

DSE 2b

Collection Development

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 2b: Collection Development	4	3	1	0	-	-

Course Objectives

The course aims to develop an understanding of principles, policies, and practices of collection development and management in libraries. It equips students with skills in selection, acquisition, evaluation, and maintenance of library resources in both print and digital formats. The course also prepares learners to build balanced, user-oriented collections that support the needs of diverse communities.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Learn the fundamental concepts of collection development and management, analyse user needs as well as understand the budgetary considerations in collection development.
- ☞ Evaluate, select resources using appropriate criteria and tools and will be able to acquire books, serials, e-resources and non-book materials.
- ☞ Gain knowledge about technical processing, evaluation, weeding and preservation of library materials.
- ☞ Understand the emerging trends in collection development and management.

UNIT I: Introduction to Collection Development

10 Hours

- ☞ Collection Development: Concept, Need and Prerequisites
- ☞ Collection Development Policy
- ☞ Collection Development: Planning, Budgeting and Allocation of Funds

UNIT II: Selection and Acquisition of Information Sources

12 Hours

- ☞ Assessing User Needs and Community Analysis
- ☞ Selection Process: Principles of Book Selection
- ☞ Selection Criteria and Tools
- ☞ Acquisition Process for Books
- ☞ Acquisition of Serials, E-resources and non-Book materials

UNIT III: Collection Management

12 Hours

- ☞ Collection Management: Concept and Need
- ☞ Technical Processing of Information sources
- ☞ Preservation and Conservation of Library Materials
- ☞ Collection Analysis: Evaluation and Techniques
- ☞ Weeding: Reasons and Criteria for Weeding Library Materials

UNIT IV: Trends in Collection Development and Management

11 Hours

- ☞ Cooperative Collection Development and Management
- ☞ Collection Development in the Digital Environment
- ☞ Collection Development and Institutional repositories
- ☞ Information Literacy for Promoting Use of the Collection

Essential Readings

- ☞ CLAYTON (PR) and GORMAN (GE). Managing information resources in libraries: collection management in theory and practice. Facet Publishing, London. 2006.
- ☞ EVANS (GE) and SAPONARO (MZ). Collection management basics. Ed. 7. Libraries Unlimited Inc., London. 2019.
- ☞ JOHNSON (P). Fundamentals of collection development and management. Ed. 4. Facet Publishing, London. 2018.

- ☞ KATZ (WA). Collection development: the selection of materials for libraries. Holt, Rinehart and Winston, New York. 1980.
- ☞ LISA (KH) and DIANE (LV), eds. Library management: a practical guide. Ed. 2. ALA, Chicago. 2019.

Suggested Readings

- ☞ EVANS (GE) and SAPONARO (MZ). Developing library and information center collections. Ed. 5. Libraries Unlimited, London. 2005.
- ☞ KRISHAN KUMAR. Library management in electronic environment. Har-Anand Publications, New Delhi. 2007.
- ☞ MITTAL (R). Library administration: theory and practice. Ess Ess, New Delhi. 2007.
- ☞ RANGANATHAN (SR). Library administration. Asia Publishing House, Bombay. 1935.