



UNIVERSITY OF GHANA

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**DEPARTMENT OF INFORMATION STUDIES
SCHOOL OF INFORMATION AND COMMUNICATION STUDIES
2ND SEMESTER 2017/2018 ACADEMIC YEAR**

COURSE SYLLABUS

Course Code and Title: INFS 326: COLLECTION DEVELOPMENT

Credits: 3 Credit Hours

Lecture Period(s) and Venue: Wednesdays, 3:30pm – JQB Room 19 (Main Campus)
Wednesdays, 10:00am – 12:00pm, at FF Room 11 (City Campus)

Prerequisites: None

Course Instructor

- Name: Mrs. F. O. Entsua-Mensah
- Office Location: Department of Information Studies
- Office Hours: Mondays 2:00pm to 4:00pm; Thursdays 10:00am to 12:00pm
SAKAI: Tuesdays 2:00pm to 4:00pm
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Teaching Assistant

- Florence Agyari Dufie (+233 267 050 465)

Introduction / Course Overview

The use of library or any information centre depends on the availability of information materials which are relevant to the information needs of its patrons. An arbitrary provision of irrelevant resources can turn patrons away from using that library or the information centre. Collection development and management provides a non-arbitrary approach that factors the needs of users.

The course is therefore structured to examine the principles and methods involved in the building and managing of library collection in the academic, public, school, and special libraries. The Course aims to expand students' knowledge on collection development policies, the criteria for evaluating library collections – including electronic media – and the importance of the selection and the acquisition processes to user requirements. The course therefore aims to discuss concepts and issues such as: Weeding and preservation of library information resources, library cooperation, computerized selection and acquisition. It explores current social, economic, cultural and political issues such as censorship and intellectual freedom, copyright, vendor relationships (Publishing), and information literacy; and most importantly how these socio-political and economic activities come to bear when developing and/or managing a library's collection.

Course Objective/Goals:

The objectives of this course Includes:

- To expand students' knowledge on collection development policies.
- To expatiate on the criteria for evaluating library collections (both print and electronic).
- To discuss the importance of the selection and the acquisition processes
- To deliberate on the concepts and issues that affect the collection development process.
- To understand the process and essence of stock taking, weeding and preservation of library information resources
- To explore the current socio-political and economic activities – such as publishing, copyright and censorship, that shapes the collection development process.

Learning Outcomes

The purpose of this course is to provide students with thorough knowledge of the principles and practices of collection management.

Upon completion of the course (i.e. INFS 326: Collection Development), the learner will be able to:

- Articulate the role of collection management within a library.
- Create a collection development policy applicable to an academic, public, school or special library.
- Name and define the various types of materials that constitute a library collection and explain how each type of material contributes to the whole.
- Gain knowledge in weeding and preservation of all kinds of library materials.
- Present an understanding of current social, economic, cultural and political issues that define the paths taken by librarians in building and managing library collections, in academic, public, school, and special libraries.
- Share the views of experienced librarians and library administrators on significant social and technological factors leading to building or managing a collection.

Course Delivery:

The course would be delivered mainly through 2 hours of teaching per week with intermittent group presentations from students. There will be class discussions and brainstorming under the guidance of the lecturer. Students are expected to be present for every lecture period and tutorial session; and encouraged to contribute to class discussions.

Plagiarism policy

Plagiarism in any form is unacceptable and shall be treated as a serious offence. Appropriate sanctions, as stipulated in the Plagiarism Policy, will be applied when students are found to have violated the Plagiarism policy. Students are required to familiarize themselves with the University of Ghana Plagiarism Policy; which is available at: <http://www.ug.edu.gh/aqau/sites/aqau/files/images/UG%20Plagiarism%20Policy-April%202015.pdf>

Students are further advised to use the Turnitin software to help scrutinize their work (e.g. assignments) against plagiarism prior to submission. The following link provides guidelines for using Turnitin in University of Ghana: <http://www.ug.edu.gh/sites/default/files/documents/GUIDELINES%20FOR%20USING%20THE%20TURNITIN%20SOFTWARE%20TO%20DETERMINE%20PLAGIARISM%20IN%20UNIVERSITY%20OF%20GHANA.pdf>

Assessment and Grading

Interim Assessment	20 %
Presentation and Class Participation	10 %
Final Exam	70 %

Grading Scale:

The following grade definition will be used to grade each student:

Grade Letter	Marks	Grade point	Interpretation
A	80 – 100	4.0	Outstanding
B+	75 – 79	3.5	Very Good
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal
F	0 – 49	0	Fail / Unsatisfactory

Source: *New Grading Scheme for the Four-Year Degree Structure: Ayertey committee report- 2010*

Students are further advised to refer to the handbook for undergraduate studies for the College of Education. Additional information on the University of Ghana grading system can be found at:

<http://www.ug.edu.gh/aqau/sites/aqau/files/documents/DEFINITION%20OF%20GRADES%20AND%20GRADE%20POINTS-UG.pdf>

Reading List /Required Text

- Aina, L. O. (2004) *Library Information Science Text for Africa*, Ibadan: Third World Information Services.
- Chapman, L. (2001) *Managing Acquisition in Library and Information Services*, London: Facet Publishing.
- Evans, E. G. & Zamosky, S. M., (2005) *Developing Library and Information Centre Collections*. 5thed. Englewood, CO: Libraries Unlimited.
- Gregory, V. L. (2011) *Collection Development and Management for 21st Century Library Collections*. New York: Neal-Schuman Publishers, pp. 261
- Saharan, M. S. (2013). *Acquisition and Collection Development in Library Science*. New Delhi (India): Random Publications.
- IFLA. (2012). *IFLA Code of Ethics for Librarians and other Information Workers*. Retrieved from [http://www.ifla.org/files/faife/publications/IFLA Code of Ethics - Long_0.pdf](http://www.ifla.org/files/faife/publications/IFLA%20Code%20of%20Ethics%20-%20Long_0.pdf)
- Johnson, S., Evensen, G., Gelfand, J., Sipe, L., & Zilper, N. (2012). *Key Issues for e-Resource Collection Development: A Guide for Libraries*. (J. Fronty, J. Hafner, J. Mansfield, A. Okerson, & R. Schmolling, Eds.) *International Federation of Library Association and Institutions*.
- Johnson, P. (2014). *Fundamentals of collection development and management*. American Library Association.
- Omosokejimi, A. F., Ijiekhuamhen, O. P., & Ojeme, T. N. (2015). Library and information resources' security: traditional and electronic security measures. *International Journal of Academic Research and Reflection*. 3(3). pp. 45- 56.
- Singh, S. P. (2004). Collection management in the electronic environment. *The Bottom Line*, 17(2), 55–60. <http://dx.doi.org/10.1108/08880450410536071>.
- Smith, M. (2014). The Ethics of Information Provision. <https://doi.org/10.1007/978-3-319-04135-3>

Missing Interim Assessment and Failure to submit Assignments

Students who fail to submit their assignments (within the stipulated time) or fail to sit for the interim assessment will lose the allotted marks for same. If for any reason a student shall not be able to make it for a quiz or submit an assignment, he/she will be asked to show a “HARD CORE” evidence to that effect.

Course Delivery Schedule

Week	Date	Lecture #	Topic
1	7th February 2018	Lecture 1	The Concept of Collection Development
2	14 th February 2018	Lecture 2	Types of Collection
3	21 st February 2018	Lecture 3	The Collection Development Policy
4	28 th February 2018	Lecture 4	Selection of Library Materials (1)
5	7th March 2018	Lecture 5	Selection of Library Materials (2)
6	14 th March 2018	Lecture 6	Acquisition of Information Resources for a Library.
7	21 st February 2018	Lecture 7	Processing of Library Materials
8	28 th March 2018	Lecture 8	Weeding of Library Materials
9	4 th April, 2018	Lecture 9	Production of information Resources
10	11 th April, 2018	Lecture 10	Security of Library's Information Resources
11	18 th April, 2018	Lecture 11	Legal and Ethical Issues in Collection Development
12	25 th April, 2018	Lecture 12	Collection Development in the Electronic Environment (1).
13	2 nd May, 2018	Lecture 13	Collection Development in the Electronic Environment (1).