





WCCN

## Library Acquisitions Policy

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| Author      | Position         | Signature  | Date       |
|-------------|------------------|--|------------|
| Nazma Vajat | Senior Librarian |  | 2019/07/02 |

| 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   |
| 2024/01/15 | Re-branding                                 | Dr T M Bock   |
| 2025/01/13 | Annexure 1- policy names pg 7               | Miss N. Vajat |
| 2025/01/13 | Edited page numbers, removed extra page (8) | Miss N. Vajat |
|            |   |               |
|            |   |               |

### SENATE PREAMBLE

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.



## WCCN NO 40 Library Acquisitions policy

### **INTENT**

The acquisitions policy provides a framework for the acquisition/purchase of library materials to meet the information needs of library patrons at the Western Cape College of Nursing (WCCN).

### **SCOPE**

The policy regulates the purchase and availability of library materials for use by WCCN library patrons.

### **THE PURPOSE OF THIS POLICY**

The purpose of this policy is to ensure that the acquisitions at WCCN Libraries support the teaching, learning and research goals of the institution. By adopting an acquisition's policy, the WCCN library's seeks to

- Priorities acquisition of library material based on academic criteria
- Ensure all campus and programmes (Undergraduate, Postbasics, etc.) are served equitably
- Build a collection that is current, balanced and well stocked
- Fill stock gaps
- Maintain collections at an appropriate level
- Ensure a basic collection of leisure and self-motivational /developmental materials
- Ensure the controlled spending of the annual Acquisitions budget
- Meet Accreditation requirements

### **DEFINITIONS**

The following definitions apply to the policy development

#### Acquisitions

Selection and purchasing of library materials for the library collection. This includes processing requests, verifying, ordering, reporting, receiving and donations.

#### Bibliographic information

Refers to the author, title, date of publication, place of publication, publishers, edition, the International Standard Book Number (ISBN) and/ the International Standard Serial Number (ISSN).

#### Library materials

Refers to printed and electronic formats which includes:

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

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- Exam and credit tests
- Multimedia material (CDs, DVDs, computer software, online)
- Realia (physical objects such as models)

Obsolete materials such as audiotapes, videotapes will no longer be purchased. Those in stock will be maintained and updated versions will be purchased.

### **Budget Allocation**

The College Council and Library committee is responsible for allocating and reallocating the budget. The last orders should be placed at least three months before the closure of the Fiscal year.

### **Procedure for purchase/(receive) of Library Materials**

All requests are reviewed and compared to the selection guideline as specified in the Collection Development Policy (Selection Criteria). The acquisitions of library materials are done through the Finance and Supply Chain Departments.

### **Language**

Priority is given to publications in the English languages. Works published in other Languages are purchased where they are required to support the curriculum and research.

### **Multiple copies**

WCCN libraries will endeavour to provide an extensive collection of nursing and health related materials with the available resources. It is not the function of WCCN libraries to circumvent the need for a student to own copies of prescribed books. A strong motivation is required if multiple copies of a title is requested. A maximum of three (3) copies per title may be held in a single library/campus.

### **Material Format**

The campus librarian should endeavor to purchase an electronic version (If available) of all prescribed and recommended books. Where full textbooks can be provided only, the number of print copies will be adjusted.

#### Print

Despite the growing preference for electronic formats, the print format continues to be the preferred format for WCCN library general collection.

#### Electronic

Although there is a growing preference for electronic formats, this will only be the preferred choice for journals and reference materials.

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### Multimedia

When selecting multimedia material – e.g. CDs and DVDs – ease of access will be the priority. The existence of appropriate licensing and archiving requirements will be taken into account to ensure high quality and reliable service.

### Prescribed Books

WCCN libraries will only purchase two copies (per campus) of a prescribed textbook. However, if there is a need for additional copies, a strong motivation from the lecturer and the Head of Department (HOD) should accompany the request.

### Recommended Books

WCCN libraries will only purchase one copy (per campus) of recommended or additional materials. However, if there is a need for an additional copy, a strong motivation from the HOD should accompany the request.

### Approval Requests

Approval of the request for an order is subject to availability of funds for the purchase of course related library materials.

### Journals and Subscriptions

Globally the trend is to recommend electronic databases and e-journals over the print version. Distribution of electronic information will be in strict compliance with licensing agreements. Subscriptions to journals and databases are regularly reviewed. Where new titles are required either:

- a) the department/faculty agree cancellations to the same value or
- b) departmental funds are allocated to the subscription.

### Donations

Will be added to the library collection if it meets the selection criteria and at the Discretion of the librarian. Books accepted for review must be in good condition, clean, dry and free from mould. No items that are damaged or without covers will be accepted. Books not selected will be donated to students or recycled.

### Fiction Books

WCCN libraries also cater to the cultural and social needs of its members by acquiring a minimum number of novels or fiction books and motivational self- help books.

### **Loose-Leaf publications**

Due the delicate nature of this publication (easy to steal, damage and store) no loose-leaf publications will be purchased. These items should be found electronically.

### **Past Exam papers and Credit tests**

A PDF version of previous exam papers and credits tests will be made available to the student via the library website. No memos will be distributed.

### **Theses and dissertations**

An electronic copy will be uploaded to the library repository. Alternatively, a link to the repository where it is curated would be provided.

### **Desk Copies**

Complementary desk copies of prescribed books can be requested from the book publishers. This should be coordinated by the HODs. The librarian does not purchase desk copies, neither should materials purchased for the library be used as desk copies.

### **All materials acquired with Library funds remain the property of the WCCN**

### **Library with the applied rules and regulations.**

### **Workflows**

To ensure consistent and quick acquisition of library materials the following steps should be implanted: Items recommended for purchase should be as current as possible and should be requested by completing the excel order form distributed by the librarian. Requests to support teaching and learning should, additionally, specify the module name, the estimated number of students taking the module, programme name and year of programme.

### **Academics**

- The HODs' should identify suitable date and time for library material selection
- Provide prescribed and recommended book list for the next year at least three months before the end of the current financial year
- Prior to selection, an online form will be emailed to all academics. When items are selected, Academics must enter bibliographic details of the library materials, their details (name, subject code, year of study, number of students, relevant Head of Department) as well as the collection where book must be placed (i.e. open shelf, short loan, research)
- Head of Department must approve the selection

## **7.2 Librarians**

- Liaise with publishers and booksellers for latest catalogues and arrange book exhibitions
- The librarian will invite booksellers and / publishers to the campuses for academics to review and select
- Information on the online form must be checked against the existing collection on the Library system to verify if the materials are available in the Library so as to avoid unwarranted duplication.
- Obtain quotes from two booksellers (on government vendor's list)
- Library material exceeding R1500 must be accompanied by a motivation for purchase by the Academic requesting and the HOD
- Librarian will submit acquisition and quotes to Finance department for approval by Library committee/WCCN management/HOC/HOC?

## **7.3 Delivery of Library materials**

- Librarian to check if order is correct
- Return all incorrect orders (keep record)
- Catalogue and process library materials
- Distribute to campuses
- Inform academics and students about new acquisitions
- Display books

## **8. Accountability and Authority**

The Librarian, HOC and HOD will be responsible for implementing this policy. This Policy will be reviewed at least every three years and amendments will be approved by Library Committee and College Senate.

**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 39 WCCN Library collections Policy