

LEARNING RESOURCE CENTRE

Collection Development Policy

Collection development involves a number of activities by LRC for acquiring all types of reading materials. Various activities have been involved for implementing the selection policy and the plans for acquiring the reading materials as per the need of the patrons. Collection development is a continuous and dynamic activity which takes support from all the stockholders for selecting need bases, up-to-date, and balanced collection of reading materials, which will cater the ever changing need of academicians. It is a well-defined and planned activity, implemented by the support of patrons.

Steps for Collection Development

- **It is a continuous and never-ending & time-being activity.**
 - Recommendations will be collected from patrons
 - Through Prescribed print format
 - Online Google form.
 - Direct purchasing by the patrons, with the permission of authorities.
 - Reading materials will be invited from various vendors on approval basis.
- **Formulation and implementation of reading material selection policy.**
 - Types of Reading Materials
 - Print Materials- Books, Journals, Annual Reports, other study materials.
 - Non-Print Materials-CDs-VCDs, E-Books, E-Journals, Developed E-Content.
 - Department wise budget for reading materials.
 - Department wise recommendation & discussion with HODs
 - Periodically review of department wise purchasing & Intimation to HODs.
- **Acquisition procedure to build up balanced collection.**
 - Selection of vendor for purchasing of various types of reading materials.
 - Online purchasing directly by librarian or faculty members, students with the prior permission of hon'ble principal.
 - Received recommendation will be verified by the LRC, regarding availability and need of the recommended reading materials.
- **Periodically Analysis of reading materials need and its use.**
 - The use of reading materials will be analyzed through system.
 - Department wise analysis will be communicated with the concern department.
 - Remedies (Orientation Programme, visit of students) will be taken for '**Maximum Utilization of the Resources**' of concern department or particular section of collection.
- **Weeding out policy, to ensure effectiveness of collection.**
 - Taking into consideration the need of making place for acquired new reading materials, based on periodically analysis of use of reading materials, weeding out policy will be implemented.
 - Necessary steps will be taken for the purpose.