



LIBRARY COLLECTION DEVELOPMENT POLICY

GEORGETOWN UNIVERSITY IN QATAR

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1. Purpose of the collection development Policy

The GU-Q Collection Development Policy is a planning tool. It is to be used as the framework within which the current and anticipated information needs of the GU-Q library are to be acquired. It defines the parameters and aligns the collection goals with those of the greater GU-Q community. It defines the materials to be acquired, identifies the materials to be preserved, as well as those materials to be deselected.

The GU-Q Library Collection Development Policy is also a communication device. It outlines the types of information materials which the GU-Q Library community may expect to find within the Collection.

2. History of Georgetown Libraries

The Georgetown University Library consists of Lauinger Library and Blommer Science Library, the latter located in the Reiss Science Building. Lauinger serves as the center for the following: the Durkin Collection, the McGhee Collection, the McGhee Center Collection in Alanya, Turkey, the Villa Le Balze Collection in Fiesole, Italy, the Woodstock Theological Center Library, the Riggs Library and the Qatar Library. Lauinger Library shares its cataloging facilities with the National Reference Center for Bioethics Literature, which serves as the library for the Kennedy Institute of Ethics. Other Georgetown University libraries include Dahlgren Medical Library, the Edward Bennett Williams Law Library, and Information Services at the National Center for Education in Maternal and Child Health.

The Georgetown University in Qatar was established in 2005. The GU-Q library has grown exponentially since that time. It shares an integrated library system as well as online databases, eBooks with the other Georgetown libraries. Students, staff and faculty have access to collections in both countries. Rapid air shipment of materials facilitates research at both locations.

3. GU-Q Library's Goals

Deliver outstanding SERVICES which enable users to transform knowledge and achieve further discoveries, and to become self-sufficient, knowledgeable consumers of information.

Provide outstanding COLLECTIONS by developing, preserving and organizing materials that support the curriculum and research needs and aspirations of the University, and by campus-wide leadership in the organization and preservation of the University's digital content.

Develop flexible and innovative SPACES, both physical and virtual, that encourage research, teaching, learning, and collaboration, and that extend the library's services and collections to the global community.

Recruit and retain a diverse STAFF committed to service excellence, continuous learning, and leadership within the library profession.

4. GU-Q Clientele

The library's primary clientele consists of GU-Q's students, faculty, and staff as well as the students, faculty and staff of many of the other Education City universities.

4.1. Borrowing Privileges

The GU-Q Library checks out materials to any borrower with a current GU ID or via Interlibrary Loan. Non-Georgetown Education City students and staff may borrow via the ILL facility of their home libraries. Privileges vary according to the status of the borrower (see [library website](#)). GU-Q students, faculty and staff have additional access to materials via the following:

- Intercampus Loan (ICL)
Access to the general collections held by the Georgetown main campus libraries with the exception of special collections, reference materials, print periodicals, Library Use Only materials, and all materials in the Bioethics Library.
- Education City Loan (ILL)
Libraries within Education City have an ILL agreement. Loans must be arranged by the borrowing institution on behalf of their patrons. The borrowing institution is responsible for the pickup and return of the borrowed item.
- Interlibrary Loan (ILL)
Requests for materials not owned by Georgetown University or Education City libraries can be made through [Illiad](#).

5. Selection Responsibility

The GU-Q Collections Librarian is responsible for writing and maintaining the Collection Development Policy; monitoring the collection development process; writing the Library Preservation Policy; and planning, implementing, and coordinating the library's liaison with collection stakeholders. It is the primary responsibility of GU-Q Collections Librarian to coordinate the faculty and other librarians' selection decisions in accordance with the overall Collection Development Policy.

6. General Guidelines for Selection

6.1. Subject Scope

The GU-Q collection serves primarily as subject support to the courses offered in the undergraduate curricula at GU-Q and faculty research support. While the combined collections of Georgetown libraries, particularly the extensive shared electronic resources, serve the research needs of GU-Q students, GU-Q faculty and Qatari public, the GU-Q library is not and will never become a comprehensive stand-alone University research library. The print monographic collection is projected to reach a maximum of 100,000 print volumes at its peak. The print serials collection will always remain small. The electronic collections will add depth to the collection for the research needs of the GU-Q client base. Print materials purchased specifically for the GU-Q library will meet the broadest common needs of the shareholders.

The primary subject areas emphasized within the collection include political science, Middle Eastern studies, religion, philosophy, world history, and Arabic and English literature. A small representation of classic and general reference materials will be provided on subjects beyond the curricula. Materials about Qatar will be collected aggressively.

The Qatar National Library in Education City officially opened in 2018 and operates primarily as a public library. GU-Q Library will attempt to not replicate the collections held at the QNL but to complement them. GU-Q library does not collect library materials of a public library nature such as children's or adult recreational reading.

6.2. Language

Primarily English language publications or those predominantly in English will be purchased for the majority of the collection.

Materials written in Arabic will be purchased on request to:

- support the GU-Q Arabic language learning courses
- represent the important events or viewpoints of the Arab world (relevant to GU-Q curricula) and that are unavailable in English

Materials written in French will be purchased on request to support the GU-Q French language learning courses.

6.3. Geography

Works published in all countries are considered.

6.4. Chronology

Selection preference is given to those titles published in the most recent two-year period.

6.5. Format Exclusions

The GU-Q Library generally does not select materials of the following types:

- Spiral bound publications
- Loose-leaf publications
- Textbooks
- Workbooks, exercise books
- Lab manuals
- Syllabi
- Lecture notes
- Microform/fiche
- Newsletters, pamphlets

6.6. Criteria for Selection

6.6.1. Monographs

- Content to support GU-Q curriculum and faculty requirements
- Resources listed on course syllabi
- Print preferred to e-book for the core collection materials
- E-books preferred to print for reference materials (i.e. almanacs, yearbooks, dictionaries, encyclopedias, statistics)
- Unlimited user or non-linear lending licenses only
- Timeliness
- Reputation of author and/or institution
- Undergraduate audience
- Publisher's reputation
- Physical quality (hard cover preferred)
- Bibliographic aids – contents, index, bibliography
- Client requests and recommendations
- Use of previous edition or titles in same series
- Price

- Physical space limitations

Aids used in monographic selection:

- Core lists and vendor databases
- Book reviews
- Acquisitions lists from other libraries
- Promotional literature
- Faculty consultation
- Interlibrary Loan requests

6.6.2. Serials

- Content to support GU-Q curriculum and faculty requirements
- Electronic format is preferred to print
- Timeliness
- Refereed articles
- Cumulative indexing sources
- Reputation and reliability of publisher is paramount
- Appropriate for GU-Q undergraduate audience
- Subject scope of journal is wide enough to appeal to a cross-section of users
- Physical quality
- Price

Aids used serial selection:

- Sample issues of new journals
- Publisher announcements
- Faculty/student requests
- Reviews

6.6.3. Electronic Resources – Serials, Monographs & Databases

- Content to support GU-Q curriculum and faculty requirements
- Must meet the approved scope for print monographs and print serials
- Target unique historic collections not easily accessible in print
- Provide cross title searching and other advanced searching functionality
- Individual titles that provide advanced searching functionality

- Access is available within the GU-Q library and remotely with an approved Georgetown IP address
- Access is not limited to individual user passwords
- Does not require special technical support by the Library
- Selected, acquired, and paid for in conjunction with the main campus libraries
- More comprehensive guidelines are included in the main campus Georgetown Libraries Collection Development Policy

6.6.4. Additional Criteria for Exclusion of Monographs & Serials

- Sets: no partial sets or runs unless Acquisitions intends to purchase missing parts, or the parts have value individually, or if they serve as fill-ins for missing volumes.
- Indexes or supplements to works not owned by the library
- Out-of-scope: no technical/instructional materials in fields not taught at GU-Q Georgetown University (unless part of a jointly owned collection)
- Outdated: no outdated directories, reports. Care will be taken to evaluate the publication date; definition of currency, cumulative information will be considered.
- Physical condition: works underlined or brittle, but bound well and in otherwise good condition are acceptable, and will be considered on a case-by-case basis.
- Works below college level
- Duplicate copies: Decisions to purchase and maintain multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, status of a title or author, Qatari subject content or high circulation of a title

6.6.5. Audio Visual materials

- Content to support GU-Q curriculum and faculty requirements
- Formatting/Region to match the standards selected for the GU-Q equipment
- Exclude sexually explicit material where possible (local cultural awareness)

6.6.6. Faculty Publications

- An effort will be made to collect all GU-Q faculty publications

6.6.7. Donations

- Materials that fall within the guidelines of the Collection Development Policy Statement for the GU-Q Library and are not duplicates will be accepted

- Donors need be aware that the GU-Q library will dispose of anything not needed for the collection

6.6.8. Course Reserve (Print & Media)

- Faculty may request physical materials be added to Course Reserves through their Liaison Librarian
- Materials are added to the collection at the beginning of each semester and removed at the end of each semester

6.6.9. Course Reserve (Electronic)

- Faculty may request scans of articles or book chapters through their Liaison Librarian or through the Illiad online system
- Copies of book chapters and/or journal articles will be obtained either from the library's collection or through Interlibrary Loan
- Scanned materials are forwarded to faculty; faculty upload to CMS (Canvas)
- Students will access this material online through the CMS (Canvas)
- Scanned materials must comply with copyright and the Fair Use provisions

7. Additional Collection Development Responsibilities / Policies

7.1. Preservation

- Materials selected in accordance with the GU-Q Collection Development Policy, are assumed to remain of value until deselected by the Liaison Librarian or subject appropriate faculty in accordance with the deselection policy
- Repair, replacement, change of format, or protective packaging may be required

7.2. Deselection

The collection is weeded on a regular basis in order to maintain its usefulness as a working collection and remain within space limitations. Regular withdrawal of outdated materials is essential for collection management and shelf space utilization. The quality, not size, of a collection determines its value.

- Old editions and outdated materials may contain incorrect information that could be potentially harmful
- Classic monographs are retained

- Each subject differs in terms of the type of research materials required; in general, these guidelines are followed:
 - Significance of the publication
 - Age and currency of the information in consideration of research needs of patrons
 - Availability of later editions
 - Physical condition of the publication
 - Duplication of the contents in more recent works
 - Language of the publication
 - Availability of digital access
- Two types of weeding are performed
 - Automatic weeding with the arrival of new editions
 - Systematic weeding annually or as needed
- All deselected materials are forwarded to the Qatar National Library

7.3. Intellectual / Academic Freedom

- Research materials and information present all points of view on current and historical issues.
- Research materials will not be excluded or withdrawn because of the origin, background, or views of those contributing to their creation
- The role of the Library is to preserve and make available for review, rebuttal, substantiation, support, or further inquiry

7.4. Replacements

Missing materials are reviewed by the Collections Librarian or appropriate subject specialist and decisions to replace are made on a case-by-case basis depending on subject matter, date of publication, alternative availability, and bibliographic integrity of sets, estimated demand and price.

8. Challenged Materials Policy

8.1. Concerns about Library Resources

Georgetown University Libraries provide materials and information presenting all points of view on current and historical issues. Materials are not proscribed or removed because of partisan or doctrinal disapproval. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. If organizations or individuals have concerns about

library resources then they can fill out the form “[Request for Reconsideration of Library Resources](#).”

8.2. Support Materials

[Library Bill of Rights](#)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

9. Additional Documentation

- *Collection Development Tips & Tricks Manual*

See this separate document for more detailed selection criteria.

- *Gobi Selection Procedures Manual*

See this separate document for detailed system use instructions.