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LIBRARY AND INFORMATION SERVICES

POLICY

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TABLE OF CONTENTS

1. **TITLE**

   Collection Development Policy

2. **PREAMBLE/BACKGROUND**

The University of the Free State Library and Information services (UFS LIS) is aligned to the broader strategy of the University of the Free State (UFS), a research-led, student-centred, and regionally engaged university that contributes to development and social justice through the production of globally competitive graduates and knowledge. UFSL LIS is equally obliged to pursue excellent service delivery in support of teaching, learning and research and thus leading to excellent quality graduates and knowledge through academic excellence, diversity, and inclusivity and through innovative and transformative thought, for the region, the continent, and the globe.It is the policy of the UFS Library and Information Services (UFS LIS, hereinafter referred to as the "Library") to ensure that the library responds to the ever-changing information needs of users, which are underpinned by the teaching, learning and research needs. There is a marked shift in the way information resources are selected and evaluated and together with evolving users, library policies are therefore constantly modified in response to these changes. It is the responsibility of the library to constantly seek innovative ways to contribute towards the global production and access to information resources that impact on quality of teaching and research. The intention is to acquire a balanced and up-to-date collection that assists and supports the University in developing well-rounded students who can play meaningful roles in society. The collection will thus also fulfil the recreational, spiritual/religious, emotional, social/ethical, economic, political awareness (other than political propaganda), medical needs of users, etc. The collection UFS collection development policy endeavours to create a platform that promotes intellectual freedom and that accommodates collections that are drawn from diverse backgrounds.

The fast-growing user preference for electronic resources has severely affected the col-lection development budgets of most libraries (Gregory 2019). Libraries are expected of the 21st century are expected to also include a substantive number of electronic resources and most significantly, acquire and maintain using the updated hardware and software. This is in response to a universal call for academic libraries to provide a variety of means that will make it easier for the users to access library collections in person and remotetly.

E-BOOKS AND LIBRARIES
Although e-books are now purchased in all types of library environments, many academic libraries in particular are rapidly reducing their print collections and changing their emphasis to e-books and electronic services for users. Librarians are reclaiming shelf space by weeding print books and replacing them with e-books to put in "makerspaces" and labs where students can collaborate on projects (Gregory 2019:2).

Self-published books

Self-published books can serve many purposes in a library. In some cases, they may serve as primary source material, particularly for local history. They can help document popular culture before it makes its way into mainstream publishing. Public libraries are discovering that self-published novels and memoirs are an inexpensive way to supply the materials desired by public library users. With the growing popularity of open access pub-lishing, self-published works may include the work of independent scholars or the faculty of colleges and universities. Self-published textbooks are being encouraged in many col-leges and universities, and these provide a much less expensive option for textbooks and other required reading (Gregory 2019:4). When it comes to self-published ebooks, the key is having the right software and processes in place to allow review and corrections to be made to self-published items, which helps to make them, if not fully comparable to those titles published by mainstream publishers, at least worthy of their placement in a library's collection Gregory 2019).

PURPOSE

The purpose of the UF LIS collection development policy is:

-   To create a collection of information resources that support the library's vision mission statement and the broader goals of the University of the Free State.

-   To inform stakeholders (inside and outside of UFS) about all the processes and decisions that are followed when selecting different information resources.

-   To inform and direct library processes on acquiring and making information resources accessible to users and serve as a legal document in cases some rules and procedures are challenged.

-   To set rules and regulations which guide a common understanding of collection development, regarding the dos and don'ts (no bias, prejudice, personal beliefs, and preferences).

-   To continuously identify technological developments that impact on collection development including a shift from 'just in case' holdings to 'just in time' access and thus eliminate barriers to unhindered dissemination of information all library patrons.

- To provide guidelines for planning, resource allocation, selection, acquisitions (through purchase, donations, subscriptions, private collections), maintenance and withdrawal decisions, with expressed need to satisfy users' information needs and to provide access to "active" collection.

- To ensure that staff members optimise financial and human resources and acquire information resources which positively impact on students' lives/value for money.

- To build a collection that responds to the current and retrospective needs of users and takes into account the various backgrounds of all service beneficiaries, such as the cultural, historical, geographical, economical, spiritual, educational, etc.

- To ensure that the Library is well stocked with a balanced information resources collection per programme and per capita.

- To regulate the provision of information resources in different formats - made up of print books (fiction and non-fiction), e-resources (online journals, e-books), databases, academic journals, newspapers, magazines, and audio-visual materials (CD's, DVD's, Videos, etc.).

- To ensure that the Library reflects the 21st Century information needs and that information is repackaged and made accessible in preferred formats, and thus support remote access to information.

- To provide criteria for allocating funds fairly and justifiably.

- To set rules and regulations regarding the management of collections not housed at the Library.

- Provide selection criteria and guidelines for the use of those charged with selecting library materials.

- •Identify those selection tools and processes that are most appropriate for the particular library.•

- Define the process for identifying materials for weeding, cancellation, storage, and replacement.•

- Facilitate consistency and communication among the collection development librarians.•

- Establish who is responsible for various aspects of the collection development process and its management.•

- Create a plan for the future of the collection and the budgeting of resultant library expenditures.•

- Serve as a training document for new collection development librarians and those charged with management of the library as a whole.•

- Provide guidelines for dealing with gift materials.•

- Provide guidelines for dealing with complaints about materials or services which are thought by patrons or administrators to be inappropriate.•

- Provide a framework and context for decisions concerning library access, space allocations, budgeting, and fund-raising priorities.

- •Support cooperative collection development activities by documenting what the library has done in the past and what the library is currently doing with collecting levels by discipline. •Id

3. SCOPE

This Policy applies to:

- The Collection Development Committee, which includes staff members from Acquisitions, Information Services, Journals, Circulations, Research, Cataloguing Sub-Divisions, Branches and Campus libraries;
- The collection Team

- University community as service beneficiaries (internal stakeholders); and

- Vendors (as external stakeholders).

4. DEFINITIONS AND ABBREVIATIONS

- African Languages Press collection:
-
- "Bibliographic information" means the author, title, edition, date of publication, place of publication, publisher, International Standard Serial Number (ISSN) and International Standard Book Number (ISBN).

- "Collection" means different types of information resources in different formats and serving different needs.

- "Database" means online and electronic collections (full-text, bibliographic, numeric or images) that are made available as packages that the library subscribes to, based on supplier agreements.

- "Departmental collection (internal stakeholders' collection)" means a collection of information resources that are issued out to departments, and housed centrally for all lecturers' use.

- "Electronic resources (e-resources)" means non-print information resources that are accessed online (e-books, e-journals, online journals, digital collections).

- "Fiction (leisure reading)" means story books used for leisure reading.

- Indigenous collection (AWS) The Indigenous collections are one of the library's strengths and they encompass materials reflecting the earliest interpretation of the history, language, art, and culture of South Africans.

- "Information resources/Items" means print (Books, Periodicals, Magazines, and Newspapers) and non-print information resources (e-Books, e-Journals, Compact discs (CD), Videos, Audio-tapes, and Digital video discs (DVD), Compact disc read-only memory (CD-ROM).(multi-media)

- Kovsiana:

- Multilingualism collection

- "New acquisitions" means new information resources that have just been received and added to the collection.

- "Non-Fiction" means books presenting factual information and used for academic purposes. Nonfiction is any document or media content that intends, in good faith, to present only truth and accuracy regarding information, events, or people. Nonfictional content may be presented either objectively or subjectively. "Wkipedia"

- "Open collection" means information resources that are on open shelves and can be borrowed/taken out by library users for specified periods.

- "Open access (OA) is becoming an increasingly important topic in journal literature as increasing numbers of books and monographs in library collections are being held in OA form. OA refers to online materials that are free of all restrictions on access (e.g., access or subscription fees) and are also free of many restrictions on use (e.g., certain copyright and license restrictions). OA can be applied to all forms of published output, including academic journal articles, conference papers, theses and dissertations, book chapters, and mono-graphs. Although open access journals save the library subscription fees, they still require selection and examination for quality, since easy access to them on the Web has opened up yet another avenue for fraudulent practices where these types of materials are concerned. (Gregory 2019).

- OER: Open Educational Resources (OER) are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

- OER form part of 'Open Solutions', alongside Free and Open-Source software (FOSS), Open Access (OA), Open Data (OD) and crowdsourcing platforms

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- "Project collection" means information resources issued out to individuals or departments for specific period. (timeframe)

- Rare collection (search for proper definition) Rare material refers to any item included in a library's special collection because of the age, historical value, craftsmanship, rarity (as in the case of autographs, letters or diaries), and other items of varying significance.

- "Reference collection" means information resources that are used for quick information provision such as dictionaries, encyclopaedias, maps, etc.

- "Research funds collection" means information resources that are purchased using research entities.

- SIERRA" means an integrated library management system, which encompasses different module e.g. (Acquisition Module) that enables smoothing running of the Library. It is manufactured by Innovation Interface Incorporative (III).

- Self-published books

- "Special collections" rare and of archival value (of historical value), that present a historical perspective of a field, such as Africana, Rare books, Government gazettes, etc.(revisit the definition and use the current terminology) (check UKZN) (see UCT 1.13 and 1.15) A special collection is a group of items, such as rare books or documents, that are either irreplaceable or unusually rare and valuable. For this reason, special collections are stored separately from the regular library collections in a secure location with environmental controls to preserve the items for posterity. Special collections also include rare items that are focused on a single topic, such as aviation or women's history. Special collections are created to benefit scholars by grouping related materials together in one repository. Often a repository will specialize in a limited number of subject areas for their special collections, to distinguish the institution from other libraries. (Purdue University) "https://guides.lib.purdue.edu/c"

- "Study collection" means information resources that are prescribed as main textbooks and recommended books for programmes.

- Short courses: refers to those course that are offered by different departments on a short peiod

- ""Research Output" means information resources that have been developed, researched and published by the University community such as Theses and Dissertations, Presentations, Conference Papers, etc.
- Research output means published or publishable scholarly research, be it an article in an academic journal, a book or a chapter in a book, a conference proceeding, paper or poster or any other form of public or private research, where research is understood to mean original, systematic investigation undertaken to gain new knowledge and understanding published by University community. "https://www.lawinsider.com/dictionary/research-output"

5. COLLECTION DEVELOPMENT

5.1 Content of Collection

UFS LIS strives to build a collection that reflects information resources that:

- support the University's teaching, learning, and research needs;
- assist in developing well-rounded graduates, availing information that satisfy their general information needs including their social, economic, entrepreneurial, political, recreational, spiritual needs, etc.;
- present all points of view on current and historical issues, irrespective of origin or background;
- reflect the National, Provincial and the University's heritage;
- support government priorities, such as eradication of poverty, economic growth, youth development, African literature, etc.

5.2 Criteria for Selection

The following criteria shall be used to select relevant information resources:

- Authority of Authors: Purchase information resources written by reputable authors.
- Currency: Purchase the most recent publications/editions.
- Relevancy: According to the needs of the University.
- Broad variety: Cover a wide range of presentations by different authors.
- Quality and durability: Information resources that are of high quality in content and format. peer reviewed articles published in accredited journals/publications.
- Durability: Purchase ebooks, paperbacks and hardcopies copies shall be considered in exceptional cases.

- Format: Making available information resources in appropriate different formats (online books and online journals, e-books, e-journals, multimedia).

- Availability/Out of print: Purchase second-hand copies in cases of need and if the required copy is out of print.

- Cost effectiveness: Purchase/Subscription Cost to present value for money.

- Full text Databases: Preference given to full text databases rather than citation databases.

- Perpetual access versus subscription: Unless otherwise stated in the contact or license, preference will be given to perpetual access to electronic books followed by the subscription option

- Loan, points or limited days and access to chapters: No information resources will be purchased on a partly basis or wherein access by limited to date, time, chapter, an so on

- Leisure reading: Popular and academic fiction

- Language: Acquire information resources written in English, Afrikaans, Setswana, Sesotho and isiZulu (Qwaqwa only). Information resources in other languages shall be acquired only to support Programmes offered in those languages, as inherent requirements of such programmes.

- Quantity: Work towards ensuring that ample titles and copies are available per capita (students, academic and support staff).

  - ➢ Non-Fiction: 1 copy, with a maximum of 3 copies. Exceptions shall be authorised
  - ➢ Leisure books: 1 copy of each title
  - ➢ Prescribed Books: (Ratio: 1 per 50 with a maximum of 5 copies)
  - ➢ Recommended: (Ratio: 1 per 50 with a maximum of 5 copies)
  - ➢ Ebooks: first option is multi-user (if not the above applies)
  - ➢ Prescribed copies of novels: the request applies across all languages: 5-10.
  - ➢ Reference sources: preference given to electronic format (preferably multi-disciplinary content)
  - ➢ Reference sources: In cases where only print copies are available 1 print copy. Exceptions shall be motivated and authorised by the Collection Development Committee.

5.3 Rules for Selection

- Prioritise information resources published in South Africa, by South Africans and about South Africans.

- Preference to be given to South African publishers and retailers.

- OER:

- All book published, co-authored and edited by UFS staff members must be purchased and added to open and kovsiana

- When selecting electronic resources, preference should be given to those vendors that provide a seamless access and user-friendly.

- Aggregators that provide multi-disciplinary ebooks collection are preferred

- Subscribe/Purchase: Consider value for money with respect to packages vs. individual copies of e-Resources.

- Purchase software that can be installed in platforms that allows multiple access.

- In cases where applications (apps) need to be downloaded, the processes must be seamless and user-friendly.

- Exceptions shall be discussed and approved by the Collection Development Committee. Effort shall be made to supplement print copies with access to electronic and online copies, especially in cases where there are too many students in a programme.

- Where an electronic copy of an information resource is available, the Library shall purchase electronic/online copy (multiple user usage preferred), irrespective of the number of library users.

5.4 Scope of Collection

Information resources in different formats shall be selected to build the following collections:

5.4.1   Open Collection

- Leisure reading: Books aimed at providing reading materials for recreational/leisure purposes.
- Leisure: Information resources with factual content such as academic/educational, motivational/inspirational, management, and informative resources such as resources on HIV/AIDS, etc.

5.4.2   Multi-media Collection

- The Library shall acquire multi-media information resources to complement the electronic and print collection ().

- One copy of each shall be acquired, unless a special request has been approved by the Collection Development Committee.

- The physical copies of information resources shall not be lent out to students, but used only in the Library (Hardware to be made available). Lecturers shall be allowed to borrow them for use in lecture rooms.

5.4.3 Reference Collection

Ready reference information resources designed to provide quick access to factual information in all subject areas, that serve as starting points for information gathering/knowledge development:

- Usage shall be strictly in the Library. Online reference collection shall be subscribed to and made accessible for use remotely.

5.4.4 Reserved Study Collection

Prescribed and recommended reserved books that have been reserved by lecturers for addressing specific study needs for a specified period of time.

- Prescribed books:

  ➢ Textbooks that are prescribed by academics, which students should purchase.
  ➢ The Library shall support students by purchasing one copy of these titles and reserving them for as long as they remain prescribed. (see CHELSA standards)

- Recommended reserved books:

  ➢ The Library shall remove these books from open shelves and reserve them for specified periods.
  ➢ Criteria for reserving books: a). few copies and/or titles for specific assignments; b). rare books; c). expensive books; or any other valid reasons rendering usage of books in the Library and for use by as many students as possible during the identified period (refer to rule 6.2).

5.4.5 Internal Stakeholders' Collections

5.4.5.1 Project Collections

Service beneficiaries shall be allowed to borrow additional information resources for purposes of undertaking individual and/or group projects.

- The project leader shall be responsible for information resources lent out on behalf of other project members.

- Information resources shall be kept either in an individual office or central office identified by project members.
- The loan period shall be dependent on the length of the project, after which the information resources shall be returned to the Library.
- Project collections shall be returned to the library at the end of a project.
- The size of the collection will be limited to predetermined number of items.

5.4.5.2 Departmental Collections

Departments shall be allowed to borrow information resources books for use by service beneficiaries of common interest a group and kept cent

- Information resources shall be lent out to one identified service beneficiary on behalf of a department.
- Information resources shall be kept in a central place identified as safe for information resources and convenient for service beneficiaries.
- Information resources shall remain in a department and renewed annually, provided the Library recalls them as required.
- The Head of the department shall inform the Library about the departure of the responsible service beneficiary and about the newly nominated one. Clean audit shall be granted after the Library has conducted stocktaking of information resources and new list handed over to the new service beneficiary.
- The department shall be liable for any losses and/or damages that might be incurred.
- The size of the collection will be limited to predetermined number of items.

5.4.5.3 Researchers Collection

Individual researcher's collection that is funded from own research funds.

- The collection remains the asset/property of the University.
- Information resources are housed in individual researcher's office until he/she leaves the employ of the University. Library management and the researcher shall decide on the change of ownership of the said information based on their condition, with the opportunity for the researcher to buy them from the University.
- These information resources shall not be available for use by other service beneficiaries, including on the recall system.

- The researcher shall be liable for any losses and/or damages that might be incurred.

5.4.6 Electronic Resources Collection

5.4.6.1 Journals and databases

In line with the national and international trends, the Library shall subscribe to a variety of relevant databases to enhance the print collection, make available access to current information published worldwide and make remote access to information a reality. The Library shall remain part of the South African National Library and Information Consortium (SANLiC), which is responsible for joint negotiation and subscription of deals with reputable suppliers, in a cost-effective way. There are however, other deals that shall be negotiated on one-and-one basis with other suppliers. Selection of databases shall meet the following requirements:

- Supplier to have excellent technical support;
- Be able to provide usage statistics;
- Suppliers to allow trial period (Minimum of a month); and
- Ease of use, including remotely.

Continuation or termination of a current subscription to a database shall be based on the usage statistics versus subscription costs.

Select and subscribe to print and online journals as single subscriptions or as part of database packages, with a view to providing users with up-to-date and current information in their fields of interest.

- Preference shall be given to subscription to online journals, in cases where a journal is published in both print and non-print format, unless a journal is available in print format only.
- Preference shall be given to databases that provide transformational agreements and promote open access.

- Subscribe to relevant academic journals to meet teaching, learning and research needs of the University.

5.4.6.2 Electronic Books (e-Books) Collection

The Library shall (prioritise ebooks purchasing option) complement current collection by acquiring books in electronic format, taking into consideration the following criteria:
- Accessible for multi-use on- and off-campus (remote access).
- Once-off purchase or subscribe rather than borrow.
- User-friendly content and network accessibility (readable on- and off-line)
- Availability of the book in e-format.

5.4.7   Sheet Music, Music Scores and Pocket Scores

The Music Library shall be the custodian of this collection.

- Sheet music: Printed form of music notation that uses music symbols

- Score: Music of all instruments and voices in a composition lined up in a fixed order

- Pocket score/study score: A full score in a reduced size. It is too small for use in a performance, but handy for studying a piece of music – it be for a large ensemble or a solo performer. A miniature score may contain some introductory remarks.

- All current formats (in accordance? with new technology) will be purchased, including PDF and stored in online database.

- We encourage subscribing to streaming platforms.

- Old formats (CDs/cassettes/LPs) collection to be digitised, observing copyright. Consult Mpumi.

5.4.8   Magazines and Newspapers

- First preference should be given to the subscription model that accommodates multiple access to a variety of local and international newspapers and magazines.
- Select recreational magazines to develop general knowledge of users (political, family, do-it-yourself, etc.).

- Select newspapers reflecting local, provincial, and national current news, which are readable, popular, which present nonbiased news, and informative.

- Provide access to a wide number of regional, national and international newspapers articles that are available on full-text through several online databases.

- Purchase one (1) copy of a magazine title, if not available on an online platform.

- Subjects specialise magazine for academic purposes such as: Farmers Weekly: Agriculture and Farming News, PCWorld etc.

5.4.9   Special Collection

- Information resources that meet the following criteria: a). Rare; b). Expensive; c). Historical and of long-term value, such as the Le Roux collection, T.K. Mopeli collection; d). Government gazettes; and e). Heritage collection (African stories, Litsomo collection, Lilotho collection, books published by African Press).
- Collection not lent out to any service beneficiary for use outside the Library.
- The collection shall be kept in closed and protected space, for use in-house.
- Efforts should be made to digitise these collections.
- Conservation and preservation of artifacts (eg the "Rosetta stone", photographs, Boer War chocolate bar 23 April 1899, copy of the Gutenberg Bible)

5.4.10   Special needs Collection

The Library shall acquire collections that address special needs for users with different disabilities (Braille, Audio-Tapes, Font enlarging software, etc.). Collaborate with the Centre for Universal Access and Disability Support in addressing and managing the collection.
Should be easy accessible and user friendly.

5.4.11   Digitized Collection

The Library shall be part of the ~~National Electronic Theses and Dissertations~~ the University digitisation project aimed at preserving the University's output. The following information resources shall be digitized and publicized on the Institutional Repository:
 Books that cannot be replaced (out of print, etc) should be digitised within the boundaries of copyright (confirm with Mpumi)
- ~~Research articles;~~
- ~~Theses and Dissertations;~~
- ~~Inaugural lectures;~~
- ~~Memorial lectures;~~
- ~~Public lecturers, etc.~~

5.4.12   The internal storage database collection

5.4.13   The African Language Press collection

5.4.14   The Kovsiana collection

6. **COLLECTION MANAGEMENT**

    6.1 Shelving and Shelf Reading

    Information resources shall be shelved on a daily basis. Shelving shall be according to the Dewey Decimal Classification System for academic information resources, and according to authors' surnames for leisure reading, by making use of current technology, i.e. RFID.
    Shelf reading should be done on a daily basis

    6.2 Stocktaking

    The Library, as the custodian of information resources in different formats, is accountable for the life history of all information resources. This accountability shall be supported by a verification of the physical presence of information resources as indicated on the catalogue. The verification shall be undertaken in the form of conducting stocktaking after every five (5) years, as per the Guidelines for Stocktaking *(Annexure A.4),* by making use of current technology, i.e. RFID.

    6.3 Weeding
    The Library shall, on a regular basis, perform a systematic removal of resources from a library based on selected criteria)
    The Library shall on a regular basis weed the collection of redundant, dilapidated and outdated collection, as per the approved guidelines for weeding *(Annexure A.3).* This is aimed at maintaining a collection that is relevant, up-to-date, current, and of good condition.

    6.4 Library Stack

    Books that have been removed due to low usage and for space creation will be part of the Library stack. A stack location should be created on SIERRA so that the books can be recoverable.

7. **INFORMATION RESOURCES SUPPLIERS**

    The following criteria shall be applied to approve a supplier (See Appendix A.1 below for current suppliers):
    Reference to new SLA
    - Comparatively cheaper supplier, with good discounts;
    - Delivery within a month of ordering;
    - Reliable and trustworthy supplier, with reasonable technical support;
    - A supplier that responds favourably to urgent requests;
    - A supplier that deals with subjects of interest;
    - Priority shall be given to South African suppliers; and
    - Considerable effort shall be made to accommodate the previously disadvantaged suppliers.

8. **SIZE OF THE COLLECTION**

The size of a library's collection depends on many factors including space, number of anticipated users, policy on stock exchange, etc. However, the relevance of the collection to the needs of users is more important than the size. It is thus for-seen that the collection should meet the following criteria:

The average items to be a balanced collection should be / to satisfy the needs of our user / ratio of books per user.

- Undergraduate students: 6 items per student
- Fourth year: 10 items per student
- Postgraduate students: 15 items per student
- Lecturers: 15 items per person
- Management: 10 items per person
- Support staff: 10 items per person

9. BUDGET ALLOCATION

Budgeting and Funding
This section addresses how the library is funded, and the effect that this funding methodology has on the spending of often-scarce collection development dollars. In academic libraries, in addition to general funds for reference and undergraduate materials, funds may be allocated to each college and even down to the department level. Usually, there is a cutoff time when the funds revert to the collection development librarians to provide them with time to expend or commit the funds before the end of the current fiscal year (Gregory 2019:36)

- The Library shall be in control of the information resources budget.

- Budget for subscriptions shall be based on the previous year's budget plus a percentage to cover expected inflation and exchange rate fluctuations.

- The following criteria shall be used to equitably allocate the budget to faculties/departments, with a view of a balanced collection in mind:

  - The research output of faculties and departments;
  - The number of full-time lecturers and registered students per faculty and per programme;
  - The general cost of information resources in a field of study;
  - New programmes/courses to be offered; and
  - Information gaps to be addressed resulting from losses, weeding, or any other unforeseen circumstances.

- The budget allocation shall be further sub-divided as follows:

  - Electronic resources   60%
  - Books/Monographs   10%
  - Print journals   10%
  - Standing orders   5%

➤ Audio-visuals 5%

10. ANNEXURES

- Current Suppliers: : Annexure A.1
- Guidelines for Donations : Annexure A.2
- Guidelines for Weeding : Annexure A.3
- Guidelines for Stocktaking : Annexure A.4
- Guidelines for Internal Stakeholders Collection : Annexure A.5
- Impact form for new departments/centres/courses : Annexure A.6
- Donations policy : Annexure A.7

11. DOCUMENT MANAGEMENT AND CONTENT CONTROL

- **Document owner:** Ms JM Molopyane (Director: Library and Information Services)
- **Content control:** Mr MA Madiba (Deputy Director: Collection Development and Management)

Provision for new departments/centres/courses collections (impact form for new courses and departments)
Donations – giving and receiving. Only accept that is relevant or of historical value.