

# INFS 326: COLLECTION DEVELOPMENT

## Lecture 6 – ACQUISITION OF INFORMATION RESOURCES

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# Lecture Overview

- Once a library identifies the information resources that is considered apt for its patrons, the next main activity in the collection development process is to put in place methods to acquire the selected materials to be added to the collection (so as to make them available for the patrons).
- This lecture discusses the various methods or means of acquisition that a library may employ to obtain information resources.



# Reading List

Gregory, V. L. (2011) Collection Development and Management for 21st Century Library Collections. New York: Neal-Schuman Publishers, pp. 261

Johnson, P. (2014). Fundamentals of collection development and management. American Library Association.

Saharan, M. S. (2013). *Acquisition And Collection Development In Library Science*. New Delhi (India): Random Publications.



# DEFINING ACQUISITION

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Sunday, 25  
March 2018

Lecturer: F. O. Entsua-Mensah (Mrs)



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# What is Acquisition?

- All library activities involved in the purchase, leasing or otherwise obtaining legal access to information sources (Saharan, 2013).
- The process of securing materials\* for the library collection, whether by purchase, as gifts, or through exchange programs (Evans, 2002).
  - *\*NB: Information Materials, not general library materials*

# MEANS OF ACQUISITION

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# Means of Acquisition

- The following include ways in which materials are acquired by an information centre:
  - PURCHASE
  - DEPOSIT
  - EXCHANGES
  - DONATIONS
  - INTERLIBRARY LOANS
  - LICENSING
  - COOPERATIVE ACQUISITION

# PURCHASE

## Direct Purchase

- Purchasing directly from the vendors
- Purchasing directly from the publishers

## Blanket Order & Standing order

- In the case of these two, an order is placed with publisher for all the materials published from his/her company.

## Firm Order

- This is a specific order for a specific title sent to the publisher, agent or vendor



# DEPOSIT

## Permanent Deposit

- Materials can be placed on deposit in the library by a publisher or an organization as a means of making items more readily available to users. The library usually retains the materials permanently in its collection. In return, the library is responsible for providing free access to such materials to the public.

## Temporary Deposit

- Here, the depositor retains title to his collection and it is likely to be withdrawn in the foreseeable future (Saharan, 2013)

## Legal Deposit

- Legal deposit is a law that mandates publishers to place a copy or copies of materials they publish in the country with a designated agency or agencies.
- The designated agency is usually a library.
- Most countries in the world have legal deposit laws.

# The Legal Deposit Law in Ghana

- Ghana has a **deposit law** which designates five deposits points being:
  - The George Padmore Research Library on African Affairs
  - The Council of Scientific and Industrial Research Library, University of Ghana,
  - KNUST Library
  - University of Education, Winneba.
- The number of libraries varies from country to country.

## *Problems with Legal Deposit faced by libraries include:*

- ☐ Lack of Knowledge of what is published.
- ☐ Refusal of Publishers to deposit copies of materials.
- ☐ Ignorance of the Legal Deposition Law.
- ☐ Weak sanctions for non-compliance.
- ☐ Inability of librarians to follow up on publications.

# EXCHANGES

It involves trading of multiple copies of materials that are not relevant for the purpose of the library with other libraries.

This can occur locally or across borders.

Exchanges can be based on:

- Everything offered for everything offered
- One piece of material for a similar piece
- Value for value, etc

Materials for Exchange:

- Own publication as well as those owned by the parent organisation.
- Excess copies
- Material specially purchased to send to the exchange partner.

# *Problems with Exchanges:*

- ❑ Unequal partners
- ❑ Unwillingness to exchange
- ❑ Unavailability of materials
- ❑ Lack of knowledge of what is available

# DONATIONS

- ❑ Donations are gifts that individuals or institutions make to the library which are normally unsolicited.
- ❑ They may come in the form of printed or electronic books, journals and other items such as cash donations.
- ❑ Sometime these are solicited by the receiving library.

- Such gifts serve as an important source for rare, unusual or expensive materials which the library budget cannot sometimes sustain.
- But this may also include materials that may not be so important or useful and may prove to be a burden to the library.
- Notwithstanding this, gifts may sometimes be very costly to process in terms of freight and other charges and this may even exceed the worth of the collection donated.

- ❑ This therefore, calls for a careful policy decision when accepting such gifts for the library.
- ❑ Without such a policy much duplication and added expense may occur in handling the material donated.



# Donation: *Steps*

- ✓ The library should be informed in time or in advance for it to prepare to receive such donations.
  - This is to make sure that the library is prepared or has space to store the donation or whether the donation is acceptable to it.
- ✓ The library must review all donated items and decide whether or not they are suitable.

# Donation: *Steps*

- ✓ All donations will be subject to the library's collection development policy.
- ✓ An item that is not added may be donated or sold to another institution to generate funds for the library

# *Suitable/Acceptable Donations/Gifts:*

- ❑ Monetary donations
- ❑ Specialized research materials
- ❑ Unique and scholarly publications
- ❑ Electronic materials – computers, CDs, DVDs...

# *Unsuitable Donations/Gifts*

- ❑ Materials that do not support the instructional or research programs
- ❑ Scattered single issues of journals
- ❑ Materials not in good condition
- ❑ Out of date material.

# Problems of Donations/Gifts

- Some of the donations/gifts have strings attached to them, *e.g., a donor may expect that all the donated materials be put in one place*
- Irrelevant donations waste a lot of space in the library
- Donations and gifts may also be expensive in terms of freight or shipment costs.
- Donations/gifts may also come with all manner of infections.

# INTERLIBRARY LOAN

- It is the process by which a library borrows materials it does not have from other libraries on behalf of its users.
- **Truly speaking, this is not an acquisition method because the library borrowing the material will have to return them.**

# *Problems of Interlibrary Loans*

- ❑ Lack of knowledge of what is available
- ❑ Refusal to share materials (psychological effect).
- ❑ Fear of losing materials

# LICENSING

- Licensing as a means or acquisition is grossly associated with electronic information resources.
- Electronic formats are frequently acquired through licensing rather than purchase; so the library does not receive unrestricted ownership of the material, as it only assumes the right to use the material or information for a specific period of time under specified condition.



# COOPERATIVE ACQUISITION

- ❑ Cooperative acquisition is the situation where a group of libraries team up to share the acquisition of materials among themselves.
- ❑ The acquisition is often based on subject areas.
- ❑ Libraries then go ahead to acquire materials that they have the comparative advantage. This is to avoid the duplication of materials and also save space in the libraries.

# *Problems of Cooperative Acquisition*

- ❑ The desire for self-sufficiency
- ❑ The size of the library may pose a problem to cooperative acquisition
- ❑ The status of the library is also a problem
- ❑ Traditional or historical barriers

# Cooperative Collection Development (CCD)

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# Cooperative Collection Development

- ❑ A cooperative collection development is “the sharing of responsibilities among two or more libraries for the process of acquiring materials, developing collections and managing the growth and maintenance of collections in a user-beneficial and cost-beneficial way.”

- ❑ The goal of cooperative collection development and management is to improve access to information and resources by maximizing the use of those resources and leveraging available funding.
- ❑ Cooperative collection development and management have three interdependent components and can be thought of as a three-legged stool that cannot stand without all three legs.

# *Components of CCD*

- ❑ Physical access through resource sharing
- ❑ Bibliographic access
- ❑ Coordinated collection development and management.

(Johnson, 2009)

# Resource sharing

- ❑ Resource sharing is a system for making requests and providing delivery of information, chiefly through the formal ILL process.
- ❑ it may be strengthened by agreements among members of a consortium to expedite service, charge members no ILL fees, or permit on-site use of collections by clientele of member libraries.

# Bibliographic access

- ❑ The second component of cooperative collection development and management is bibliographic access- knowing what is available from other sites through online catalogues, printed or microform catalogues or bibliographic utilities.
- ❑ Bibliographic access to the holdings of other libraries is a critical component of cooperation.



# Coordinated Collection Development & Management

- ❑ This entails a coordinated scheme of purchasing and maintaining collections.
- ❑ Coordinated collection development and management aim to build complementary collections on which the cooperating libraries can draw.

# Coordinated Collection Development & Management *cont'd*

*Joseph J. Branin identifies three elements to coordinated collection development:*

- ❑ Mutual notification of purchasing decisions,
- ❑ Joint purchase
- ❑ Assigned subject specialization in building collections.

# Benefits of Cooperative Collection Development

- ❑ Many libraries are participating in cooperative ventures to:
  - secure acquisition
  - access e-resources at discounted group prices.

# Forces that foster a successful consortium

There are several. Some include:

- A belief in and commitment to cooperation by local administrators and library staff
- Equitable fees
- Clear understanding of local holding and local needs
- An effective consortia governance.
- Flexibility and responsiveness to local collection development need are central to success.



- ❑ As libraries reduce acquisitions, they must rely on other libraries for critical materials that they do not have.
- ❑ Libraries work with cooperative partners to secure the most cost-effective access to e-resources.

# Summary

- In this session, we acquainted ourselves with the meaning of “acquisition” as used in library science.
- The session also discussed some of the means through which a library may acquire materials to enhance its collection.



# Activity 6.1

- Discuss the advantages and disadvantages associated with each of the various means of acquisition.



# References

- Evans, E. G. & Zamosky, S. M., (2005) Developing Library and Information Centre Collections. 5th ed. Englewood, CO: Libraries Unlimited.
- Gregory, V. L. (2011) Collection Development and Management for 21st Century Library Collections. New York: Neal-Schuman Publishers, pp. 261
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