



Library Management Department

Collection Management Procedures

ProceduresManual_CM_PRO_V1.01

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Table of Contents

1.	PROCEDURE MANUAL STATEMENT	3
2.	OBJECTIVES	3
3.	SCOPE	3
4.	COLLECTION MANAGEMENT PROCEDURE	3
4.1.	Ranking of Collection Development Objectives	3
4.2.	Acquisition of Library Materials	3
4.3.	Selection, Retention and Preservation of Library Materials.....	4
4.4.	Cataloguing, Classification and Promotion of Library Materials	5
5.	DEFINITIONS.....	5
6.	REFERENCE(S) AND RELATED DOUCMENT(S).....	6
7.	DOCUMENT CONTROL INFORMATION	6

Department	Library Management	Approval Date	2022/11/23
Reference	ProceduresManual_CM_PRO_V1.01	Revision Date	2026/11/12
Document name	Collection Management Procedures	Document owner	Head of LIB

1. PROCEDURE MANUAL STATEMENT

This document provides detailed information on the procedures for the development and management of the print and electronic content resources of MBZUAI Library.

2. OBJECTIVES

This procedure:

1. Describes standards and criteria that instruct selection, maintenance, and preservation of the library's collections.
2. Describes roles, workflows, and responsibilities in the development and stewardship of the collections.

3. SCOPE

This procedure operationalizes the selection, acquisition, stewardship, preservation, and promotion of MBZUAI Library collections and guides library staff, engages, and informs MBZUAI academic and administrative staff accordingly.

4. COLLECTION MANAGEMENT PROCEDURE

4.1. Ranking of Collection Development Objectives

- 4.1.1 Collection development objectives are ranked, and materials are selected in order of priority, and seek to optimize budget allocations:
- i. Support all courses and programs offered at MBZUAI by providing a range of varied, diverse, and relevant scholarly materials.
 - ii. Provide adequate resources to assist faculty in their teaching and research-related functions.
 - iii. Support access to copies of required scholarly books for all courses, and as available for acquisition by the library.
 - iv. Provide career and continuing education resources in support of the professional development and role delivery requirements of the MBZUAI community.
 - v. Provide general interest material for the overall enrichment of the MBZUAI community.

4.2 Acquisition of Library Materials

- 4.2.1 Acquisition of library resources is managed through the MBZUAI library materials budget in consultation with MBZUAI Procurement and Finance departments, and is used to purchase materials, housed or accessible through the library's license agreements, and available to all members of the MBZUAI community.
- 4.2.2 All members of the MBZUAI community are invited to submit title recommendations through the MBZUAI Library eServices platform, by email and through curriculum development forums.

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- 4.2.3 Resource choices will be reviewed by the Head of Library Management in consultation with faculty, and chair of departments.
- 4.2.4 The collection development plan should be prepared ahead of time, while preparing for the new fiscal year. The budget should reflect the items on the collection development plan.
- 4.2.5 Transformative agreements for subscriptions, as available and deemed of value, are pursued with the appropriate publishers and in consultation with MBZUAI stakeholders.
- 4.2.6 Library resource acquisition models that support a “just-in-time” approach are preferred to a “just-in-case” model of content acquisition, and if available, are pursued in consultation with MBZUAI Procurement and Finance departments. Demand-driven acquisition, including rush orders, and open purchase orders are mediated by the library and according to fund allocations.
- 4.2.7 The library pursues and supports consortia models of acquisition as available, and in consultation with MBZUAI administrative head.

4.3 Selection, Retention and Preservation of Library Materials

- 4.3.1 The library acquires scholarly materials in the most appropriate formats for meeting the research and curriculum needs of programs and courses.
- 4.3.2 Criteria for the evaluation of resources include content and format assessments and are described in the Technical Services Manual.
- 4.3.3 Relevant criteria used in the evaluation of the library’s purchased and subscribed content is used in the curation and promotion of open access sources.
- 4.3.4 Gifts and donations that support collection development objectives, undergo a format assessment, and are catalogued and promoted according to the library’s practices. Donors are encouraged to submit their lists for consideration to the Head of Library Management before delivering materials to the library.
- 4.3.5 Criteria for renewing subscriptions includes usage reporting, and statistics from the Library Management System, and is conducted in advance of the renewal date and throughout the year.
- 4.3.6 Electronic resources are preferred where available but require additional assessment, including an assessment of licensing agreements in consultation with General Counsel, and as described in the Technical Services Manual.
- 4.3.7 The Vice President of Corporate Services in consultation with MBZUAI legal department approves and signs the licenses. Some order forms or brief agreements, and as determined by MBZUAI Procurement, are signed by the Head of Library.
- 4.3.8 Duplication of resources is not supported unless there is a sustained demand for the title, the title supports higher ranked collection development objectives, and has a lasting value for research, teaching, and learning.
- 4.3.9 The library maintains a limited textbook collection (print or electronic) to support faculty teaching needs (faculty course materials collection). Textbooks lists are obtained from the course syllabi and making these textbooks and references available to the students is an exercise that is done two months before the beginning of every semester. Additional copies of print textbooks

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Reference	ProceduresManual_CM_PRO_V1.01	Revision Date	2026/11/12
Document name	Collection Management Procedures	Document owner	Head of LIB

may be purchased to support shared access for students and mitigate textbook rental costs where appropriate. These resources are made available to students through the Course Reserve collection.

Deselections/deaccessioning or weeding is an integral part of collection development and ensures the ongoing relevancy, currency of the collections, and optimizes available physical shelving space. Deselections are conducted in consultation with faculty and under the supervision of MBZUAI Facilities. Criteria for deselection is described in the Technical Services Manual.

- 4.3.10 Assets control systems (including RFID) are used to manage the movement of physical library items and prevent the removal of resources without prior authorisation. Incidents may be self-corrected by patrons or may require library staff intervention to resolve. Library staff may defer to Campus Security should they require further support.

4.4 Cataloguing, Classification and Promotion of Library Materials

- 4.4.1 Cataloguing and classification of MBZUAI library collections follow international standards and library resources are catalogued using AACR2, RDA and MARC21 standards, and are classified according to the LCC and LCSH systems
- 4.4.2 The appearance and content of online library platforms should meet MBZUAI academic and brand criteria and is designed in consultation with MBZUAI Communications department.
- 4.4.3 Training in the use of tools, standards and platforms for collection management are identified, promoted, reviewed, and may be recommended in performance evaluation cycles.
- 4.4.4 The utilization of library services platforms, content management systems, professional tools, and specific to MBZUAI workflows and requirements, are described in the Technical Services Manual, and other guidelines as appropriate, and reviewed, and updated as required.

5. DEFINITIONS

Terminology	Definition
AACR2	Anglo-American Cataloguing Rules Second Edition - Standardized rules for cataloging various types of library materials published in association by the American Library Association and the Library Association (UK)
LCC	Library of Congress Classification System - A system of classifying books and other library materials developed and maintained by the Library of Congress. Arranges human knowledge in broad categories using an alphanumeric code. Used in academic and research library to support greater specialization in subject areas.
LCSH	Library of Congress Subject Headings - A alphabetic list of controlled vocabulary created by the Library of Congress and used to assign subject headings to facilitate consistent discoverability of information content of library materials.

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Library Services Platforms (LSP)	A selection of automated library systems that supplement traditional integrated library systems and include services for electronic resource management, digital repository management, document delivery services, etc.
MARC21	Machine-Readable Cataloging 21 - An international standard digital format for the description of bibliographic items. The MARC 21 standards also includes formats for authority records, holdings, records and classification schedules.
RDA	Resource Description and Access – a set of content standards for cataloguing library materials based on international standards and developed by the International Federation of Library Associations. Standards supplement and can replace AACR2
Scholarly book (materials)	A scholarly book in the publishing industry should fulfill certain criteria, including: written in a scholarly style, about a specialized subject, aimed at a relatively narrow, clearly defined market segment, usually published by a university press or the publishing arm of a scholarly society, reviewed mainly in scholarly journals, and indexed, with a bibliography or list of references for further reading at the end.
Textbook	An edition of a book intended for the use of students enrolled in a course of study and preparing for an examination. Textbooks generally have a shorter lifecycle than scholarly books.

6. REFERENCE(S) AND RELATED DOUCMENT(S)

N/A

7. DOCUMENT CONTROL INFORMATION

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