

National Library of Sri Lanka

Collection Development Policy

2020



National Library and Documentation Services Board

Vision

Being the national knowledge centre providing access to library and information services for all members of the public

Mission

Creating a knowledge society through the preservation of intellectual heritage of the nation.

Developing of national library and information system,

Encouraging the utilization of information communication technology for an effective library service,

Providing bibliographical services and assisting in book publication.

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National Library of Sri Lanka

Collection Development Policy

01. Background

Ceylon National Library Services Board was established in 1970 by Act of parliament No. 17 of 1970, and the establishment and maintenance of the National Library of Sri Lanka was the main objective a responsibility and a function of this institute. Co-ordination of all library services in Sri Lanka nationally, providing information for development of the nation were also the main objectives of the Ceylon National Library Services Board. Preliminary activities for starting and maintenance of the functions of the National Library of Sri Lanka were carried out during the period from 1970 to 1990. As a result the National Library of Sri Lanka was officially opened on 27th April 1990. However the building and maintenance of the national library collection was carried out from the establishment of the Ceylon National Library Services Board in 1970. In order to carry out the functions of the Board more productively and efficiently, the Act No. 17 of 1970 was amended and named as National Library and Documentation Services Board.

According to the definition of International Federation of Library Associations and Institutions (IFLA) and UNESCO, the responsibility of a national library is the acquisition and conservation of all sources of knowledge of the country for the use of present and future generations.

National Library is the centre of bibliographic control of knowledge sources published in a country. A main responsibility of all countries in which national libraries have been established is the compilation of the national bibliography as an authority document containing bibliographic information on all knowledge sources published.

02. Introduction of Collection Development Policy

The collection development policy of a national library is a specific document which is different from that of other libraries. National library can be introduced as a repository of knowledge which fulfills local and foreign information needs through the collection and organization of entire knowledge produced in Sri Lanka. In addition, steps are taken to develop the utility of the national collection to maximum level through providing information needed for the national development in Sri Lanka.

With the introduction of 1972 constitution the name of the Ceylon National Library Services Board changed as the Sri Lanka National Library Services Board.

Collection development policy is a policy plan consisting of a set of criteria useful for readers of a library as well as for the staff. It is a guideline which provides guidance for the acquisition of library material and also for many other activities. It is also a document which guides the development and strengthening of library resource collection, knowledge organization and management according to the aims and objectives of the national library.

03. Main objectives of the Collection Development Policy

- A policy document which facilitates the staff of the national library to develop and evaluate its collection
- A document which can be used for planning on how the information needs of users can be fulfilled and how the collection can be developed.
- Bring about a timely development of the collection on the local and foreign collective efforts identifying the selective priorities for the development of the national library collection
- Conservation of the knowledge resources contained in the national collection with the objective of providing information to the present and future generations
- Providing a maximum service to the readers through printed, electronic and unpublished knowledge resources
- Facilitate the staff to carry out the acquisition process with a proper financial discipline
- Ability to use all knowledge resources acquired to the national collection for reference and academic activities
- Ability to carry out disposal process according to the acquisition policy on the basis of accepted and formal criteria

04. Importance of a Collection Development Policy

4.1 Planning

A policy document which provides a logical foundation to policy decision makers and the professional staff to take correct decisions to evaluate the collection and future planning. It assists to decide priorities especially in occasions where financial resources are limited. It facilitates the use of financial allocations for the acquisition of library resources on a reasonable foundation and criteria with a systematic and proper financial management

4.2 Selection of Library resources

Guidance on the selection of library resource is provided to the staff by a policy of this nature. In addition to the legal deposits ISBN deposits under the method of selecting library resources, suitable library resources should be selected from the following sources.

- Local and foreign bibliographies and commercial bibliographies.
- Visiting bookshops
- Articles on criticism of books (published in newspapers and periodicals)
- Local and foreign book lists
- Suggestions of readers
- Suggestions of readers
- Information in websites on books available in bookshops
- Visiting book exhibitions

4.3 Library co-operation

Collection development policy can also be used to bring about library co-operation. Through the collection development policy, other libraries can be made aware about the acquisition and collection development activities of the national library and thereby library co-operation programmes such as collective acquisition activities, resource sharing and inter-library loan services and national and international co-operative programmes can be started. Co-operation can also be developed through improving the awareness about the national library services among the local and foreign libraries

4.4 Relevant parties and user relations

Through making aware the academics who use the national library collection, all users including researchers and other relevant parties, their ideas and suggestions can be obtained to develop the national library collection. Through this, a collection appropriate to the needs of the readers can be built. This policy also helps to improve relations with these parties and users.

0 5. Method of Selecting Library resources

There are several ways of acquiring library resources for the national library.

- deposit copies (received from the Department of National Archives)
- purchasing
- donations (guidelines – appendix –A)
- exchange service (local and foreign)

06. Procedures followed in the implementation of the collection development policy.

- The legal deposit copies received from the department of national archives should be acquired to the national library collection.
- Reader surveys should be conducted on how the national collection is developed and the collection should be evaluated regularly.
- Daily statistics on the nature of readers who use the national collection and the resources used should be maintained continuously and analyzed.
- The responsibility for development and management of the national library collection should be maintained, under the supervision and control of head and the staff of the acquisition division and obtaining approval of the director is essential.
- In deciding and implementing the basic criteria relevant to the disposal process, instructions of the relevant subject experts should be obtained. (appendix –C)
- An evaluation of the usage of entire collection should be carried out and the collection should be reorganized.

07. Library Resources

The national library collection consists of following library resources and further development of the collection is the responsibility of the national library

- Legal Deposit Collection
- Ola leaf Collection
- Manuscripts
- Grey Literature
- Rare books
- Monographs
- Serials
- Newspapers
- Reference Sources
- Government Publications
 - Reports
 - Feasibility Studies
 - Project reports
 - Pamphlets
 - Circulars

Commission Reports

Sectional Papers

Cassettes

Administration Reports

- Syllabus and Teachers Guide Books
- Postgraduate theses
- Drama Manuscripts
- Patents
- Specifications
- Standards
- Photographs
- Stamps
- Micro films / Fiches
- CD/DVD
- Audio Visual Media
- Collection for persons with special needs
 - Brail Publications
 - Talking Books
- Electronic resources
- Computer databases
- Review reports
- Digital resources
- Folk –lore Literature Collection
- Conference Papers
- Newsletter Collection
- Children’s Book Collection
- Board Publications collection
- Collection of Scholars
 - Martin Wickramasinghe Collection
- Election Literature collection
- Map Collection
- Intangible Cultural Heritage Collection

08. Priorities in the organization of National Library Collections.

Maximum of two copies are acquired for the national collection. In selecting the library resources for the national library priority is given to following publications.

- Publications published in Sri Lanka (Sinhala, Tamil and other languages)
- Publications published on Sri Lanka in foreign countries.

- Publications published in foreign countries by Sri Lankan authors
- Basic reference sources (on the needs of the national library readers)
- Current reference sources suitable for the national collection –acquisition of new editions, reference sources)
- Publications relevant to the library and information field
- Publications published in countries of South Asian region (on Sri Lanka)
- Main sources on Buddhism, Christianity, Hinduism and Islam
- Publications relevant to subjects and special collections
- Subject areas which cover Sri Lanka (all subject areas)
- Collection of oral tradition relevant to indigenous knowledge (recording of unrecorded oral tradition)
- Official publications of ministries, departments, corporations, Boards and authorities

09. Disposal of Library Resources

Disposal of library resources should be carried out according to formal criteria (appendix – c) these criteria should be taken into consideration by the disposal committee

- Damaged publications which cannot be repaired
- Publication with more than three copies of the same title
- In the disposal of misplaced books fair reasons should be submitted and necessary approval should be obtained.
- Unused publications published in foreign languages after a user survey.
- Old editions should be disposed when there are new editions.

10. Review of the Collection Development Policy

It is essential that the collection development policy should be reviewed (on the technology development and economic and social policies) in every three years by a committee and necessary amendments should be made and implemented

References

Guidelines for a Collection Development Policy Using the Conspectus Model (2001)
International Federation of Library Associations and Institutions Section on Acquisition and
Collection Development Retrieved from <https://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf>.(March2020)

Appendix – A

Donations – individual and institutional

Following criteria are used in the acquisition of donations for the National Library.

- Publications which are suitable for the national library collection should be selected and acquired
- Acquisition of donations to the National Library is carried out by a committee when necessary and assistance of outside subject experts is obtained where necessary.
- The physical condition of the publications acquired as donations should be appropriate
- The old and rare books should be repairable and free from defects.
- In entering the publications acquired as donations to the accession register, they should be entered in such a way that they can be identified as donations.(mentioning as “donation” under other remarks of the accession register)
- Information of publications acquired as donations, persons who have donated the publications should be maintained as a separate file. Publicity on the individuals and institutes made the donations should be given in the newsletters and website of the Board.

Appendix – B

Acquisition of scholars’ collections

- In the acquisition of scholars’ collections, the relevant scholars should be Sri Lankans who have rendered a considerable service to the relevant field.
- The scholars’ collections acquired are displayed in the national library as special collections in the name of the scholars according to the space available.
- If there are old and rare books they should be repairable

- Selection of the scholars' collection should be carried out by the committee for the selection of books for the National Library
- Although the acquisition of three copies of one book is the general policy in the acquisition of books for the National Library, this limit may be disregarded in the acquisition of scholars' collections.
- If the relevant scholar is not among the living, the agreement of the closest relations or other acceptable party should be obtained to acquire the scholar's collection
- Scholars' collections should be handed over to the National Library in writing and after handing over it is considered as a property of the National Library.
- After acquiring the scholars' collections, their acquisition activities, organizational activities, conservation activities and documentation activities should be carried out according to the accepted methods of the National Library.
- The Acquisition Division of the National Library should explore and acquire the collections suitable to the National Library according to committee approval.
- Scholars' collections are identified on a bilateral agreement and they should be added to the national collection according to the agreement.
- The scholars collections acquired to the national library should be considered as permanent reference collections

Appendix C Criteria for Disposal

- Disposal of old edition after acquiring new editions of annual publications.
- Disposal of publications which have not been used by readers for a long time.
- Disposal of publications with more than three copies
- Disposal of publications which do not contain current information and contain information which is not important to Sri Lanka

- Disposal of publications in other languages in addition to Sinhala Tamil and English which are not used by readers
- Disposal of publications which contain statistics which are three decades old after making an evaluation
- Disposal of publications which cannot be made useful after further conservation and pamphlets which contain old information
- Disposal of publications which contain annual reports and accounts reports of UNESCO which is more than thirty years old and not used by readers.
- Disposal of publications which have been proposed to dispose by readers and subjects specialists.