

**Policy:** 440  
**Subject:** NEWSPAPERS

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**Approved by:** LMAC  
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## **Purpose**

The objective of this policy is to provide guidelines to develop a collection of newspapers which supports major teaching and research programs at the University of Manitoba. Newspapers maintained in some units for the purpose of leisure reading are not included in this policy.

## **Definition**

"A newspaper is a serial publication which is mainly designed to be a primary source of written information on current events connected with public affairs, either local, national, and/or international in scope. It primarily contains a broad range of news, and is not limited to any specific subject matter."<sup>1</sup> Included within this definition are: general interest newspapers reporting current events issued on a daily/weekly basis; non-daily general interest newspapers reporting news covering a longer period of time; daily/non-daily newspapers containing information of special interest, i.e., ethnic, financial, etc.<sup>2</sup>

## **Preamble**

The University of Manitoba Libraries newspaper collection functions as a repository of both current and historical source material held in support of major teaching and research programs of the University. Although a comprehensive collection representative of all major geographic areas is desirable, budget limitations make it necessary to take a selective approach to the acquisition of newspapers. The UM Libraries cooperates with local libraries in the development and sharing of Manitoba newspaper collections, thereby expanding access to needed resources for UM faculty, students, and staff. Additional support is received from gift newspaper subscriptions.

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<sup>1</sup> National Library of Canada brief definition accepted by the Canadian Committee on Cataloguing on May 9, 1983.

<sup>2</sup> Edited from the NL long definition accepted by the Canadian Committee on Cataloguing on May 9, 1983.

**Procedures Applicable to All Units**

1. The selection, maintenance, and retention of newspapers rests with the bibliographers/unit heads who have the designated responsibility for specific areas of the UM Libraries' Collections. This includes the bibliographer responsible for the selection of general and interdisciplinary materials. Rationalizing the UML newspaper collection held in support of teaching and research is the responsibility of the Coordinator of Collections Management.

2. Essential to the development of a select collection is consideration of the following factors:

- relevance to teaching and research
- availability in local libraries
- cost-benefit
- geographic representation
- language representation
- format, e.g., online, CD-ROM
- index, e.g., availability

3. Titles and holding information will be entered in BISON.

4. Factors to be considered in decisions regarding retention are:

- availability/cost of non-paper formats
- availability/cost of equipment and space for storage
- availability/cost of hardcopy storage
- availability of indexes