

Policy: 220
Subject: EXCHANGES

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Approved by: LMAC
Contact: Coordinator, Collections Management
Prepared by: Exchange Working Group
Approved: April 9, 1998
Revised:

Purpose

This policy outlines the conditions for establishing formal, ongoing exchanges of library materials between the University of Manitoba Libraries and other libraries, groups, and institutions.

Definition

A library exchange agreement is a documented, mutually-beneficial activity among academic or research libraries that may include the delivery of library materials and/or services. Library exchanges are an aspect of collection management, and are intended to enhance and expand traditional money-based acquisition routines for the purchase of library materials. Exchange activities also foster non-tangible benefits to the libraries such as the promotion of cooperative collection development and goodwill. Exchanges promote the dissemination of information and ideas, and contribute to the process of academic inquiry, discussion, and publication.

Policy

The University of Manitoba Libraries support exchanges in which a benefit to the collections is evident. Decisions to initiate exchanges are the responsibility of the individual library unit head or subject specialist, and should be approved by the Coordinator, Collections Management. The implementation and the procedures of the exchange itself are a shared responsibility of the unit head, subject specialist, and the Collections and Acquisitions staff. Exchanges may function successfully where normal book trade infrastructures do not exist, or are disorganized. The process of maintaining an exchange should be cost-effective and staff-efficient. Exchanges are structures on an equal value basis and are intended to continue indefinitely, or until cancelled by either party.

An exchange agreement should be reviewed at periodic intervals to determine the current benefits and/or costs involved. All materials received on, or proposed for exchange should conform to the appropriate collections policy statement.

In addition, exchanges are subject to current university policies (Attachment 1). Exchanges at the University of Manitoba Libraries may involve journals, monographs and other media, as well as services to other libraries or consortia.

Description

Current exchange activities are listed below by unit library. More information on these exchange agreements is available from the Library Assistant III, Serials, Material Acquisitions Department and/or through the bibliographer.

1. **Elizabeth Dafoe Library.** Exchanges the journal Mosaic.
2. **Icelandic Collection.** Purchases books by or about Icelandic-Canadians for the University of Iceland/National Library of Iceland and, in return, receives periodicals from the Icelandic government.
3. **Law Library.** Exchanges law materials with other libraries or law schools.
4. **Neil John Maclean Health Sciences Library.** Exchanges with two institutions for Folia Microbiologica and the Japanese Circulation Journal.
5. **Sciences and Technology Library.** Exchanges the journals Algebra Universalis and Utilitas Mathematica for journals from other institutions.
6. **St. John's College Library.** Sends out list of duplicates yearly to members of the Theological Libraries Association.

Attachment 1



THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

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JAN 29 1991

January 24, 1991

To: Deans of Faculties and Directors of Schools

From: F. G. Stambrook, Vice-President (Academic)

Subject: Agreements with other Institutions

There have been a couple of recent instances where faculty members visiting Eastern Europe have entered into purported agreements with another institution, apparently in the name of The University of Manitoba.

I must point out that the official signing authority for the University, so designated by the Board of Governors, is the Vice-President (Administration). Only contracts/agreements signed by him are valid. While there may be occasions where this signing authority may be delegated, explicit clearance must be sought ahead of time.

It is in any case, undesirable for faculty members to enter into, or seem to enter into, agreements on behalf of our institution. Foreign universities, research institutes, academies, etc. like to enter into agreements with us, especially those in Eastern Europe and the Soviet Union, which are very interested in contacts with the West. For our part we must be careful, especially in these times of severe budget stringency, not to undertake commitments, or appear to enter into such engagements, that would be difficult or impossible to fulfil. I would be grateful if you would also so inform your colleagues.

If you (or any of your colleagues with your approval) wish to explore the possibility of inter-institutional arrangements, please discuss such prospects ahead of any planned visits with Dr. Hogan or myself.

FGS/mj

cc: Mr. T. G. Falconer
Dr. T. P. Hogan
Prof. W.F.W. Neville