


Category	Library and Learning Commons	Policy Number	ACA-LIB-102	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.2	
Responsible Office	Provost	Policy Owner	LLC	
Date Approved	31 October 2023	Effective Date	31 October 2023	
Date Last Reviewed	30 September 2023	Due Date for Next Review	30 September 2026	

POLICY

Library Collection Development

1. Purpose

This policy provides guidelines for the selection and maintenance of Zayed University Library resources in both English and Arabic.

2. Scope of Application

The policy applies to the collection as a whole regardless of the physical location of the materials. Equal access to information is paramount.

3. Policy

3.1 The Library and Learning Commons Department (“**Library**”) develops collections and provides access to electronic resources that:

- a) Support the curricular, teaching and research goals of Zayed University (“**University**”).
- b) Meet the general information needs of faculty and students.
- c) Support the cultural development of students and faculty.
- d) Provide recreational reading materials.

3.2 Criteria for Selection

3.2.1 A major emphasis is placed on meeting the educational, informational, and cultural needs of the University students and the teaching and research needs of faculty. Resources are collected in English and Arabic and in all formats: print, electronic, multimedia, recordings, videos, etc.

3.2.2 General criteria for selecting Library resources include the following:

- a) Importance of the subject matter to university programs and research priorities,
- b) Authority of source and author’s reputation and significance,
- c) Timeliness or permanence of the material,
- d) Availability of currently held material on the subject,
- e) Reputation and standing of the publisher,
- f) Price.

Materials and electronic resources may be considered appropriate to a particular subject if they meet one or more of the stated criteria.

3.2.3 The Library provides books and other resources presenting all points of view concerning the problems and issues of the world.

3.3 Responsibility for Selection

The selection of Library resources is the responsibility of Library faculty working closely with faculty in each of the colleges and programs. Faculty are encouraged to request titles for acquisition. Final responsibility for the selection of Library resources rests with the Library.

3.4 Gifts

3.4.1 The Library may accept gifts but reserves the privilege of deciding whether a gift should be added to the collection. Gifts will be added if they meet the criteria for selection. Donors are encouraged, wherever possible, to submit a list of items offered which can be compared with materials currently in the collection and collection needs.

3.4.2 Once gifts are accepted, the Library will determine the classification, housing, and circulation policies of all gift items, and the donor may make no restrictions on usage.

3.4.3 The Library reserves the right to dispose of materials that are not added to the collection.

3.5 This policy is subject to revision as changes occur in the needs of the University, in its objectives, or in its organization and procedures. It is used in conjunction with collection development guidelines maintained by the Library.

4. Related Policies and Laws

ACA-PRO-501 Intellectual and Academic Freedom

UNI-LEG-301 Copyright

5. Administration

This policy is administered by the Library.

6. Revision History

Date	Revision
31 October 2023	Approved by the Provost (Version 1.2).
30 September 2023	Reviewed with no substantive changes required.
8 November 2022	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.
24 September 2020	Approved by the Provost. (Version 1.1) Reviewed with no substantive changes required. Just added "Library" to title.
12 December 2019	Updated the format and related policy numbers.
27 March 2012	Policy approved. (Version 1.0)
6 June 2010	Updated language and approach, deleted procedural items and referred to guidelines maintained by library.

