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I Introduction

1.0 Purpose

The Seychelles National Library has adopted the following Collection Development and Management Policy to provide library staff with the necessary guidelines to assist them in the development and management of the collections, in order to meet the objectives of the Library.

The purpose of the policy is also to inform the public about the principles by which library materials are selected, maintained or weeded from the collections.

II Role and Mission of the Seychelles National Library

1.0 Role

The Seychelles National Library is a dual-purpose library providing both public and national library services.

2.0 Mission statement

The Seychelles National Library is entrusted with the mission to:

- provide public library services to support the educational, informational and recreational needs of all, thus contributing to the development of a cultured and educated nation.
- provide national library services which are geared towards the preservation and bibliographic control of the country's literature for posterity, and for the standardisation and development of library services in general.

III Developing the collections

1.0 Collection development statement

The Seychelles National Library is to provide materials in order to inform, educate, entertain and enrich the knowledge of all readers.

2.0 Collection development objectives

- Provide a diverse collection of print and non-print materials that meets the customers' needs and interests.
- Foster interest, anticipate demand and sustain demonstrated interest and demand.
- Strive to provide a balance of viewpoints on different subjects.
- Provide materials for special groups.
- Provide materials that support the reading promotion programme.
- Replace lost, damaged and outdated materials.
- Acquire and maintain a national collection of publications on Seychelles and by Seychellois authors.

3.0 Collections of the Seychelles National Library

The collections include:

i. General collections of materials

- Fiction books for all age groups starting from infants to adults.
- Non fiction books covering all areas of knowledge, for all age groups.
- Reference books for all age groups.
- Electronic resources like DVD & CD ROMS and on-line and offline publications.
- Periodicals which include magazines, newspapers and pamphlets.

ii. Special collections

- IOC (Indian Ocean Collection)

The collection comprises books on small island states in the Indian Ocean namely Seychelles, Reunion, Madagascar, Mauritius, Comoros, Maldives and Mayotte.

- United Nations publications :

- i. ILO (International Labour Organisation) collection.

- Parent's Collection

The collection offers a selection of books, magazines and pamphlets on parenting.

- Extension activities collection.

The collection comprises books, magazines, leaflets, posters, educational games and DVDs for parents and other educators.

- National collection of publications

The collection comprises different types of print and non-print materials such as books, periodicals, dissertations and pamphlets which are either on Seychelles, are by Seychellois authors or have been published in Seychelles.

4.0 Responsibility for collection development

Each head of unit is responsible for the development of the collection(s) located in their respective unit. The heads of units are assisted by staff working in these units.

The heads of the different units are responsible for choosing appropriate materials, weeding the collections to keep them current with needs and demand, ensuring that materials are in good physical condition and replacing them when necessary.

Responsibility for the different collections is as follows:

Head of Public library services in consultation with:

- i) Head–Adult Reference Library: print and non-print reference materials for adults.
- ii) Head - Adult Lending Library: fiction and non-fiction collections and periodicals for adults.
- iii) Head - Children's Library: magazines, fiction, non-fiction & reference materials, for infants, children and teenagers; a parent's collection; and an extension services collection.
- iv) Head of each branch library: periodicals, fiction, non-fiction, print and non-print reference materials for infants, children, teenagers and adults and materials for the reading promotion programme.

Head – Community library Services: collections for reading centres which consist of periodicals, fiction and non-fiction and reference materials for all age groups and materials for the reading promotion programme.

: fiction and non-fiction collections for all age groups for mobile library bus users.

: fiction, non-fiction, reference books and periodicals for the book box loan service to specific communities.

Head - National Library Services: Publications for the National Collection. Collection development and management activities are carried out in consultation with the Head of the Technical Services Unit.

4.1 Review Committee

A Review Committee comprising 7 persons – 4 Heads of units for Technical (chair), Public, community & National library services and 3 Heads of sub-units - Lending, Children & Reference is responsible to review materials offered as gifts and donations, as well as materials selected for acquisition and withdrawal from the Library collections.

The committee is also responsible to recommend appropriate method(s) of disposal for materials selected for discard.

5.0 Collection development procedures

5.1 Acquisition practices

In order to facilitate access to knowledge, the library shall acquire and make available a diverse collection of materials based on budget available, indicators of use and suggestions from users.

Users can enter their suggestions on Book suggestion form [see appendix A] which is available at the service desk.

Materials are acquired through:

For public library service

- i. Purchase.
- ii. Gifts and donations (new publications)
- iii. Exchange programme with other libraries

For National library service

- i. Purchase.
- ii. Gifts and donations
- iii. Exchange programme with other libraries
- iv. Legal deposit

5.2 Selection

Since the Library cannot possibly acquire all print and non-print materials available, it has to establish guidelines for acquisition.

5.2.1 Method for Selection

Selection involves a general knowledge of the subjects and recognition of the needs of the public.

5.2.2 Criteria

Criteria applied are: literary merit, enduring value as a classic, authoritativeness, date of publication, importance of the subject matter to the collection and the public, cost, quality and suitability of the format, scarcity of material on the subject and popular demand.

5.2.3 Types of materials

i. General fiction

Various genres such as mystery, romance, horror, science fiction, thriller, western, and fantasy are purchased in order to satisfy a public varying in education, background and taste.

ii. Large Print Collection

The large print collection is intended to serve the visually impaired and it is primarily fiction books.

iii. Non fiction books

The Library makes available a collection of books on various subjects to meet the needs of different groups. Materials are also chosen to support the academic needs of students in the various areas of curriculum study.

The Library does not seek to endorse any ideas, but to provide information to everyone.

iv. Reference

Both paper and electronic formats are purchased to provide a wide range of access points to retrieve needed information.

v. Materials for special groups

These are materials such as Braille and audio visual materials to meet the needs of users with different disabilities.

vi. Information Files

The information files contain information on a number of topics. Materials are in the form of pamphlets and newspaper clippings. The subjects included supplement the reference and general collections providing additional information.

vii. Periodicals

a) Magazines

The Library seeks to offer periodicals which are written for a general audience in order to appeal to the public.

b) Newspapers

The library subscribes to newspapers to keep the customers informed about local happenings and world events.

All national newspapers are collected and retained indefinitely.

Foreign newspapers are acquired to provide world news.

5.2.4 Selection tools

Tools used in selection are ISBN directories, publishers' promotional materials and on line bookshops.

Requests and suggestions from customers are also taken into account.

5.2.5 Multiple copies

The Library buys one to two copies of fiction titles having high customer demand. In subject areas one to two copies are purchased depending on the subject.

This approach enables the Library to provide variety and depth to the needs of the public.

5.2.6 Languages

Materials are purchased in the three national languages, Creole, English and French and are proportioned as thus:

i. Creole language.

All materials published in the Creole language.

ii. English language.

Three quarters of total acquisition for both fiction and non fiction.

iii. French language.

One quarter of total acquisition for both fiction and non fiction.

iv. Other languages

Materials in other languages are acquired only for the National Collection of publications. These are materials focusing on Seychelles or by Seychellois authors.

The purpose of acquisition in other languages is to achieve an exhaustive National Collection of Publications.

6.0 Gifts and donations

Gifts and donations of print and non-print materials can be offered to the National Library. The National Library reserves the right to accept the offers.

The Library shall view the gifts and donations before accepting them whenever this is possible.

The placement of donated materials within the collections and the types of access to be given shall be determined solely by the Library.

The Library may discard the materials at any time if they are no longer suitable.

III Managing the collections

1.0 Placement of materials in sections and on shelves

The placement of materials is determined by several factors.

- i. By age groups whereby materials are sent to the specific sections: adults, teenagers and children.
- ii. By types of materials – fiction, non-fiction, reference, posters etc.
- iii. By languages – English, French and Creole for the fiction books and other languages for the National collection of publications only.

Except for picture books which are placed in kinder boxes, materials are shelved in alphabetical order according to the first three letters of the author's surname or title if there is no mention of responsibility.

- iv. By Dewey decimal classification scheme for the non-fiction books. The scheme which divides information by subject, places the materials in their proper subject area.

2.0 Maintenance of the collections

2.1 Processing of documents

Processing work is undertaken on all acquisitions in order to facilitate the provision of the different services and to protect and maintain the physical condition of the materials.

All materials are issued with an accession number, bar code label, date slip (for loan service only) and equipped with a plastic book cover and library stamp to state ownership.

2.2 Collection maintenance criteria

The following criteria are considered when to repair or weed items in the collections.

i. Similar subject

Presence of other works on the same subject.

ii. Physical condition

Materials in deteriorating condition, the in-print status, the difficulty or cost of repair , the cost and availability of a new copy.

iii. Currency

Materials that contain outdated information and whether the publication has been superseded by subsequent publications.

iv. Circulation pattern. In general, a book that has not circulated more than once in the last 10 years.

2.3 Physical maintenance of materials

Library officers have to handle materials with care and to guide the users especially children in the appropriate way to handle materials as well.

Binding and minor repairs are undertaken in order to maintain and to improve the physical condition of the materials.

3.0 Procedures for lost, missing and worn materials

3.1 Lost

Borrowers will have to replace a new copy or a new copy of equal value for materials that are lost while in their care.

3.2. Missing

An item reported missing from the collection undergoes the following procedures:

Item is considered “missing” after the library officers have searched for the document from the borrowing record, the shelves and workroom. Failing to find the document after a period of 1 week the item record will be marked as missing in log book.

The head of unit will decide whether to delete the bibliographical record of the item from the catalogue or to look into the possibility of acquiring a replacement.

The head of that respective unit will send the bibliographical details of the material to be deleted to the Head of the Technical Services Unit who will delete the record from database and update the accession register.

3.3 Worn

Materials identified as worn and considered for repair are sent to the workroom for restoration work. If an item is not considered for repair based on the collection maintenance criteria, the library officer will undertake withdrawal procedures.

4.0 Withdrawal procedures

The procedures are:

Compile list of selected materials and to seek the approval of the Review committee to withdraw the documents as well as recommendation on method(s) of disposal.

- Complete write off request form [See Appendix B] and to seek approval from Principal Secretary for Culture and Finance Ministry to write off and to dispose selected items. Disposal will only take place after approval is granted by the Ministry of Finance.
- Remove date slips from the books and to apply cancel stamp on title page of books or on cover for other forms of materials and submit list of documents to be deleted from database to the Technical services unit. Work is to be undertaken by staff of respective units/sub-units.
- Delete records of documents from database. Work to be done by staff from Technical Services unit.
- Update accession register by indicating in accession register that the documents have been cancelled and date that the procedure was carried out. Work to be undertaken by staff from Technical Services unit.

5.0 Weeding of Materials

Weeding is the continuous systematic withdrawal exercise to remove outdated, unused, extra copies or damaged materials from the collection.

Weeding of the collection is required to keep the collection responsive to customer's needs and to make room for newer materials.

It also helps to identify areas where additional materials are needed and older editions that need to be updated.

Donated materials that have not been added to the collection and withdrawn materials which are in good condition are given to individuals and institutions interested.

6.0 Evaluation of the Collection

The collection needs continuous evaluation in order to be sure that the Library is fulfilling its mission to provide materials to meet customers' interests and needs.

Statistical reports such as borrowing and reservation records are studied to determine how the collection is being used and how it could change to answer customer usage.

The materials themselves are examined for their physical condition and frequency of use.

Inputs from the library users about the collection or individual items in the collection provide library officers with useful information about interests or needs that may not be adequately met by the collection.

7.0 Enquiry about the library materials

Customers with serious concerns about library materials will be asked to put their requests in writing.

Upon enquiry from the officer responsible for that collection as to the criteria used to purchase and the reasons for having the material in the collection, the Head of the Library will respond in writing to the person.

In the event that the initiator of a request is not satisfied with the decision, the issue will be referred to the Director General for Culture.

IV Conclusion

The Collection development and management policy document is a working tool to guide and govern the library staff in duties pertaining to the development and maintenance of the library collections, in order to achieve the National Library's collection development objectives.

Suggestions from library users are welcome but the decision to add or to remove items from the collection will be governed by the Collection Development and Management Policy.

Appendix A

Book Suggestion Form

The form is intended to gather suggestion(s) from users of titles, authors and subjects for the National Library to consider during acquisition procedures.

1. Personal details (optional)

Surname : _____ Name: _____

Address: (home) _____ Tel. (Home) _____

Address: (work) _____ Tel. (work) _____

Profession : _____ E-mail : _____

Full/part time student : School : _____

Class/year : _____ Course : _____

2. Suggestions

Please state below your:

1. Title : _____

2. Author : _____

3. Subject(s): _____

Appendix B

GOVERNMENT OF SEYCHELLES WRITE-OFF FORM

Ministry:
Department:

Description of Item	Quantity	Date of acquisition	Reason for write-off	Original cost R	Value as per register R	Current estimated value R	Proposed method of disposal

<div style="border: 1px solid black; width: 150px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px; margin: 0 auto;"></div>
Submitted by (signature and date)	Approved for write off Not approved for write off

PS Finance

{ Original – Returned to Ministry after approval
 { Duplicate – Ministry of Finance/Treasury to update write-off Register
 { Triplicate – Auditor General for information