

Vaughan Memorial Library
Collection Development Policy

Approved by Senate, November 14, 2006
Revised; approved by Senate, January 16, 2023
Revised; approved by Senate, February 12, 2024

1. Purpose

The purpose of the Vaughan Memorial Library collection development policy is to provide the guiding direction and rationale for the development of the Library's collections.

In particular, the collection development policy ensures that the teaching and research needs of the academic disciplines represented at Acadia are reflected in ongoing collection development. It provides guidelines for defining and assessing the types of materials collected in a consistent and systematic manner. The policy ensures the best use of the University's resources in building the collections. It articulates and clarifies the roles of the Library and the University community in collection building and encourages and facilitates input from the community in this endeavour. The policy also acknowledges the role of the Library in co-operative collection development initiatives in the region and the country.

2. Acadia University

Acadia University is a liberal education university. Its four faculties – Arts, Pure and Applied Science, Professional Studies, and Theology – primarily offer undergraduate programmes, as well as a number of graduate programmes.

3. Vaughan Memorial Library

The Vaughan Memorial Library's collection development policy is guided by the mission statements of the University and the Library (see Appendix A). The basis of collection building will be the ongoing scholarly needs of undergraduate and graduate students and the faculty as they are reflected in curricula and research initiatives.

Acadia's current and future students, faculty and staff are the primary communities for whom the Library's collections are built. Alumni, retired faculty and the public also have access to the Library's physical and, where licenses allow, electronic collections. In addition, the Library makes its circulating collections available to students, faculty and staff at universities across Canada and beyond through its interlibrary loan and reciprocal borrowing agreements. The Library's collections are extended and complemented by the ready access to other collections that these agreements provide. The Library is a full participant in the Council of Atlantic Academic Libraries (CAAL) and in Novanet, and participates in the Canadian University Reciprocal Borrowing Agreement (CURBA). These initiatives provide barrier-free access to the collections and services at university libraries in the Atlantic region and across Canada. Through CAAL and other co-operative groups such as the Canadian Research Knowledge Network (CRKN), Acadia participates in a number of consortial purchasing arrangements that provide cost-effective access to a wide range of electronic materials which would be otherwise unattainable due to the high cost of individual library subscriptions. These initiatives influence and complement the development of collections at Acadia.

The Library is committed to supporting intellectual inquiry and recognizes the right of individuals and groups to criticize and disagree with ideas expressed in materials held in the Library's collections. Efforts to limit access to information or to impose censorship are vigorously resisted. The Library supports and

endorses the Canadian Federation of Library Associations' "Statement on Intellectual Freedom" (see Appendix B).

4. Vaughan Memorial Library Collections

Acadia's collections are defined in the broadest possible way as including on-site materials regardless of format (books, DVDs, government documents, data sets, electronic collections developed or acquired as part of the Library's digital collections, etc.) as well as off-site materials regardless of format (electronic collections accessed through purchase or license agreement, selected internet resources, etc.).

The primary purpose of the collections is to support undergraduate research, teaching and scholarly activity and to support graduate research at the graduate level in specific programme areas.

5. Collection Development

Collection development includes building the collections through selection of new materials as well as ongoing assessment and maintenance of existing materials. The foundation for developing an appropriate collection for Acadia is the curriculum or areas of study in the degree programmes and the areas of concentration of the departments and schools of the University. An in-depth understanding of the curriculum of these programmes is essential for both ongoing collection building and assessment of current collections.

5.1 Selection

Selection of titles for the collection is carried out by librarians with input from professors and instructors. Titles selected must support the academic initiatives of the University as already stated. In addition, the following criteria are considered:

- ∞ Level of scholarship
- ∞ Reputation of author
- ∞ Reputation of publisher
- ∞ Language
- ∞ Geographic coverage

Collection building must also take into account the variations in scholarly communication among the disciplines.

5.2 Maintenance

Maintenance encompasses assessment, preservation, and withdrawal activities.

Assessment is a process that evaluates how well the Library's collections meet teaching and research needs at the University.

Preservation is essential for ensuring the longevity of library materials and is most frequently accomplished through mending, binding or reformatting. Mending and binding focus on the preservation of the physical item, while reformatting focuses on the preservation of the item's intellectual content rather than its physical format. Reformatting can include, for example, the microfilming of newspapers or the purchase of electronic versions of titles that are no longer available in any other format.

Withdrawal is defined as the removal of materials from the collections and is a carefully planned, ongoing

process that is developed and implemented by librarians with input from professors and instructors to ensure that the integrity of the collections is maintained. Librarians continuously identify outdated, irrelevant, or damaged items for possible removal and replacement. Lack of space is not considered a legitimate reason for withdrawing materials from the collection. The definition of withdrawal does not include the removal of duplicate copies as long as one copy of a work remains in the collection, since the intellectual content of the collection does not change. (Different editions of a work are not considered to be duplicates.)

Maintenance of the collections is an ongoing activity.

6. Collections considerations

6.1 Equity, Diversity, Inclusion, and Accessibility

The Library strives to maintain diverse materials in its collections and acknowledges the historical silencing of particular voices and perspectives in academic library collections: those of Black people, Indigenous people, People of Colour, people with disabilities, 2SLGBTQ+ people, and others. The Library will include materials in its collections from these historically silenced perspectives as part of its ongoing acquisitions.

The Library is committed to serving the information needs of patrons with disabilities, and will endeavour to acquire and provide materials in accessible formats. The Library provides equitable access to its collections for current Acadia students, faculty, staff, alumni, and the general public when possible.

6.2 Duplicate titles

The Library will not normally purchase or retain duplicate copies of works unless there is the expectation or demonstration of heavy or continuous use. Journals in print format that are duplicated electronically will be retained until secure electronic archives are ensured.

Exceptions:

- ∞ Duplicates of titles in non-circulating collections may be added to or retained in the main circulating collection on the recommendation of the appropriate librarian.
- ∞ Print copies of Acadia master's and honours theses and in-depth studies (School of Education) are maintained in Special Collections in addition to the electronic versions.
- ∞ Paper copies of newspapers and journals published in the Annapolis Valley are retained even if they are also available electronically or in microform.
- ∞ For the purposes of this document, electronic versions of monographs are not considered duplicates and vice versa.

6.3 Format

In considering new acquisitions and the retention and preservation of existing collections, the implications of cost, staffing, storage and use are taken into account. Although content rather than format is the main criterion for selection, economy of storage and maintenance, long term preservation and access, accessibility, and convenience of use are considered when material is available in more than one format.

For the ever-increasing amount of electronic materials, additional selection criteria must be used. These include:

- ∞ Ability to print and download

- ∞ Accessibility
- ∞ Archiving commitments by the publisher
- ∞ Campus-wide access
- ∞ Ease of use
- ∞ Licensing terms
- ∞ Number of simultaneous users supported
- ∞ Remote access
- ∞ Stability of the publisher
- ∞ Technical requirements

Materials that require special equipment will only be purchased if the equipment is commonly available. For example, film strips will not be acquired because of the extreme scarcity of film strip projectors.

6.4 Gifts

Gifts will be accepted at the discretion of the liaison librarians when they fall within the scope of the Library's collection development policy. For the purposes of this policy, gifts include books, periodicals, music, and film in supportable formats. Because of the high cost of processing gifts, the collections development policy will be used carefully when deciding on their acceptance. Gifts can be accepted only when the donor does not place restrictions on the access, use or handling of the materials that are inconsistent with the Library's overall mission, services and policies.

6.5 Textbooks

Textbooks and related instructional aids are not normally purchased unless they are core resources in the field. With their high costs and short lifetimes, most textbooks are unaffordable and do not make lasting contributions to the Library collections.

6.6 Languages

The Library's collections are primarily in English. Materials in other languages are acquired in support of current programs at Acadia, such as French, German, and Spanish. Additional consideration is given to items in Mi'kmaw for their cultural relevancy.

7. Roles and Responsibilities for Collection Development

The ultimate responsibility for the long-term development, care and management of the Library collections rests with the Dean of Libraries and Archives.

Librarians at Acadia work with one or more Academic Units on an ongoing basis to build the library collection. Librarians are responsible for being well informed about the courses and programmes offered, new course and programme initiatives, new research directions, and the interests and information needs of members of the department. This background, gained in liaison with the department, serves to inform the management of an appropriate balance of selections in ongoing collection development, the assessment of the strengths and weaknesses of the existing collection, and the description of specific collection guidelines within the Library collection development policy.

Librarians receive order requests from the Academic Unit, support professors in the selection process, explain library policies and guidelines, and prepare background information for new course and programme proposals and for departmental reviews. They are also responsible for ongoing assessment and

maintenance of those areas of the collection with which they work most frequently and for keeping the Units up to date on their findings, especially as they relate to the support of the current curriculum and of new courses and programmes being developed.

8. Acadia's Special Collections

Special Collections are those collections of library materials which, by virtue of their rarity, physical form, content, or depth of subject coverage, are distinguished from the general stacks of the Library. They are maintained as separate and identifiable collections and do not circulate. Special Collections at Acadia are rich and diverse research resources containing a wide range of materials acquired by purchase, gift and bequest over the course of the University's existence.

Special Collections at Acadia presently consist of the following defined collections:

8.1 The Eric R. Dennis Collection

A significant collection of mid 18th- to early 20th-century Canadian materials with an emphasis on historical, political, literary, and religious monographs and serials. It was collected by Major J. Plimsoll Edwards and sold to Acadia in 1917. The bulk of the purchase price was subsequently paid by the Dennis family of Halifax on the condition that the collection be renamed to honour their son, Captain Eric R. Dennis, a former Acadia student who was killed at Vimy Ridge. *A Catalogue of the Eric R. Dennis Collection of Canadiana in the Library of Acadia University* was published in 1938.

8.2 The John Daniel Logan Collection

This collection was assembled by J.D. Logan and presented to Acadia between 1918 and 1930. It consists of late 19th- and early 20th-century Canadian literature with an emphasis on poetry. In 1923 Dr. Kenneth G.T. Webster, a Dalhousie and Harvard classmate of Logan, began to regularly donate Canadian literature to the Logan Collection to honour his friendship and admiration for Dr. Logan.

8.3 The William Inglis Morse Collection

A collection of 17th-, 18th-, and 19th-century works assembled by William Inglis Morse, an Acadia graduate of the Class of 1897, and donated to Acadia between 1926 and 1931. The Morse collection was divided between Acadia, Dalhousie and Harvard. A catalogue for the Acadia portion was published in 1931.

8.4 The Jarold K. Zeman Collection

This collection, donated to Acadia in 1991, consists of the private library of Jarold Knox Zeman, Professor of Church History at Acadia Divinity College and significant Canadian Baptist leader. It includes monographs, serials and pamphlets relating to the Hussite and Anabaptist movements in Europe, and many works on North American Baptist history.

8.5 The Watson Kirkconnell Collection

This collection, the private library of Dr. Watson Kirkconnell, ninth President of Acadia University, came to Acadia upon his death in 1977. A Milton scholar and translator of many poetic literatures (Icelandic, Hungarian, Polish, and Ukrainian among them), Kirkconnell was a founder of the Humanities Research Council of Canada and the Baptist Federation of Canada. This collection of monographs and serials exemplifies Kirkconnell's broad interests.

8.6 The Haliburton Collection

This collection consists of editions and imprints of the works of the 19th-century Nova Scotia satirist Thomas Chandler Haliburton and biographical and critical material relating to his works. This collection

was donated by Robie Lewis Reid (1866-1945), noted historian and jurist in British Columbia. Mr. Reid was born in Steam Mill, Cornwallis Township and collected works of and about Haliburton throughout his life.

8.7 Bible/Hymnbook Collection

This collection consists of Bibles and hymnbooks, mainly relating to the Baptist denomination, in various languages and editions.

8.8 Historic Textbook Collection

This collection consists of nearly 300 textbooks used in the public schools of Nova Scotia from the 1860s to the mid-1960s.

8.9 Rare Book collection

The Vaughan Memorial Library is not actively acquiring rare books for this collection but may accept donations if we can provide the appropriate environment for the preservation of the material and if the material meets any of the following criteria:

- a) books bearing a stated print run limitation of less than 500 copies
- b) books printed before 1868 in what is now Canada
- c) books printed outside Canada before 1850 that are pertinent to the research and teaching initiatives at Acadia and are not available through antiquarian book catalogues.

8.10 Tufts Collection

This collection consists of the monographs, serials, and offprints from the library of Robie W. Tufts (1884-1982) of Wolfville, Nova Scotia. Tufts was a migratory bird officer for Nova Scotia from 1919 to 1946, serving with the federal government for 28 years. Dr. Tufts held honorary degrees from Acadia and Dalhousie.

8.11 Silverberg Collection

This collection consists of art and travel books from the library of David Silverberg. Born in Montréal, Silverberg graduated from McGill in 1957. In 1991 and 1992 Silverberg was invited by the Chinese government to travel, work, teach, and exhibit throughout China. Many of the books in this fine collection were acquired on these travels. In 1995, Silverberg became artist-in-residence at Acadia.

8.12 Henry Bell Collection

This collection consists of the working library of the Reverend Henry Revel Bell (1881-1961). A native of Scotland, Bell immigrated to Canada. After being ordained in 1918, Bell served the congregation at East Point United Baptist Church, Prince Edward Island as their minister for close to 30 years. Bell was a Maritime Baptist fundamentalist and his library reflects that aspect of the denomination.

8.13 Wallace Collection

A collection of French imprints, the majority of which belonged to Sir Robert Wallace (1818-1890), British art collector and philanthropist. The collection was given to Acadia in 1921 by Dr. M.C. Smith of Lynn, Massachusetts. Dr. Smith grew up in Cornwallis Township, Nova Scotia.

8.14 Sanatorium Collection

This collection consists of monographs, serials, and offprints from the library of the former Nova Scotia Sanatorium located in Kentville, Nova Scotia.

8.15 John Herbin Collection

This collection consists of books from the library of John F. Herbin (1860-1923), jeweller, author, local historian, and promoter of Acadian heritage. Herbin graduated from Acadia in 1890.

8.16 Harry Starr Collection

Charles (Harry) Starr (1905-1990) was a member of the Starr family of Cornwallis Township, Nova Scotia. After completing a certificate in Engineering from Acadia in 1929, he pursued a career in Canada and the United Kingdom. Starr was deeply interested in his Planter heritage and his collection reflects that. The majority of this collection came in 1985.

8.17 Duncanson Collection

This collection consists of the library of John V. Duncanson (1918-1999), genealogical and historical researcher of Hants County, Nova Scotia. His research resulted in three publications on Falmouth, Newport, Rawdon, and Douglas. Mr. Duncanson was named a Planter Scholar by Acadia in 1995.

8.18 John Mockett Cramp Collection

John Mockett Cramp (1796-1881) was a Baptist minister, author, and educator. In 1850 he was selected to succeed John Pryor as Acadia's President and is often referred to as the "Second Founder" of Acadia. His extensive library covers the fields of history, theology, geology, and philosophy.

8.19 Frederick C. Burnett, Jr. Collection

Reverend Burnett (1928-2018) was the last surviving Elder of the Free Baptist denomination of Nova Scotia and New Brunswick. Born in Yarmouth County, NS, he was ordained in 1951. A highly regarded historian, he is best known for his *Biographical Dictionary of Nova Scotia and New Brunswick Free Baptist Ministers and Preachers* (1996). This collection consists of his library of monographs and serials related to his research.

Note: No new material is being added to the above nineteen collections. The following seven continue to grow.

8.20 Acadiana Collection

This collection contains material relating to all aspects of Acadia University. Publications in all formats by or about the University are included. Serials and newsletters produced by the University are also included.

8.21 Acadia Theses

This collection consists of the print copies of Acadia University honours and graduate theses.

8.22 Baptist Collection

This collection contains published material relating to the Baptist denomination in Atlantic Canada. The Baptist denomination includes all of the former branches of the denomination that presently exist in the Convention of Atlantic Baptist Churches. Serials, newsletters, and newspapers produced by the denomination and its various agencies are included in this collection.

8.23 Gaspereau Press Collection

Gaspereau Press is a Nova Scotia-owned and -operated literary press and trade publisher based in Kentville. Founded in 1997, it publishes short-run editions of both literary and regional interest. Through an agreement with Gaspereau Press, the Library acquires all monographs and ephemera that they publish and print.

8.24 The Annapolis Valley Collection

This is a collection of monographs, serials, newspapers and ephemera relating to the geographic area known as the Annapolis Valley. It includes items published in the Annapolis Valley or elsewhere relating to the historical, social, economic, literary and current state of the Valley. This collection does not include provincial or federal government documents. The Annapolis Valley is defined for this purpose as the area

extending from the boundary of the Municipality of West Hants in the east to the western boundary of the Municipality of the District of Digby in the west. It therefore includes all of the counties of Kings and Annapolis bounded on the north by the Bay of Fundy, on the south by the Lunenburg and Queens County lines, and portions of Hants and Digby Counties as described.

8.25 Print Artifacts Collection

The Print Artifacts collection contains items with important material value. This includes age (19th- and early 20th-century), limited print run, marginalia (in some cases an author's signature), fragility, illustrations, size, and/or loose parts.

8.26 Clara Jefferson Collection

The majority of this collection of cookbooks was donated by Clara (Nowlan) Jefferson, who graduated from Acadia in 1948. The collection includes some rare and very old cookbooks, and is particularly noteworthy for the many cookbooks that were written and published by local churches, Women's Institutes, Ladies' Auxiliaries, and community groups between the end of the Second World War and the early 1970s.

8.27 Archives Collection

This collection contains published material that is substantively related to records held by the Esther Clark Wright Archives. Items in this collection may have been received with archival donations and have significant research value.

9. Esther Clark Wright Archives

The Esther Clark Wright Archives holds two distinct groups of archival fonds and collections:

9.1 Archives of Acadia University and Affiliates

This group consists of records (regardless of format or medium) supporting the mission of the University that were created, received, used, or maintained by members of the University community during activities and undertaken on behalf of, or during employment duties to, the University. This group includes administrative records created by Offices, Academic Units, Associations, and Institutes that report within the administrative structure of the University. Faculty, student, and alumni records (regardless of format or medium) may be acquired under this category.

9.2 Archives of the Annapolis Valley/Minas Basin area

This group consists of records (regardless of format or medium) created, received, used, or maintained by members and organizations of communities between Digby and Windsor, NS. Recognizing that this is a task shared with other community memory and heritage institutions in this region, the Esther Clark Wright Archives fully participates in the Council of Nova Scotia Archives' Cooperative Acquisitions Strategy.

The Esther Clark Wright Archives acquires records to assist with:

- 1) the continuing development of strong archival fonds and collections to support student, faculty, and community research;
- 2) the building of an archives that supports study, research, and intellectual growth, and that promotes a habit of critical inquiry and a love of learning.

Acquiring records for the Esther Clark Wright Archives is based on institutional goals and priorities determined by the following criteria:

- Ownership of the records
- Physical condition of the records

- Available resources and facilities
- Historical importance and likely research interest
- User needs

Records acquired by the Esther Clark Wright Archives are received by a signed Donor Agreement or by a signed internal University Transfer Agreement. The Esther Clark Wright Archives is the custodian of both the intellectual and physical rights on behalf of Acadia University's Board of Governors.

Staff follow the Association of Canadian Archives' Code of Ethics when acquiring archival fonds and collections. National archival standards and the Council of Nova Scotia Archives' Cooperative Acquisitions Strategy are followed when considering archival fonds and collections for acquisitions.

Appendix A

Acadia University Mission Statement

The mission of Acadia University is to provide a personalized and rigorous liberal education; promote a robust and respectful scholarly community; and inspire a diversity of students to become critical thinkers, lifelong learners, engaged citizens, and responsible global leaders. (Approved by the Acadia University Board of Governors, May, 2006)

Vaughan Memorial Library Mission Statement

The Vaughan Memorial Library is primarily an undergraduate research centre committed to providing the highest standard of programmes, services, and resources in support of learning, teaching, research and scholarly communication.

Appendix B

Canadian Federation of Library Associations (CFLA-FCAB) Statement on Intellectual Freedom

Approval History: ~ CLA: June 27, 1974; Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.