

The policy of developing and managing library collections in libraries

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Abstract:

The research aims to show the importance of the policy of developing and managing library collections in libraries and information centers, regardless of the type of library. The factors that are taken into consideration during the process and development of the collection and its quality to serve the beneficiaries. These factors include the policies, principles, procedures, and problems associated with the community the library serves. Also, doing the collection evaluation process to find out the benefit of its use, in addition to developing the collections through electronic technologies. The research concluded that many libraries need to pay close attention to the growth and development of their library collections, which enhances the quality of the library and the quality of the services it provides to readers.

Keywords: office collection development policy, collection development techniques, collection management.

Introduction

The goal core of the existence of any library is to provide the needs of beneficiaries of the vessels and sources of information and what fits the needs and desires and, so are considered collections library in all its forms, whether they paper, including or electronic element essential in the judgment on the extent of the efficiency of libraries and mark prominent in the duration of the development of its services, in particular so is now incumbent on libraries to provide sources of information varied by the required community beneficiaries of through the following policy development and development collections include the basis of certain elements organization and stages of sequential methods and methods specified in advance contribute to the development and prosperity of the library. The construction and development of a set of the office depend on the layout optimization of the process of selection and acquisition for these materials. And is the budget of the library and staff working in which the area and policies that followed the library from where the number and type of beneficiaries of its services and objectives of the organization that operates the library of the factors that t t rule for the development of the total data in low resources and financial, and the problem of space storage, and the problems of administrative, the statute of limitations time sources of information side - to - side with the needs of new readers forcing libraries to formulate policies and principles systematically to develop collections.

The general framework of the research

Research problem:

The problem of search in the answer to the questions the following:

1. What is meant collections office and Its concept?
2. What is the concept of developing office collections?
3. What is the policy of developing library collections and the extent and necessity of commitment to apply them?
4. Do libraries rely on a detailed written policy to develop their collections?
5. The extent of participation in the application of the library collection development policy?

The importance of research:

Lies the importance of research of the importance of the development and the development of collections of libraries and to add all that is new and modern from the various sources of information about by improving the services provided to beneficiaries alert institutions that followed libraries to citizen strengths and weaknesses to enhance the first and rectify the second, as well as knowledge of the most important measures that are the libraries in the development and the development of Their office collections

Research objectives: The objectives of this research lie in :

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1. Defining a concept in library collections, and the concept of developing office collections.
2. Knowing the concept of library collections development policy and the extent and necessity of commitment to apply it.
3. Identify the details written policy that adopted by libraries to develop their collections
4. Learn about the extent of participation in the application of the library collection development policy.

Research method :

The research intends to employ the historical curriculum, which is considered one of the integrated scientific research methods, to clarify the facts and based on primary and secondary sources, in the study of office collections in terms of types and shapes, the selection process, conservation, organization, and maintenance.

What are office collections :

What collections office ¹: The collection office of the most important elements characteristic of the status of the library and identity which is the expression of active for the growth of the systematic collections library, which shows us the process of planning a program to provide collections the library of order to respond to the needs of current to the side of getting the collections to respond to the requirements of the future, which in all its elements represent series connected to the activities of the dynamic that You get together among them to form a circle integrated.

The concept of collections of office: It is all that libraries acquire and collect information centers from library materials, whether printed or non-printed and works to organize and prepare them in the best way for the beneficiaries of library services ².

The term collections library term general and wide too can be used to mean all vessels or means or sources or channels that can be on the way transfer of information in various forms (print, audio, visual, written, ...Etc ., from the sender, author, writer, researcher, to the future, reader. The information needs to be transferred and exchanged to a transmitter or a channel or medium and a receiver. The collections library media channels and vessels for the transfer of information from the sender to the future, means the term collections library " All that can be collected, archived, organized and retrieved to present it to readers, learners and researchers in various libraries and information and documentation centers ³, There are many terms a synonym of this term from here :

- Knowledge Resources
- Information Resources
- Information Materials
- Library Holdings ⁴.

The concept of collection development :

It is the set of operations that make up the library's holdings of budget, selection, development, exclusion, evaluation, conservation, and maintenance. Sees Heshmat Kassem said the development of collections, is the process of verification of the manifestation of power and citizen weakness in the balance of the library of n sources and vessel information in the framework of the needs of beneficiaries and materials available to the community, which serves the library. The development of collections is the process of multiple aspects and links, which involve several factors internally linked desorption of anguish and organization and external goal of the producers of sources of information and distribution ⁵.

The purpose of collection development ⁶.

Typically what the libraries to develop its collection a way that makes them get to more of your readers, whether from within the institution or from outside with taking into account the need for the institution of her. And vary the ratio to keep collections of office from the institution to the other. Institutions operating in the environment random tend to get the proportion of large of the information and keep them, but here is not published or used. While tending the libraries to that are the opposite of it, tend to get the vessel information but they are published and maintained by along. Because the purpose basic of libraries is to assist in the transfer of information and the development of knowledge. Mankind, so the main purpose of developing library collections is as follows :

1. True and accurate knowledge of the needs, desires, and inclinations of readers.
2. A to fulfill the obligations of the library to the community, which is working on his service.
3. Use the financial resources allocated to the library with wisdom and know-how.
4. Provide the source appropriate to the reader appropriate in time appropriate than through the process of selection.
5. A review of periodic of a collection of office to get rid of the sources of non - useful or obsolete information.
6. Carry out weeding and exclusion to get rid of the sources of non - useful or obsolete information.
7. The process of identifying points of strengths and weaknesses in the range materials library from where the needs of the beneficiary and the resources of the community and try to correct points of weakness present if any.
8. carry out the process of participating sources through networks of communication and cooperation joint between the libraries of different

Study and analysis of society and determine their characteristics and needs⁷.

The process of building a library's collections process includes identifying the strengths and weaknesses of the collections about the needs of the beneficiaries and the resources available for the library and working to correct the existing weakness if any. The construction process does not depend only on the process of supply but on several elements and processes, which together constitute the process of building collections include these elements: an analysis of the community beneficiaries n building collections policy choice cultivator supply assessment

There are several ways to get to know the beneficiaries' community through the general survey (identifying the different dimensions of their characteristics ... such as the cultural and educational level, social status, customs, traditions, supportive, economic status, prevalent languages, religions and dominant doctrines, private survey) and the actual library pioneers who use the library and benefit from its services in a manner Permanent) Several methods are used to collect information about the beneficiaries and the most important of these methods are, personal interviews ... direct notes ... questionnaires ... and other methods such as viewing the library's private records and circulation records ... discussions ... and seminars...

Collection development in libraries⁸ .

The effectiveness and efficiency of the library depend on the correct choice of library materials. The librarian and library members study the need of the beneficiaries and in consultation with them, after which the required materials are identified, so choosing the library materials requires good and thoughtful planning, knowledge of modern and new materials in various topics and different media, knowledge of lists of books and guides issued by institutions and publishing houses, and reputable booksellers Kindness, then the appropriate budget is allocated to make the appropriate purchase for the appropriate materials, in addition to the factors mentioned above, the type of library, its size, the community it serves, the intellectual level of users, the merit of the individual book, and the frequency of use of the current collection are some of the important factors in the management of the collection. According to Edward Evans, "three laws" for collection development can be cited as universal⁹:

1. The degree of variation in individual information needs increases with the size of the community that the library serves.
2. The need for collaborative programs to exchange information materials increases with the difference in individual information needs.
3. It will never be possible to meet all the information needs of any individual or collection of beneficiaries in the service community.

Library Collection Development Policy Elements of a collection development policy¹⁰.

There are a lot of libraries that contain the collections are excellent, but do not have a policy specific and written for the development of these collections. The reason for the absence of policies that require a degree great of thinking to society changing and needs, so the task of Trustees libraries do not end up never in the thinking process development collections as well as for the study of the community of beneficiaries. Q When the number of people develops a policy choice without instructions and data are written, leading to the emergence of points of view different from the goals of the library. This difference in opinion creates confusion in the statement of the policy of choice, so the document 's policy choice must and contain the following :

1. Deflects general goals and thinks about organizational goals for the library and parent organization
2. Determine the nature of the community of beneficiaries.
3. Clarify the library's interests, nature, quality, and subject areas for the collection Identify the sources and methods of supply and aspects of benefiting from them.
4. The staff deals with complaints that contribute to facing and understanding objections from the library community about a library source or collection of information.
5. Helps to make the process of weeding and the exclusion of sources of information and assessment of the collection.

Collection development techniques and procedures¹¹ .

Before adopting techniques and procedures for developing collections, it is necessary to take the first step, which is to determine the type of containers and sources of information to be purchased and the amount of the budget allocated for this purpose, the next step is to know the levels of identification. Recognizes the principle guiding the drafting of the development of collections by the Association of Library of America five levels are: level overall, the level of research, the level of study, level basic, and reducing the minimum.

And Vary the criteria selection of vessels and sources of information in various forms, including paper, electronic, and here to be the Secretary of the library be careful in the selection of elements. Play the authority of the author and publisher, and content, and the value of the library, and the price role key in the selection of books, while the choice of a book of reference, should be the one to determine the index value Bibliographic document and make sure of that either completed the collection of existing or not. As well as not the case for selection book systematically must know the viability of the application on the course of the study, vocabulary, and table of contents to the side of the properties of physical and other documents. In a while needs to choose stories non - fiction to the precision and leaves the adoption of the author side - to - side with the scope of the book and his health. It becomes the choice of material is paper is complicated as to be the one to verify the validity and relevance and scope of interest and regulate aspects

of technical features and special characteristics of the physical article. The policy choice is the case key for each library, which must be followed on as the following ¹² :

1. In any academic library, the librarian must decide whether the choice will be based on instructions or research materials as it is very expensive to purchase foreign books.
2. The librarian should ensure that the main reference books fall into this category.
3. Current versions should be prioritized over older versions.
4. Research documents must be purchased at the request of readers.
5. The librarian needs to check the number of copies required. But multiple copies can be avoided.
6. The best popular books and titles can be bought.
7. The purchase of rare books must be subject to the policy of the Library Authority.
8. Nonprinting prints can be kept after copying either by copying or electronically.
9. Priority should be given to maintaining institutional repositories / gray literature.
10. The library should be concerned with adding non-written materials as per requirements.
11. Once the selection policy is completed, the next question is who will choose the documents?

Library Committee ¹³.

The Library Committee is a ubiquitous feature of academic libraries all over the world. He is appointed as a consultant and not an administrator in nature. However, the policies approved by the Library Committee are subject to the approval of the institution's president. Most members of the library committee who directly participate in library services such as dean, heads of departments, chief of accounts. As for the librarian, he works as an organizer for the work of this committee. Management of most types of libraries is usually assigned to committees. Such committees derive their powers from the parent institution, of which the library is a part, the library committee works in an advisory capacity and formulates library policies in cooperation with the librarian. And The functions of the Committee on the Library with the following ¹⁴ :

1. Formulating a library policy regarding resource development and providing advice in allocating the written budget section.
2. Developing a general program for library services for the benefit of the parent institution and ensuring coordination between the library and various departments.
3. Check the Secretary's annual report the library, Supervising the annual inventory of contents The library.
4. Follow-up of retrieving borrowed books through the library official and after the loan period has expired.
5. Recommendation to purchase books, scientific references, and scientific periodicals.
6. Coordination with the library's official and professional bodies on the necessity of depositing masters and doctor's theses and saw it in the library.
7. Follow - up to the implementation of the recommendations proposed by the Committee on which its purchase of books, brochures, magazines and make sure the arrival of her and enter her and give it dates by which begin the process of consumption.
8. Coordination and work with the computer department to follow the process of entering the contents of the library on the computer.
9. Providing recommendations that provide aspirations and directions to enrich the library and help organize work in the library.

Budget and funding for library ¹⁵.

It stops the success of any library in achieving its objectives on what is available with the support of financial help in the development of their collections and updated as in line with the needs and desires their beneficiaries, and the maintenance of the library, and is different from the allocation of the budget to buy books from the library to another and must budget management very carefully of the order to provide services on the face better, and can say that their exporters are from through which to provide budgets for the libraries of the central, is the source first in donations, grants and donations) both from institutions, local or international or individuals ,(the source of the second is represented in his specialty university followed by the library from the budget of a private library as part of a specific From the university budget. According to a plan aimed at developing the library, the library administration is free to dispose of its spending. There are sources other benefit libraries of them like what you get it from exchange for a physical counterpart to provide some services, such as service imaging, reproduction, printing, and others.

Booksellers and Collection Development ¹⁶.

Booksellers are the owners of institutions and the role of printing, publishing, and distribution, and they are registered members of the Union of Publishers in Government Departments NGOs. Booksellers, libraries, and readers act as a series of information related to each other, from source to destination, the author is the source, and the reader is the destination. From time to time, many reputable publishers and booksellers publish their catalogs and newsletters, mentioning their most recent titles, and book seller's market. As a result, the reader benefits from academic research. Here libraries must choose famous vendors to facilitate access to reading vessels and materials.

Publisher indexes can be important for collection development if used with caution, keeping in mind that they are only alert tools and cannot provide any legitimate evaluation information. They are not exhaustive lists of books available in any particular area. Publisher indexes must be used to find out new titles and to obtain the details that librarians need.

Book Selection Tools ¹⁷ .

The selection decision based on reviews and library collection development tools is usually made by librarians as specific in specific subject areas, based on their interests and areas of specialization. But librarians cannot be experts on all topics. Hence, the importance of experts on the subject plays a major role in this regard. Sources for selecting a book can be identified as follows ¹⁸:

1. Indirect sources, which include - :

- Public bibliographies of publisher's ads.
- And library indexes.
- Publishers' catalogs and catalogs.
- Criticism and presentation of information sources
- Criticism of books in newspapers and periodicals.
- World wide web.

The direct sources include - :

- List of book reviews.
- Rational choice of books.
- The role of selling books
- Neighboring libraries .
- Readers' suggestions.
- Book fairs .

Libraries need a variety of suitable and appropriate materials to support educational and teaching programs and curricula and for research and studies carried out by beneficiaries, especially in the academic scientific research process, they include ¹⁹:

1. Books in various forms on various subjects and fields of knowledge.
2. Magazines, series, and general periodicals specialized in subjects.
3. Newsletters, newsletters, and home magazines
4. Manuscripts and general and specialized references.
5. University theses and theses, research, and academic studies.
6. Subjects that help faculty members do their homework.
7. The materials that help in carrying out scientific research.
8. Materials that help the Authority data management to do their duty.
9. Audio-visual materials and thumbnails Neshat, videos, forms them, child,
10. Digital collections.
11. Non-written materials, such as mapping materials, audio-visual materials, electronic media materials, graphic materials, papers presented in workshops, seminars, national and international conferences, specialized research reports, and newspaper clippings. The choice and acquisition of these materials depend on factors such as the type of library and customers.

Library collections development: problems and constraints.

There are many problems that each library encounters during the development of the collection. Problems that no matter of size, type, and good society they serve and these problems are as follows ²⁰:

1. Increase the count of D vessels and sources of information published.
2. Increase the cost of books and magazines.
3. The availability of library materials in various physical media.
4. Increased demand from readers.
5. No fluctuation in exchange rates.
6. Practices trade is fair that followed some sellers of books,
7. Fluctuation in the purchase policy
8. No increase in the library budget,
9. Pressure on the Secretary of the library to get the addresses of certain not related to her organization 's mother.
10. Allocating the budget to different departments.
11. Define random titles to collect references.
12. Increased demand for multiple copies.
13. The absence of a budget allocation formula for books and other non-written materials.
14. Non - availability of catalogs publishers and sellers of books.
15. Don't choose titles from book reviews, publisher indexes, booksellers, book fairs.
16. The lack of interest in the processing section references the library in the well of the Secretary of the library and members of staff teaching.
17. Ignorance Librarians of the law right of copyright

Manage office collections ²¹.

The task of managing collections is to identify, evaluate, select, organize, and preserve high-quality information resources in a variety of thematic collections to meet the diverse needs of beneficiaries. After the procurement process for library materials has ended, the actual mission of the library begins with how to manage these collections. Through the objective collection, classification, indexing, preparation and performing all technical procedures for purposes of

display and use by readers, appropriate storage of library materials, provision of shelves guides, open indexes for readers, maintaining the reference collection correctly are the various aspects of managing collections in libraries in the case of books New. The borrowing section, the reference section, and the periodicals section in libraries have an indirect role in developing the library collection. The statistics of loan records in these sections show the most requested and most commonly used library materials.

The interest in keeping, organizing and maintaining office materials in a suitable climatic environment and making them away from direct light, dust and dirt, and various types of insects, fungi, heat sources, fire, tampering, and misuse by readers plays a major role in increasing their life and protecting them from loss and thus the optimal use of these materials, there are Many of the receptacles and sources of information are used frequently and these require minor repairs and modifications and re-binding. The binding process works to protect some office materials, such as books and periodicals, from frequent use and makes them not subject to damage quickly and easy to carry and move as it makes them thicker and some library materials are lost by the beneficiaries and their inability to bring copies similar to the original addresses in this case they are required to bring copies Newer than lost copies or paying for the lost book at the current market price.

When the library collection becomes old and wide, the librarian presents to the library committee to form a committee to carry out the processes of reclamation and exclusion of library materials with the intention of partial disposal of some library materials whose information has become outdated and inaccurate, which reduces their use and causes a burden in the space of the library shelves so weeding is the process of reviewing the available groups to ensure that it is in the good physical condition and that it is used by the beneficiaries and contains recent information and is not outdated or incorrect. And books that are withdrawn from the collection and excluded are either exclusion is final or excluded for reservation in special stores to be retrieved only when requested or to be destroyed and recycled or they are sent to some libraries in the form of donations, and this is beneficial by providing more space on the shelves and attention The quality of library materials, not their quantity, as well as keeping pace with scientific development and the library's desire to include everything new for the library.

Also doing collection inventories, although this process is costly and requires human efforts And to a long period, it is very important to ensure the presence of library collections and their conformity with the official records to know what is missing from them and identify the damaged materials. The inventory process is done either using the general record of the library or using the shelf list or using the classified index if it is used and must be organized and continuous. Some materials may have been stolen or lost and their data is still in the index, and the inventory process is done by following up the arrangement of books on the shelves properly or using the lists of shelves according to classification numbers, that the inventory process will not lead to a result, especially in the case of missing books, it will not return it Absolutely to the library ²².

Sometimes the beneficiaries hide some of the books they need by changing their locations on the shelves and this is called disturbing the shelves, and here the library staff needs to do the verification process through what is known as the correction of the shelves where the library staff looks at the contents of the shelves and makes sure there are information vessels In the right places, this process is one of the main tasks in the library. This verification of existing titles helps in assessing the loss of books and other materials as a result of which measures can be taken to stop the loss of ²³.

Evaluation of library collections ²⁴:

The evaluation is considered one of the main complement development aspects of the collection development cycle, and it is closely related to the planning and acquisition of the collection, needs assessment, and aims to ensure the extent to which the library meets its objectives. Includes the evaluation of the collection both the values of quantitative and qualitative. The main objectives of the evaluation are to know -1 the benefit of the collection-2 , the strengths of the collection-3 , the effectiveness of spending the money. To achieve the evaluation objectives, the following points must be taken into consideration :

1. Create an accurate picture of the collections' thematic areas.
2. their coverage, depth, and usefulness.
3. Knowing the validity and use of office collections.
4. Learn about the community the library is working on.
5. Identify citizen weaknesses in the total data and suggest ways to treat.
6. Establishing indicators or foundations through which to develop the collections.
7. Measuring the effectiveness of the collection development policy.

It can be assessed through the points mentioned, compile statistics on collections , and verification of bibliographies, a poll of beneficiaries, and a study collection directly, the application of standard specifications.

Some argue that there are several ways to evaluate collections are ²⁵:

1- Quantitative methods include:

- The total size of the collections.
- The total size of the collections and their relationship to the number of beneficiaries.
- Current growth rate.
- The distribution of collections according to the classification system to measure the specific weight between subjects.
- Spending on collections

2- Qualitative methods include:

- Direct objective evaluation, the impressionistic method.
- Use standard checklists or other library lists and compare them with the library collection.
- The modernity of collections.
- Inclusiveness and collection integrity
- Efficient use of collections.

3- There is a third category that divides the evaluation of collections into three main categories:

- Beneficiaries-focused methods.
- Collection-focused methods.
- Non-quantitative methods (impressionist methods).

Conclusions

The library is the first reading place and is the link between readers, human resources, and employees. Without readers, the parent institution cannot think of establishing the library. The process of purchasing library materials for reading begins as soon as readers arrive, after obtaining it, it is the responsibility of the library staff to handle and organize the correct use of appropriate readers. To achieve the library's top scorer and increase the use of library materials, the librarian plays a pivotal role. Here it is necessary to know the main goals of developing and developing the library group and formulating a clear policy for the development of the group, as the vast amount of modern information sources around the world in the print and non-print media, as well as the Internet resources on various topics, has a significant and influential role in the process of developing Groups. The organization, preservation, and maintenance of materials also have a major role to play, which can discredit the library and can be useful in increasing the use of library materials.

The need for Trustees of the libraries to learn the importance of working on computers through networking to achieve the goals of cooperation and exchange between collections of libraries. The efficiency of the services that advanced library to attract more of the beneficiaries and the evaluation of the resources library available are properly to return to it in the future.

In sum, the development of library collections must be targeted according to the needs of the beneficiaries. To be the collection effective, must be responsive to the library to the needs of all categories of society and not only the category of beneficiaries of current, and be cooperative manner. The organization of exhibitions and the involvement of members of the library of internal and external in the selection of books can be to achieve this goal sought in the development of the collection.

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