



**Collection Development at University Libraries # 2110.020**

<b>INITIAL EFFECTIVE DATE:</b> March 2005	<b>LAST REVISION DATE:</b> January 31, 2024	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b> University Libraries
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**POLICY STATEMENT**

The University Libraries will acquire and maintain broad collections, in order to support the University’s mission of teaching, research, and service. At the same time, appropriate resources will be used to serve the needs of the Greater Miami and South Florida areas and to promote greater international understanding as available.

The duties and responsibilities of collection development and maintenance, ranging from selection and acquisition to preservation and deselections, are shared amongst the librarians and library staff. The departmental guidelines outline the specific criteria for selection and deselection, as well as responsibilities of individuals in key roles within the Library writ large.

Recognizing the ever-increasing role of electronic resources in the library’s collection, the selection criteria remains consistent with that used to select print items. Additional details as to how electronic resources are selected, processed, and handled can be found in the Collection Development Policy, which is subject to change to meet changing University needs.

Alterations to the Library’s guidelines will be made by the Dean of University Libraries, to meet the changing needs of the University, and the community which it serves.

**SCOPE**

University Community (Faculty, staff and students)

**REASON FOR POLICY**

To define the policies and procedures that govern the development and maintenance of library collections.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Collection development	Process of building the library materials to meet the information needs of the users.



Collection maintenance	Measures taken on a routine or as needed basis to preserve the integrity of a library collection. Includes preservation, binding, repair, and deselection.
Deselection	Process to determine what materials need to be repaired, replaced, or removed. Colloquially known as “weeding.” A subset of collection maintenance procedures.
Selection	Process to determine whether a specific item meets the criteria for inclusion in a library’s collection. A subset of collection development procedures.

**ROLES AND RESPONSIBILITIES**

Collection development and maintenance responsibilities are performed by the librarians and staff of the Collection Development & Resource Access Department, along with librarians that have been designated as Subject Liaisons.

**RELATED RESOURCES**

[Collection Development](#)

**CONTACTS**

**Dean of University Libraries**  
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**HISTORY**

**Initial Effective Date:** March 2005  
**Review Dates** (*review performed, no updates*): N/A  
**Revision Dates** (*updates made to document*): February 12, 2021; January 31, 2024



**Collection Development at the University Libraries # 2110.020a**

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March 2005	February 12, 2021	University Libraries

**PROCEDURE STATEMENT**

For additional information relating to collection development procedures and guidelines, refer to <https://library.fiu.edu/friendly.php?s=use/policies/collection-development>.