. They provide a comprehensive and interactive experience, enabling users to explore different media formats in a single collection.

It's important to note that these types of collections can overlap, and many digital libraries offer a combination of these collections to cater to diverse user needs and interests

4. Digital Library Collection Policies:

Digital libraries play a vital role in providing access to a wide range of digital resources. To effectively manage and curate these resources, digital libraries often establish collection policies. A collection policy outlines the guiding principles, objectives, and strategies for acquiring, organizing, and preserving digital content. This literature review aims to explore the key themes and perspectives surrounding digital library collection policies, highlighting the evolving trends and challenges faced by institutions in this area.

- **Definition and Purpose of Collection Policies:**

One fundamental aspect of collection policies is defining the scope and purpose of a digital library's collection. In "Developing Collection Development Policies for Digital Libraries" by Carol A. Perry, the author provides a comprehensive overview of collection policy development, emphasizing the need to align collection goals with the overall mission and user needs.

- **Acquisitions and Selection:**

The process of acquiring and selecting digital content is a crucial component of collection policies. A study by Andrew Dillon and Katherine Twomey titled "Content Selection in Digital Libraries: Evaluation Criteria and Practices" explores various evaluation criteria employed by

digital libraries to select materials for inclusion in their collections. The authors also discuss challenges such as copyright issues and the impact of budget constraints on acquisitions.

- **Intellectual Property and Licensing:**

The digital environment presents unique challenges in terms of intellectual property rights and licensing agreements. "Digital Libraries and Copyright Compliance: Assessing the Potential Liability of Digital Libraries for Copyright Infringement" by Tyler T. Ochoa examines the legal aspects of digital library collections and highlights the importance of understanding copyright issues and implementing effective policies to ensure compliance.

- **Metadata and Organization:**

Effective organization and metadata standards are critical for enhancing discoverability and access to digital collections. A study by Jane Greenberg, titled "Understanding Metadata and Digital Libraries," explores the significance of metadata in facilitating resource discovery, interoperability, and long-term preservation. The article emphasizes the need for clear metadata policies and guidelines.

- **Preservation and Sustainability:**

Preserving digital content for long-term access is a central concern for digital libraries. In "Preservation Management for Digital Libraries: A Review of Current Practice," Neil Beagrie provides an overview of preservation strategies, including migration, emulation, and digitization, highlighting the need for proactive preservation policies to ensure continued access to digital resources.

- **User Engagement and Feedback:**

Collection policies should also consider user feedback and engagement. In "Users and Digital Libraries: A Perspective on Usability," William Y. Arms explores the importance of user-centered design and usability testing to ensure that digital libraries meet user expectations and needs.

- **Open Access and Open Educational Resources (OER):**

The rise of open access and OER has significantly impacted digital library collection policies. "Open Access and Academic Digital Libraries: Local Strategies for Global Impact" by Alma Swan discusses the integration of open access content into digital library collections and the potential benefits for users and institutions.

This literature review provides insights into the key aspects of digital library collection policies. It highlights the importance of aligning collection goals with institutional missions, addressing legal considerations, implementing effective metadata standards, preserving digital content, and engaging users. As digital libraries continue to evolve, it is crucial for institutions to adapt their collection policies to meet the changing needs of users and the dynamic landscape of digital resources.

5. Benefits of Electronic Collection

Electronic collection refers to the gathering and storage of digital information or data in various forms, such as documents, images, videos, audio files, and more. It has become increasingly important in the digital age due to the prevalence of electronic media and the widespread use of technology for information dissemination and storage.

There are several reasons why electronic collection is valuable and widely adopted:

- 1) **Accessibility:** Electronic collections allow for easy and convenient access to information. Digital files can be stored on servers or in the cloud, making them accessible from anywhere with an internet connection. This enables users to retrieve and interact with the information whenever they need it, improving efficiency and productivity.
- 2) **Preservation:** Digital files can be easily replicated and stored in multiple locations, reducing the risk of loss or damage. Electronic collection methods often include backup and recovery processes to ensure data integrity and long-term preservation. This is especially important for valuable or historically significant materials that need to be safeguarded for future generations.
- 3) **Searchability and Organization:** Electronic collections can be indexed, categorized, and tagged with metadata, making it easier to search and locate specific information. This enhances the ability to retrieve relevant data quickly and efficiently. Advanced search functionalities and algorithms further aid in organizing and discovering content within electronic collections.
- 4) **Space and Cost Efficiency:** Storing information electronically eliminates the need for physical storage space, such as filing cabinets or shelves. This can significantly reduce costs associated with physical storage infrastructure, such as office space, maintenance, and supplies. Additionally, electronic collections can be easily scaled and expanded without requiring additional physical space.
- 5) **Collaboration and Sharing:** Electronic collections enable seamless collaboration and sharing of information among individuals or across organizations. Digital files can be easily shared, edited, and commented on by multiple users simultaneously. This fosters teamwork, knowledge exchange, and collective decision-making processes.
- 6) **Integration and Interoperability:** Electronic collections can be integrated with other software systems and platforms, enabling interoperability and data exchange. This allows for seamless integration with existing workflows, applications, or databases, enhancing productivity and data utilization across various contexts.
- 7) **Enhanced Security:** Electronic collections can be protected through encryption, access controls, and user authentication mechanisms. This helps safeguard sensitive or confidential information and prevents unauthorized access or data breaches. Additionally, digital backups and disaster recovery strategies can be implemented to ensure data resilience in case of unforeseen events.

Overall, electronic collection offers numerous advantages over traditional paper-based systems, including improved accessibility, efficiency, scalability, collaboration, and preservation. It has become an essential practice in various fields, including libraries, archives, businesses,

research institutions, and government agencies, to effectively manage and leverage digital information.

Conclusion:

Collection development policies in the digital age are essential for libraries and information institutions to effectively manage and provide access to digital collections. By establishing clear guidelines and procedures, these policies enable institutions to build comprehensive, relevant, and sustainable digital collections that meet the needs of their users while adhering to ethical and legal standards.

References:

1. American Library Association. (1996). Policy statements, ALA, Chicago.
2. Barbara (2006). Collection development in digital environment: an imperative for information organization in the twenty first century. *Collection Building*, 25(4), 139-144.
3. Bass, G.E. (2010). Models of digital collection use in a university community. Retrieved 14 August 2010, from http://www.rockman.com/publications/articles/models_digital_collection.PDF/
4. Breaks, Michael (1999). Management of Electronic Format. Retrieved 1 June 2011, from www.iatul.org/doclibrary/public/Conf_Proceedings/1999/breaks.doc
5. Evans, G.E. (2004). Developing library and information collections unlimited: Westport CT. 16-17.
6. Frank, D.G et al (1993). The relevance of collection development policies: definition, necessity and applications. *RQ*, 33(1), 65-74.
7. Johnson, P. (1994). Collection development policies: a cunning plan. *Technicalities*, 14(6), 3-6.
8. Joint, Nicholas. (2009). Choosing between print or digital collection building in times of financial constraint. *Library Review* 58(4), 264-271.
9. Khan, A. M. (2010). Managing collection development and organization in globalizing Indian university libraries. *Collection Building*, 29(1)15-21.
10. Laguardia, C. (1992). Electronic databases: will old collection development policies still work. *Online* 16 (4), 60-3.
11. Odingi, C. (1994). Collection development: the experience of Kenya polytechnic library. *Library Management*. 15(4), 12-16.
12. Olorunsola, R. & Adeleke, A.A. (2011). Electronic journals in Nigerian university libraries: the present situation and future possibilities. *Library Review* 60, (7).
13. Ramachandrappa, K., & Surwade, Y. P. (2020). User Satisfaction on Library Resources and Services of Sri Krishnadevaraya University, Ananthapuram, AP: A Study. In National Conference on Reinventing Academic Libraries (pp. 20-25). Atharva Publications. https://www.researchgate.net/publication/339167660_User_Satisfaction_on_Library_Resources_and_Services_of_SriKrishnadevaraya_University_Ananthapuram_A_P_A_Study
14. Surwade Y.P., (2014). Application of E Resources Management. In interdisciplinary International Conference on 'Relevance of Higher Education for the Development of Human Resources (pp.316-

317)

<https://www.researchgate.net/publication/325248332> Application of E Resources Management

15. Surwade, Y. P., Kapadi R. M. & Patil (Dalve), D. T. (2023). Utilization of Library Resources and Services by the PG Students of J. S. S. P. College, Goveli, Maharashtra - A Study. In National Conference on Seventy Five Years of Indian Library Profession (pp. 360-367). Atharva Publication
<https://www.researchgate.net/publication/371367865> Utilization of Library Resources and Services by the PG Students of J S S P College Goveli Maharashtra - A Study
16. Surwade, Y. P., Kapadi R. M., Naikar S. & Patil (Dalve), D. T. (2023). Access of Online Public Access Catalogue (OPAC) Services by the PG Students of J.S.S.P. College, Goveli: A Study. In International Conference on Transforming Libraries (ICTL): NEP 2020 and Changing Paradigm in LIS Education System (pp. 527-537).
<https://www.researchgate.net/publication/372746588> Access of Online Public Access Catalogue OPAC Services by the PG Students of JSSP College Goveli A Study
17. Surwade Y.P., & Naikar, S. & Pithore S. (2023). Use of Reading Hall Facility by the Students of Institute of Fashion Designing Library: A Study. Positif, 23(06) , 116-123. DOI:[10.37896/psj30.6/17912](https://doi.org/10.37896/psj30.6/17912)
<https://www.researchgate.net/publication/371788873> Use of Reading Hall Facility by the Students of Institute of Fashion Designing Library A Study
18. Turamari, R., & Naikar, S. (2018). Use of 24/7 Hours Reading Room Facility in Prof. S. S. Basavanal Library by the users: A Study. Indian Journal of Library & Information Technology (IJLIT), 8(4), 14-17.
<https://www.researchgate.net/publication/342815214> Use of 247 Hours Reading Room Facility in Prof S S Basavanal Library by the users A Study
19. White, G.W. (1997). Developing an electronic information resources collection development policy. Collection Building 16 (2), 53-57.
20. Vogel, K.D. (1996). Integrating electronic resources information collection development policies. Collection Management. 21 (2), 65
