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Responsible Unit: University Librarian
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Library Collections and Acquisitions Policy

Purpose

This policy establishes a clear and consistent framework for Library Collections and Acquisitions (the "Policy) at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to the necessary framework to clarify and guide the selection, acquisition, management and evaluation of online resources and databases for the academic library. This policy aims to support the academic, teaching, and research needs of students, faculty, and staff by providing access to high-quality, relevant, and up-to-date online resources.

Scope

This policy applies to all degree and diploma programs offered by Yorkville.

Definitions

There are no definitions for this policy currently.

Policy Statement

Library Services purchases online subscriptions and resources (e.g., eBooks) that support teaching, learning, and research reflecting the current programs offered by Yorkville. Support is also provided to programs in development, such as conducting new program assessments to evaluate the future needs of a new program and integrating this information into upcoming budget deliberations. The library's collection therefore reflects the range of support including undergraduate and graduate courses offered by Yorkville, but also includes support of Diploma programs offered by the Toronto Film School.

Yorkville University Core Values

The library collection aims to reflect the core values of Yorkville.

- **Fueling Learning Potential:** The library holds the student experience at the center of all decisions. The library aims to ensure the collection fosters an environment that builds confidence, enhances strengths and talents, and inspires achievement.
- **Own Our Impact:** The library acquires resources with integrity, honesty, and ethical conduct. The library makes collection decisions in consideration of the impact on learners,

our communities, and our environment. The library seeks feedback from student, staff, and faculty for continuous improvement.
- **Build Inclusive Communities:** The library acquires resources that are inclusive and respectful of individuals' values. The library collects resources that support the success of our students and faculty.
- **Embrace Purposeful Curiosity:** Library resources aim to explore different perspectives and drive creativity, innovation, and growth. The library continuously seeks opportunities for improvement.

Copyright Statement

Yorkville complies with all relevant Canadian copyright law. Resources are not directly integrated into courses but are linked from the course LMS to the resource location in the library or online. When developers wish to integrate resources not available in our collection or online, then course packs are created with support from the university bookstore (Nuskule Inc. located in Quebec).

Summary Objectives

The objective of this policy is as follows:
- To act as a guide for course development for librarians, staff and faculty.
- To support the curriculum and research needs of the academic community.
- To provide access to a diverse range of online resources and databases.
- To ensure the selection of resources that are reliable, authoritative, and relevant.
- To ensure that resources reflect an on-going development of equity, inclusion, and diversity of content reflective of the objectives of Yorkville.
- To manage the library's budget effectively while maximizing resource access.

Technology

The following sections briefly describe how access to our library collections is provided and the importance of these systems in knowledge discovery and access.

Single Sign On

Single sign on (SSO) authentication software is used to manage access to the library's paid subscriptions. It is a federated tool which makes it easier for end users to access the library's subscribed resources and services. However, it also allows for access to collections online (e.g., such as logging in to a publisher's site with single sign on login options to identify collections accessible at YU). This increases the accessibility options available to library users.

Integrated Search Engine

The library also subscribes to a discovery search engine that allows a user to search across all library collections in one search. This means that resources from across all vendors—SAGE, ProQuest, EBSCO, etc.—and all formats—eBooks, videos, journals, etc.—can be accessed in a single search engine. It also provides swift access to newly purchased resources which would otherwise take days to weeks to implement. This means that requested resources can be

accessed quickly when needed. Additionally, course development is primarily centralized through connecting links through this one location.

Open Access Resource Integration

The use of an integrated search engine includes curated open access resources into the search platform, such as open access eBooks and journals. By doing so, it provides a more convenient location for reviewing open access resources within a single search for resources. This is not only convenient for students but enhances the ability of faculty and course developers to more easily integrate open access resources into courses.

Collections Materials

The library collections consist of e-resources accessible online through the Yorkville library site, publisher or vendor pages that provide Open Athens logins, and through EBSCO's mobile app.

Collected Formats

- **Databases:** Full-text databases are purchased to support individual programs, such as counselling psychology, business, interior design, etc. These are renewed yearly. Databases may include but are not limited to the following:
    - Peer-Reviewed Journal Articles
    - Open Access Journal Articles
    - Popular Magazines (e.g., Harvard Business Review, The Economist).
    - Local, National, & International News Sources
    - Images & Video sources
    - eBook Collections

- **eBooks:** The library primarily purchases eBooks when they are required for a course, supported by faculty as critical to a program, supportive of academic achievement (e.g., how to do a literature review), or by special request as serving the organizational goals of Yorkville. In special cases, eBook collection databases will be considered for purchase when they are considered important to the program.
- **Journal Subscriptions:** On a case-by-case basis, individual requests for journal subscriptions are evaluated on several factors, including relevancy to academic programs, cost, and alternatives titles.
- **Videos & Films:** The library subscribes to online streaming services such as Alexander Street Press videos, and single license video files are purchased on a title-by-title basis.

Instructor's Resources

The library provides instructors with resources required for teaching, such as textbooks, instructor resources from publishers, and assistance with creating educator accounts to access additional resources. Teaching resources not provided for free by vendors or publishers for educational purposes (e.g., free desk copies) are purchased by library services for instructors.

Excluded by Library Services

- Purchase or accept donations of print materials for on-campus student populations.

- Purchase resources that are unique to a research endeavor (e.g., research unrelated to Yorkville's programs).
- Purchase resources of general interest such as popular fiction and feature films unless it supports a focus of teaching or research.
- Purchase research indexes that do not provide additional full-text access.

Collections Evaluation

The library evaluates the collection on an ongoing basis to ensure it supports the learning outcomes of students and the course development needs of faculty based on the following criteria:

Content Quality and Relevance

- **Academic Relevance:** Resources must support the current curriculum and research areas.
- **Authoritativeness:** Preference for resources produced by reputable publishers and authors.
- **Currency:** Resources should be up-to-date and reflect the latest research and developments in the field (e.g., eBooks should generally be purchased if published within the last 5 years from the current date).
- **Coverage:** Resources should provide comprehensive coverage of the subject area, including a variety of perspectives.
- **Language:** Resources should be in English.
- **Format:** Resources should be in electronic format.

Accessibility

The library acquires resources that are accessible to all students, staff, and faculty. Many publishers place access restrictions that prevent users from downloading and printing a portion of a text, which makes it difficult for students with a print disability to use it.

- **User-Friendly Interface:** Resources must be easily navigable with a user- friendly interface.
- **Compatibility:** Resources should be compatible with a range of devices and operating systems.
- **Accessibility Compliance:** Resources must comply with accessibility standards to ensure they are usable by all members of the academic community, including those with disabilities.
- **Publisher/Vendor Responsibilities:** Library Services collaborates with publishers and vendors to ensure accessibility requests are clarified and managed in a timely manner.

Licensing and Usage Rights

The library negotiates license agreements with publishers and vendors who own the rights to resources such as databases, journals, and videos. License agreements allow the library to provide such resources to students, staff, and faculty. Each vendor and

publisher may have different requirements for allowing the Yorkville community to use the resources. For example, some vendors do not allow alumni to access resources while others do not restrict who can access the resource. When selecting library resources, the library considers the following factors:

- **License Agreements:** Preference for resources with flexible licensing agreements that allow for multiple users and remote access.
- **Perpetual Access:** Although not leveraged by Yorkville, vendors will sometimes offer perpetual access rather than subscription-based access for consideration.
- **Usage Rights:** Resources should allow for educational use, including course integration, interlibrary loan, and classroom use.

Technical Support and Reliability

Online resources can cause access issues for students, staff, and faculty. The library seeks resources that meet these requirements:

- **Technical Support:** Vendors and publishers should offer robust technical support, including troubleshooting and training.
- **Reliability:** Resources must demonstrate consistent performance and uptime to ensure students and faculty can access the resources when they need them.

Collection Maintenance and Deselection

Library Services engages in regular evaluation of the continuing relevancy of the collection. This includes assessing when subscription to resources will be discontinued, such as the following:

- Supports a program or course no longer offered at Yorkville.
- Usage statistics are well-below expectations
- The library identifies a resource that is better suited or for less cost

In order to maintain operations without challenges to course offerings, the effected faculty and Teaching and Learning will be given 6 months' notice (when possible) to make changes to existing courses that require students to access new or alternative resources.

Related Information

- Collections and Acquisitions Procedures.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Paul Graham, University Librarian/Director of Library *Services*
Email: pgraham@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	August 29, 2024	New policy	Academic Council
1.1	September 25, 2025	Updated to new template	-