

Policy: 405
Subject: DUPLICATION OF RESOURCES

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Purpose

This policy is intended to achieve two objectives: 1) to avoid unnecessary duplication in order to acquire as many unique titles as possible within the Libraries' limited budget; 2) to allow for the duplication of heavily used titles and of materials actively used in more than one unit.

Definition

This policy applies to the duplication of holdings in all formats within a unit and between units, whether acquired by gift or by purchase. It covers the duplication of individual titles within units as well as the duplication of subject areas or disciplines between units.

Policy

Known or anticipated heavy use is the major criterion for deciding whether to duplicate a title or a class of material. However, due to budget and/or shelf space consideration, the Libraries cannot necessarily assume responsibility for providing multiple copies. It is the responsibility of individual bibliographers and unit heads to decide whether a title merits duplication by applying one or more of the following criteria:

1. Required because of heavy use based on circulation records or personal knowledge.
2. Required for courses taught in more than one location:
 - a) on both the Bannatyne and the Fort Garry campuses
 - b) by correspondence or teleconference
3. Required by students and faculty in a number of different disciplines.
4. Required because it is a classic title in a particular discipline and is needed by students at all levels.
5. Required to duplicate heavily used titles in poor physical condition which may have to be withdrawn in the near future.
6. Required to assist users who are having difficulty reading heavily used materials held in microform or in non-circulating collection.
7. Required by staff to carry out their work, e.g., B.I.P.

Procedures Applicable to All Units

Where there is shared responsibility for collecting in a particular subject area, the librarians involved should meet and work out an informal agreement which describes what aspects of the subject will be collected by each librarian in order to avoid unnecessary duplication. These agreements should be in writing and attached to collection development policies for the information of faculty and staff.