Approving University Official(s): YU: Academic Council; TFS: Vice President Academic
Responsible Unit: University Librarian
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Library Collections and Acquisitions Procedures

Purpose

These procedures establish a clear and consistent framework for Collections and Acquisitions Policy and Procedures (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.

Procedures

Acquisition Process

The acquisitions process refers to the systematic approach of obtaining new materials and resources to support the institution's educational and research needs. This process involves several stages, including selecting and evaluating potential resources, placing orders, and managing budgets. Selection criteria are based on factors such as curriculum requirements, faculty recommendations, and the relevance and quality of the material.

Purchase Request – Who can make a Request?

Requests for the purchase of new resources can informally be submitted by anyone at Yorkville, such as students, staff, and faculty. However, Library Services formally recognizes the following instances as most relevant for new acquisitions.

- Course Developers creating new courses where requests for new eBooks or other resources are being considered.
- Chairs or Heads of programs requesting resources that are critical for their program/courses.

- Instructors or Faculty within courses who have identified incidental issues requiring immediate attention (e.g., resources are no longer available/accessible).
- Requests made through consultations with YU/TFS leadership regarding launching new programs.
- Doctoral students making recommendations for course/program support.

Delaying or Rejecting a Purchase Request

Library Services may delay or reject a purchase request based on the following:

- If the requested item does not meet the standards for the collection's content and quality as expressed in section 4.1 Content Quality and Relevance.
- If the request is an off-budget request not previously discussed and assessed during the budget consultation process (see section 6.2 Budget Consultations).
- If it is not clear that the requester has the authority to make the request, library services will verify with the head of the program to ensure the request is valid. This includes student requests for specific eBooks for a course or program.
- If a resource for a course is not yet running or not expected to run for another 6 months.
- If a resource for a course is expected to undergo major revisions in the next 6 months with an expectation of updating the library resources and textbooks.

Needs Assessment

Additional acquisitions assessments may be conducted to evaluate the suitability of a new resource acquisition, such as the following:

- **User Feedback:** Regularly gather feedback from students, faculty, and staff to identify resource needs.
- **Usage Statistics:** Analyze usage statistics of existing resources to determine demand and gaps in coverage.
- **Curriculum Review:** Collaborate with academic departments to understand curriculum changes and emerging research areas.
- **Document Delivery Service:** The library takes into consideration document delivery requests as indicators of user interest and need.
- **Curriculum Schedule:** The library will check with the relevant department in Teaching and Learning to identify relevant course revision schedules that may influence the purchase of new resources.
- **New Program Assessment:** Evaluating the strength of the collection in supporting new programs of study.

Evaluation and Selection

Whenever possible, the library makes acquisition decisions using data gathered through these methods:

- **Trial Access:** Obtain trial access to new resources for evaluation by library staff, faculty and students for assessing the quality of content.

- **Peer Review:** Consult reviews and recommendations from other academic libraries and professional associations. The library searches for peer-reviewed articles written about the resource being evaluated to see if other librarians identified any issues.
- **Cost-Based Analysis (Annual Increases)**: Assessing the expected long-term costs of a resource and the expected annual percentage increase.
- **Cost-Based Analysis (FTE Increases)**: Assessing the expected long-term costs based on increased student FTE enrollment numbers.
- **Distinctive Features:** Conduct an analysis of similar products available to identify the percentage of overlapping-to-unique content.
- **Aligned with Yorkville core values:** The library ensures that the resource has respectful content and fuels learning potential.
- **Availability through Document Delivery Service:** If journal articles are available through document delivery—such as when covering journal embargos—that subsequently do not violate copyright restrictions.

Budget Management

Types of Purchases

Library Services currently uses two types of purchase options – annual subscriptions that are renewed each year and one-time purchases. Subscriptions are negotiated with vendors for favorable pricing, licensing terms, and bundled deals. The budget is allocated based on resource priorities, usage data, and strategic goals. For one-time purchasing, the library pays once for the resource and then has perpetual access.

Annual Subscriptions

- Databases and journals require that library to pay an annual fee to continue access.

Onetime Purchases

- E-books, instructor and professional development resources, and document delivery services are examples of one-time purchases.

Budget Consultations

During the summer and fall of each year, Library Services engages in budget consultation discussions with departments at both YU and TFS. This offers faculty an opportunity to identify critical resources needed to support course and program goals. Requests for resources not identified in the budget process will need to be further evaluated by YU/TFS leadership for further analysis of validity and importance for accepting, rejecting, or delaying the request.

New Programs

New programs being readied for implementation may have off-budget expenses that are managed by a separate allocation of funds from Yorkville. Although not guaranteed, there

is an expectation that any continuing subscription resource purchased through this way would be automatically added to the next year's Library Services budget as an ongoing expense (e.g., journal or database subscription). This does not preclude Library Services conducting further analysis on the long-term viability of the resource for continuing or discontinuing.

Roles & Responsibilities

University Librarian

University Librarian is responsible for:

- Management of policy and the library's collection budget.
- Approval of ASE based purchases under $2500 dollars Canadian.
- Submitting purchase orders to procurement
- Communicating with stakeholders about library needs.
- Collaborating with the Resource Management Librarian to identify new resources
- Identifying ways to improve collections services and resources (e.g., joining a consortium).

Resource Management Librarian

The Resource Management Librarian is responsible for:

- Routine maintenance of the library collections.
- Selection of library materials based on the needs of the community, best practices, knowledge of the curriculum, and feedback from students and faculty.
- Organizing free trials of online resources when required.
- Collecting and communicating the usage statistics of library subscriptions.
- Ensures resources meet accessibility requirements.

Library Services Oversight

Currently, Library Services is organizationally placed within Teaching and Learning. The Vice President in charge of Teaching and Learning has oversight in regard to ensuring library operations are managed effectively and efficiently.

Related Information

- Library Collections and Acquisitions Policy.

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 procedure	Academic Council
1.1	September 25, 2025	Updated to new template	-