WCCN

Library Collections Policy

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Revision	

Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate	**Head of Academia**		2019/06/22

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	**Rebranding**	**Dr T M Bock**
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2025/01/13	**Annexure 1- Name of policies**	**Miss N. Vajat**
2025/01/13	Edited pages numbers	Miss N. Vajat

SENATEPREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

Western Cape Government
FOR YOU

WCCN NO 39 Library Collections policy

1. **Intent**

   To define the procedures used for the development and management of library items for the Western Cape College of Nursing (WCCN) Libraries.

2. **Scope**

   This policy supports the library's primary task of selecting, maintaining, and providing access to relevant information resources for all students and staff.   This policy does not exist in isolation. Additional library policies that have a direct or indirect impact on this policy are donations, weeding, loans, access and security policies.   Collection development is a collaborative process involving library, academic and research staff.

3. **Purpose of Policy**

   To provide a framework for the development and management of WCCN library collections. The policy aims to

   - Assess the Collection
   - Establish selection criteria across campuses and the programmes offered
   - Consistency and relevance for future development of the collection
   - Facilitate collaboration between librarians across the campuses

4. **Definitions**

   The following definitions apply to the policy development

   a. **Donations**:

      Refers to gifts of library items such as books, DVD's, charts etc.

   b. **Weeding/Deselecting:**

      Quality control of library items that are outdated, damaged and obsolete.

   c. **Dewey decimal classification**: (DDC)

      A library classification system that order the world's knowledge into ten categories.

   d. **Inter Branch Loans:** (IBL)

      Resource sharing between WCCN branch libraries

   e. **In- transit:**

      Library materials en-route to another location/ branch

   f. Library Item**:**

      Printed and electronic information sources comprise:

      - Books
      - Serials (i.e. journals, newspapers)
      - Databases (electronic collections containing bibliographic citations and or full text items)

- Theses
- Past Exam and test papers
- Multimedia material (CDs, DVDs, computer software, online)
- Realia (physical objects such as models)

Access to these materials is obtained via ownership, licence agreements and subscriptions.

g. Library Collection**:**

The WCCN Library has a collection of library items, held separately with different access and loan permissions. This is to accommodate the various patron requirements and needs for teaching, learning and borrowing purposes. These library items/materials or information source are housed in different collections:

- Open shelves / Unrestricted
- Research
- Reference
- Short loan
- Audio Visuals (DVDs, CDs, computer software)
- Charts
- Models
- Past exam and credit tests
- Electronic

h. Storage

Refers to the physical location where library materials are kept

5. Subject Coverage

The scope to the library collection reflects WCCN's strategic plans as well as supports teaching, learning and research. WCCN Library uses the Dewey Decimal Classification (DDC) to classify material in all formats. The key classification range for Nursing is 600 (Applied Sciences). Below find a table of key Medicine, Nursing, Health, Cultural and other related subjects.

Subject	Shelf Number
Anaesthesia	617.96
Anatomy	611
Anatomy & Physiology	612
Biology	574
Cardiology	616.12
Chemistry	540

Child Health	362.19892
Communicable Disease	616.90968
Community Health Nursing	610.7343
Contraceptives	613.94
Counselling Skills	362.104256
Critical Care Nursing	616.028
Dermatology	616.5075
Dimensions of Nursing Management	610.73068 DIM
DSM V	616.89075 DIA
Ear, nose & Throat	617.51
ECG	616.1207547
Education	370-375
Emergency Nursing	616.025
Endocrinology	616.4
Epidemiology	614.40968
Ethics in Nursing	174.2
First Aid	616.025
Fundamentals of Nursing	610.73
Gerontology	618.970231
Gynaecology	618.1
Health Assessment	610.73
Health Promotion	613.09
Histology	611.018
History of Nursing (In SA)	610.7309 (68)
HIV/ AIDS	616.9792 & 362.1969792
ICU	616.028
Immunology	616.079
Infection Control	616.9
Intellectual Disability	362.3
Leadership and Management in Nursing	362.173068
Literature Review	362.1072
Maths	510.2
Medical Surgical Nursing	617.0213

Microbiology	616.079
Midwifery	618.2
Neurology	618.920977
Nursing Administration	362.173068
Nursing Care Plans	610.73
Nursing Dynamics	610.73
Nursing-Higher Education	610.730711
Nursing Research	610.73072
Nursing Theory	610.7301
Nutrition	613.2
Occupational Nursing	362.1068
Oncology	616.994
Operating Theatre Nursing	617.0213
Ophthalmology	617.7
Orthopaedics	616.7
Paediatrics	618.92
Palliative Care	616.029
Pathology	616.07
Pharmacology	615.1
Physiology	612
Poison	615.908
Primary health care	362.10425
Professional Practice	610.730693
Psychiatric Nursing	616.890231
Psychiatry	616.89
Psychology	150
Record Keeping	610.730699
Rheumatology	616.7
SAMF	615.1368 SOU
Sociology	301
Social Problems	361.1
Surgical Nursing	617.0231
Teaching in nursing	610.730711
Theatre Nursing	617.0231
Trauma & Emergency	617.1

Unit manager	362.173068
Urology	616.6
Wound Care	617.1406

6. Budget

The allocation of book budget is agreed upon by Finance and Procurement

The distribution of the annual book budget is agreed upon by Finance, based on the needs identified by the campus librarian in collaboration with the academic staff.

7. Selection criteria

The WCCN library collection is composed of a range of subjects which reflect the teaching, learning and research interests of the institution. The following criteria are considered when purchasing library materials:

- Relevance of content
- Quality of content
- Suitability for the programmes offered at WCCN
- Demand- Prescribed and recommended books identified by course co-ordinators.
- Currency of content
- Format- Electronic is preferred format, if multi user license is available for e-Books and serials.
- Availability of resources
- Costs
- Language (English/ the language the subjects are taught in)
- Space and storage availability
- Accreditation requirements

8. **COLLECTION MANAGEMENT and Maintenance**

Collection management refers to selecting materials for acquisition and access as well as to:

- Weeding or de-selection
- Storage and preservation
- Writing and revising collection development policies
- Managing budgets
- Liaison with other libraries and cooperative collection development

The library staff will regularly monitor, evaluate and weed the collection to ensure the library's collection relevance and currency. Library and student assistants to shelf and shelf read daily to maintain the proper order within a collection.

a. **Donations**

Donations are accepted on the understanding that the library has control over selections, location and disposal of resources.

b. **Journals**

Electronic versions are preferred over the print version. Academics should motivate for new titles with the campus librarian. Subscriptions must be approved by the library committee and the College Senate.

c. **Theses**

WCCN Libraries will act as curators of future honors, masters and doctoral theses submitted in fulfillment of degrees awarded by the institution. A PDF version should be emailed to the librarian to be uploaded to the library repository on the College website. For masters and doctoral theses completed by academics at other institutions, a link to the repository where it is curated should be provided.

d. Open education Resources (OER's)

Access will be accessible via the Library website

e. **Past Exam papers and Credit Tests**

Access will be accessible via the Library website

f. **Open Access (OA) resources**

Access will be accessible via the Library website

g. **Research materials**

Lecturers can submit requests for material to support the research interests of their department, but this material will be accessible to all library users. WCCN should identify research specialisms that aim to develop clinically focused research that enhances the health and social care of service users and the educational preparation of health care professionals.

h. **Short Loan**

Holds prescribed and recommended books and other heavily used materials. Items

are placed in Short loan for a specific period and the demand will be monitored.

i. Shelving

Re-packing library materials in the correct collection and location. Neatening books on shelves. Re-distributing books on rows (ideally two-thirds). Identifying damaged books for repairs, replace damaged labels, replace date sheets.

j. Shelf reading

Ensure that each item is in its proper location. Examine the DDC. Check for mis-shelved materials and re-shelf. Identify and report stock gaps, currency of collection to librarian.

k. Repairs

Library staff checks library materials for repairs and will perform simple repairs (e.g. tipping in a loose page, covering with plastic, replace spine labels, mending a tear). Libraries that perform in-house repairs should reflect on the monthly statistics reports. If library materials cannot be repaired, then it must be considered for withdrawal.

l. IBL

Records of library materials requested by other branches must be kept and tracked to ensure that materials have been returned to the original branch. Short loan items and regalia are not sent on IBL.

m. In transit

All materials in Transit for more than a month need to be found. Check on shelves and
if not there, mark as Missing and follow the Missing procedure.

n. Long overdue

Library items that are more than three months overdue need to be changed to Lost and accounts sent to members. The library collection as well as branch libraries will be searched before accounts sent.

o. Lost

All materials linked to a patron stay Lost - those that are NOT linked need to be changed to Missing and the Missing procedure followed to eventually withdraw the items.

p. Lost and Paid

There should be no library material from more than six months previously. Finance department, to advise on procedure for replacing lost, missing and damaged books

q. Missing

Advise on WCCN withdrawal and disposable procedures. Item needs to be withdrawn
From the library record and the librarian in collaboration with the academics needs to recommend the item needs to be replaced.

r. ILL- Inter library Loan

WCCN libraries should set up provincial, national and international (future) resource sharing agreements to complement the library collection.

s. Weeding of library materials

Weeding is an important procedure for quality control of the library collection. It ensures the collection stays current, relevant, and in good condition. Weeding should be done on a regular basis. The following outlines some considerations for weeding resources:

- Content is outdated or obsolete
- Content is irrelevant to patron needs (or not being used in a WCCN's curriculum)
- Poor Condition (dirty or smelly)
- Resource has irreparable damage (torn pages, broken spines)
- Poor Circulation
- Multiple copies that are not needed
- Enough other resources on a particular subject
- Should the item be replaced and the cost of replacement?
- Visual appeal of item, damaged, missing parts, (Models)
- A list of items to be withdrawn will be submitted for prior approval to the Library Committee and then the College Senate with an indication of the reason for withdrawal
- The library may dispose of items that are withdrawn and not found suitable for storage either by donation, internal sale or disposal for pulping

t. Removing books from the collection

- Duplicates are weeded within fifteen years of publication date except in case of continued high demand
- Currency of information is extremely important in nursing, therefore, only one/two copy of previous editions with kept in stock
- Materials that cannot be repaired. Replace with latest edition.
- Materials that has not been used (based on circulation and browsing statistics) may be de-selected after 10 years of inactivity.
- The long-term usefulness of the work will determine whether lack of use is a valid criterion for de-selection, or relocation to an archive.

u. Repair

Library materials that are damaged are repaired according to the repair guidelines and procedures. Damaged information resources in heavy use and of value will be considered re-purchase.

v. Withdrawal/ Disposal Process to follow

As per financial prescripts from Treasury.

Condition of book	Mark on system	Destination	Library Committee
Damaged beyond repair	Withdrawn	Pulping	List: damaged beyond repair Decides on purchase of replacement copy/latest edition, if in high demand
Lost/Lost and paid	Withdrawn		List: Lost Decide on purchase of replacement copy/latest edition, if in high demand
Illegal to own (e.g. photocopy of book)	Withdrawn	Pulping	List: Illegal to own – with reason
Multi-copy no longer needed in multiple (one copy kept on shelf) - circulated to all branches with none requiring it	Withdrawn	First one taken off shelf is sent Compact Storage. The rest if usable by another institution, e.g. Robin trust -Otherwise: pulping	Decides destination List: Duplicated titles
Multi-copy sent for storage (no copies on shelf) - circulated to all branches with none requiring it	One copy: Compact storage Other copies: Withdrawn	First copy: Compact storage If usable by another institution, Otherwise: pulping	Decides destination List: Duplicate titles
Single copy with no present usage, but possible future research value or use - circulated to all branches with none requiring it	Compact storage	Compact storage	
Single copy with no present usage and no future research value or use - circulated to all branches with none requiring it	Withdrawn	If usable by another institution, Otherwise: pulping	Decides destination List: unusable material

w. Stocktaking

Yearly stock taking to

- Ensure relevancy, currency and as per audit purposes
- Keep records of all materials received and distributed
- Track and recover missing, overdue and lost library materials
- Responsibility for stocktaking and stocktaking reports lies with the campus librarian

x. Replacement of Lost or damaged library material

A replacement copy of the latest edition of a lost or damaged library item will be accepted in lieu of patron paying the library the replacement costs. However, a handling fee of R100.00 to cover the costs of cataloguing, barcoding, plastic, shelf labels, date sheets will be imposed. In addition, any fines incurred by the patron must be paid.

9. REVISION OF COLLECTION DEVELOPMENT POLICY

The policy will be reviewed and adapted in accordance with the WCCN Libraries and the University's strategic and operational plans.

ANNEXURE 1

Relevant Policies/ Procedures/ Agreements/ Guidelines

No 36 WCCN Library access policy
No 37 WCCN Library conditions of use policy
No 38 WCCN Library donation policy
No 40 WCCN Library acquisitions policy