



Collection development and their policies in medical libraries: a conceptual approach

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Abstract: *Collection development is a multifaceted activity that helps medical libraries with content acquisition, user evaluation, policy, selection, weeding, and evaluation. The importance of collection development in medical libraries is reviewed in the current paper. This article covered a number of topics, including concepts, policies, collection development issues, and weeding regulations. Professional medical librarians keep the library's collection development activities in check and expand the number of academic members who work there. As part of collection management, policies for weeding, storage, and preservation must be created.*

Key Words: *Academic Libraries, Medical Libraries, Collection Development, Collection Management, Document Management, Weeding Out, Collection Development Policy.*

1. INTRODUCTION:

One of the crucial and difficult tasks of managing a library is collection development. The process of choosing, ordering, and paying for information materials to be used by library patrons is known as collection development. In light of this, collection development aids in improving the gathering and provision of a variety of informational items to satisfy library users' urgent needs. The process of developing a library collection that will serve the needs of its users is known as collection development.

With advancements in librarianship, the definition of "collection development" has undergone significant change. Although librarians sometimes use the words "Collection Development Policy," "Selection Policy," and "Acquisition Policy" interchangeably, they are by no means interchangeable. They illustrate a hierarchy, with collection development—a planning function—being at the top because of its importance. The second stage of decision-making is selection, and the third level is acquisition. It is the method by which libraries acquire a variety of items while carrying out collection expansion strategies and selection decisions.

In a medical library, collection development is a collaborative effort between the librarian and the academics. Therefore, informal communication between librarian and faculty is required to intentionally cultivate the relationship and ensure the success of the collection growth process. Subject expert librarians are rare in medical libraries. In order to understand the needs and expectations of faculty and students and to meaningfully contribute to collection growth, there is a lack of library employees that can be spared.

Typically, the ultimate choice regarding the objects to be bought for the library is made by the Library Advisory Committee (LAC). Chief Librarians and occasionally Acquisition Librarians are primarily in charge of collection development in the majority of medical libraries. However, Chief Librarians are "disadvantaged and burdened" by other responsibilities since they must spend a lot of time on administrative and planning tasks and have little time to comprehend the demands of the students. Additionally, it gives modern librarians very little time to read and stay current on consumer needs.

The lending or circulation and reference departments of the library, which see the greatest contacts between users and the library, can be of tremendous assistance to the librarian in collection growth. Regular interactions between these



sections' employees and users provide them a viewpoint that might be useful to teachers. The teachers may be aware of the assignments they are giving and the needs of their students, but librarians are aware of the initial searches that students make before changing their topic to fit what they have been able to find. However, the librarian frequently lacks strong relationships with the lending, circulation, and reference departments, which are best positioned to comprehend the needs of the faculty or students. In this situation, faculties are essentially the only factor influencing purchase decisions.

2. PROBLEMS FACED BY LIBRARY PROFESSIONALS IN COLLECTION DEVELOPMENT:

Faculty members have a smaller reach when choosing library items because they specialize in research and know less about the library's collection development policies. The user of approval plans and the librarian selector will be more appropriate for many features of a medical library that serves both functions than faculties.

- The faculty is routinely burdened by the demands of giving lectures, teaching classes, counseling students, grading papers, writing grant proposals, and other tasks. Opportunities for more service don't hold much interest for them. Many faculties believe it to be a time-consuming process and have little desire to take part in it.
- Faculty members who frequently use the library and actively contribute to the process of resource selection will help the collection develop. Collections suffer when academics fail to use the library. Because of this, library growth is out of proportion. When a new faculty member joins a discipline where collection development is least, this has an impact on the librarian's work.

3. COLLECTION DEVELOPMENT POLICY:

Collection development is the process of choosing a strategy for expanding a library's stock or collection. By converting those goals and objectives into clear and specific guidelines for each stage of material handling — selection, acquisition, processing, housing, weeding, and discard — a written policy encourages the library and their institution to define their goals and assists the library staff in ensuring that the collection conforms to the goals and objectives. All topic areas and types of library materials at the institution should be covered by these regulations.

4. ADVANTAGES OF COLLECTION DEVELOPMENT POLICY:

1. Keeps your relationship with the library's goals strong.
2. Establishes the framework for collection development planning.
3. Aids in offering recommendations for daily reading content without regard to personal preferences.
4. Assistance from library employees in the collection's item selection.
5. Assists in optimizing resource consumption.
6. Offers fresh techniques for examining products before buying.

5. WEEDING OUT POLICY:

It is a crucial component of collection policy that aids in deleting useless documents from the library. In cases where they are not valuable, library documents or materials may be fully eliminated and donated to another library. The most recent information, concepts, and ideas are updated in the modern library. It costs money and takes up room for a modern library to acquire all new documents that are pertinent and helpful. Weeding policy must be followed or adopted in order to save space and eliminate materials or documents from the library that are unnecessary.

6. ROLE OF LIBRARY PROFESSIONALS IN COLLECTION DEVELOPMENT:

The routine of the library, administrative tasks, and policy matters are managed by librarians and their coworkers. "The committee responsible for the provision of a library service" is how Harrods defined a library committee. A committee known as the library committee is a group of people tasked with overseeing a library. Such a committee could be chosen by a Medical Library Authority. Colleges and libraries frequently have library committees. They are interested in library regulations but refrain from meddling with management. In collaboration with the librarian, such a library committee formulates policies to advance higher education and research in an advising capacity. It allots money to support various departments' needs for libraries. The librarian makes decisions and then successfully enlists the committee's support as



well as the help of his employees to carry them out.

7. CONCLUSION:

The collection development policy's primary purpose is to define the processes for acquiring new content. This approach ought to make it easier to allocate funds to different needs and provide guidelines for assessing and updating the plan as requirements change. As part of collection management, policies must be set for storage, weeding, and preservation. Collection development refers to the process of establishing a collection containing high-caliber materials using effective acquisition and weeding procedures. Collection development may involve a variety of library tasks like user studies, stock evaluation, weeding, selection, acquisition, and interlibrary cooperation.

8. SUGGESTIONS:

- To coordinate all selection, acquisition, stock evaluation, weeding, and interlibrary collaboration operations related to collection development, medical libraries should establish a Collection Development Department.
- Libraries should periodically practice weeding to clear out obsolete or unwanted items from the shelves and make room for more useful items or books.
- To boost efficiency in the execution of collection development operations, the staff strength of the libraries should be expanded by hiring more experienced personnel into these medical libraries.

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