



Asmita College Of Arts & Commerce

For Women

● Affiliated to Mumbai University ●

❖ Email : asmitacollege@yahoo.com ❖

❖ ASMITA COLLEGE CHOWK, KANNAMWAR NAGAR NO. 2, VIKHROLI (EAST), MUMBAI - 400 083. ❖

Date: 08/09/2009

Collection Development Policy Statement

Introduction

The Collection Development Policy sets out principles and guidelines for developing and maintaining the Library's collections in all formats.

The purpose of the Collection Development policy is:

- An internal library document to provide guidance to staff in the selection of resources,
- to assist with focus on user needs and
- to aid in the orientation of new staff

The Asmita College of Arts and Commerce is the senior comprehensive graduate level institution in Vikhroli, Mumbai and is a women's College. The college's purpose is to advance the intellectual and social condition of the women's of the city through higher education.

The Asmita College of Arts and Commerce provides library facilities and services to its faculty, students and staff as well as X-students. The core collection of library consist of book, journals and CD's. The library attempt to serve students by providing them additional services like providing newspapers articles record, providing Book Bank Services to Junior as well as senior college. Library also provides special collection on competitive exams to the students.

Library is developing collections primarily to support the current programs of the college. The main function of the collection development policy is to guide the systematic selection of the world's recorded knowledge. The essential principles behind the policy are a system perspective, flexibility, and communication. An underlying assumption is the conviction that the Libraries' collections must be

viewed by those who develop them and those who use them as a total co-ordinated resources.

Vision

“Empowerment of young women through education.”

Mission

- To provide quality higher education to young women students to face the challenges of the world with courage and confidence.
- Personality development of students through a wide variety of curricular, co-curricular and extra-curricular activities.
- Achieving excellence in education by maintaining high standard of teaching and molding their character to make them responsible citizens.
- Inculcating a value system and positive thinking among under privileged young women students to make them psychologically strong and morally upright.
- To bring out the hidden talents of the students and to develop global competence, creativity and employability through proper guidance.

The college's Vision is Empowerment of young women through education. Keeping the vision and mission in mind the institution and the library as a part of institution strive hard to provide quality educational services for the overall development and empowerment of young women through education.

The college principal is to focus on information services, college Library strives for excellence in advancing teaching, research and outreach programs by anticipating information needs, providing access to resources, and promoting effective use of information by students, faculty, and staff.

Objectives of Collection Development

The service objectives of the Library encompass both the needs of the campus academic community and those of the wider regional and scholarly community. The collection development objectives, however, are focused primarily on the needs of the campus academic community. The collection development goals of the Libraries are to identify recorded information pertinent to existing education, instructional, and institutional programs, and to acquire and preserve selected materials at levels appropriate to the scope and depth of those programs. The purpose of materials selection at Asmita college of Arts and Commerce is to provide the right information for the right reader at the right time. This collection development policy is intended to be flexible enough to reflect changes and trends in the institution's academic programs.

Intellectual Freedom

Academic Libraries adheres to the position governing higher education under the norms and regulations of University of Mumbai and University Grant Commission. For Collection development librarians are guided by these principles of intellectual freedom rather than political, religious, or personal biases in making selection decisions. The Libraries' collections contain and will contain various opinions which apply to important, complicated, and controversial questions. Factual accuracy, effective expression, significance of subject, and responsibility of opinion are factors that are considered when materials are selected for college library.

Selection Criteria

➤ Through Requisition

Collection development is viewed as a student service function and is a joint effort of the Librarian and teaching faculty with the Library managing the process. Faculty members are encouraged to recommend and to request the acquisition of specific titles. These titles are recorded in the requisition list with the number copies to be ordered. Then the order is placed. While this policy statement enumerates library intentions and actions, co-operation between the

Libraries and teaching faculty is seen as a precondition for success. Every teaching faculty member is considered to be an integral part of the collection development team.

Librarian support the instructional programs and scholarly research interests of the college by assessing areas of present strength and weakness in the collection, by consulting teaching faculty members for suggestions and advice, and by building the collections accordingly within existing collection development policies. The librarians are expected to maintain close communications with the teaching faculty and academic departments within their disciplines to insure appropriateness of selected material and to prepare for departmental needs.

Recorded information that meets the instructional and research needs of the college community is by policy appropriate for inclusion in the collections, regardless of format or language. Policies as encompassing as this one, however, are subject to pragmatic adaptations; and throughout the collections consideration of budget, space, and other practical limitation have led to variations in practice with regard both to languages and formats collected. Finally, the Libraries' materials budget is allocated and expenditures are monitored in a manner that insures proper and systematic collection development.

➤ **On approval**

Currently published scholarly books are acquired primarily from vendors on approval. Faculty members for respective subjects are encouraged to recommendations and to select specific titles. These titles are recorded in the requisition list with the name of faculty.

➤ **Recent and popular Collection**

Recent and popular collection is added through book reviews published in popular newspapers and magazines. Some popular books are also acquired if demanded by students or faculty.

Duplication and Replacement

Works in most demand by patrons are also the items most likely to be damaged or lost. Therefore, the Libraries' policies governing duplication of materials form a necessary element of the collection development policy. Library materials are duplicated, i.e., acquired in multiple copies, to satisfy the needs of library patrons primarily on the

basis of past or anticipated use. However, the high costs of acquisition, processing, and stack storage limit the Libraries' ability to satisfy all such demands. Replacing lost, damaged, or stolen material is a fundamental responsibility of the collection development librarians. Not only are these librarians responsible for building the collection, but they must also maintain its quality by monitoring the use, physical conditions, and accessibility of materials in assigned subject areas.

Access

- The Library is open to the students, teaching and non-teaching staff as well as x-students.
- Library is supposed to provide open access to users except in case of reference collection.

Vendors

Librarian supposed to gather quotations from different vendors. For the selection of appropriate vendor he will consider following aspects;

1. Reputation of vendor
2. Quality of collection vendor supplied in case of books on approval
3. Duration or time span taken by vendor to provide ordered collection
4. Discount offered

Journals

Journals are selected to support the current teaching, learning and research activities. Librarian supports the instructional programs and scholarly research interests of users through acquiring journals, magazines and newspapers. Faculty members are encouraged to recommend and to request the specific titles. These titles are recorded in the requisition list. Then these are subscribed by the librarian.

E-resources

- The Library selects and purchases e-resources which support the current teaching and research activities of the college.

Preservation and Binding

Binding will be done as and when required by considering following aspects:

- Books in poor condition
- Books which are heavily circulated
- Rare books

Conclusion


College Library is firmly committed to a rationale-based collection management program which provides a framework for accountability and establishes the priorities necessary in governing day-to-day selection, acquisitions, and processing decisions.

Libraries are regarded as agencies through which sources of information of accumulated knowledge and experiences are selected, acquired, organized, preserved and disseminated to those who need them. Libraries are essential tools in learning at any level. It is the intellectual centre of the society containing records not only the intellectual but also of cultural, economic and social inclination. With the provision of wide variety of information sources, users of libraries are exposed to different information with their respective values. They also give users the opportunity to learn and continue learning throughout their lives.




Principal

Asmita College of Arts & Comm. For Women
Vikhroli (E), Mumbai - 83

 - HOD-Commerce
19/6/2014

 - Librarian

 - Asst Prof-Arts



Vice Principal

Asmita College Of Arts & Comm. For Women
Vikhroli (E), Mumbai-83.