



**GENERAL SIR JOHN KOTELAWALA DEFENCE  
UNIVERSITY**

**POLICY ON  
COLLECTION DEVELOPMENT  
OF THE KDU LIBRARY**

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## **1. Introduction**

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General Sir John Kotelawala Defence University (hereinafter referred as to KDU) was initially established as the “General Sir John Kotelawala Defence Academy” by the Parliamentary Act No 68 of 1981 and subsequently it was elevated to University status by the amendment Act No 27 of 1988, thereby empowering it to award Bachelors’ and Postgraduate degrees in Defence Studies. KDU is a member of the Association of Commonwealth Universities (United Kingdom) and maintains necessary standards for educating and grooming Officer Cadets to meet the challenges of modern defence management. KDU is now open for civil students who wish to continue their higher studies in various disciplines.

This policy aims to evaluate, select, acquire, process, organize, and ensure weeding of materials or information resources in all formats in the library collections. Further, this policy is intended to ensure consistency among those who have responsibility for developing and maintaining the collections. Further, this will enable to communicate of the library policies to faculty, staff, students, and other University community members.

## **2. Scope**

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The scope of the policy of Library Collection Development of General Sir John Kotelawala Defence University (KDU) lies within the framework for management and development of the Library Collections of the University.

## **3. Aims and Objectives of the Policy**

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### **3.1 Aim**

Aim of this policy is applicable to acquire, process, organize and control the print, non-print and electronically accessible materials covering all range of subject areas of the teaching, learning and research needs of the University.

### **3.2 Objectives**

The objectives of this policy are to set framework/s to;

- Acquire information resources to fulfill the curriculum requirement of the degree programs of the university
- Provide necessary resources to facilitate the teaching, learning and research communities of the University.
- Ensure the availability of most updated learning resource collection.
- Maintain smooth functional and divisional work flows within the library and with other institutional sub systems

#### **4. Principles and Values**

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The following principles and values are adhered when implementing the Collection Development Policy.

- 4.1 Development of the existing library collection.
- 4.2 Appropriateness of the subject, format and language to the user community.
- 4.3 User information needs and seeking behavior
- 4.4 Allocation of funds
- 4.5 Status of recognition of the author and publisher
- 4.6 Quality of the resources
- 4.7 Format of the reading materials
- 4.8 Technological enhancements/ adaptability
- 4.9 User demand for the resource
- 4.10 Consistency of the user population

#### **5. Policy Statement**

The policy will accommodate systematic functional and divisional work flows within the library with other related institutional subsystems and ensures their smooth functioning in acquiring, managing, developing and controlling all types of knowledge materials covering relevant range of subject areas for the teaching, learning and research needs of the University.

#### **6. Definitions**

**Collections** - Collections of a library consisting of books and non-book and cartographic collections in a variety of media such as print, non-print and electronic.

**Acquisition** – Once the materials are acquired in the library, the bibliographic details are entered into a register called 'Acquisition Register' assigning a unique no. to each and every item that is entered into the register.

**Book Processing** – After a book or non-book material received in the library, it should be dressed to firmly stand on the shelf and to be frequently used by the readers. The books are processed physically by strengthening the cover, spine etc. and preserve by putting book covers. The book is also processed with locating mechanisms such as applying bar codes (tattle tape), pasting class number labels and putting security seals etc.

## **7. Responsibility**

The Librarian, with the directives and consultation of the Library Committee, is responsible for implementing Library Collection Development Policies, procedures, plans and programs which are then forwarded to the Senate for approval. The implementation of approved plans, programs, policies, and procedures is the responsibility of Librarian. All library collections at KDU Library should be under the control of the Librarian.

## **8. Implementation**

Implementation of the KDU policy on Collection Development should adhere to the following.

### **8.1 Selection of Library Materials**

- 8.1.1 Faculty members are responsible for selecting of scholarly materials related to the curriculum of the university recommended by the Head of the Department and the Dean of the respective faculty/ Rector.
- 8.1.2 Academic staff of the library are also responsible for selecting general reference materials and subject related materials that are in high demand and are recommended by the Librarian.
- 8.1.3 Other than academic staff members, the students shall make suggestions for materials purchase and such suggestions shall be recommended by Head of the Department and the Dean of the respective faculty/ Rector.
- 8.1.4 Recommendations may be rejected by the Librarian if they fall outside the selection criteria described in section 8.2 or on the grounds of cost, particularly when a continuing financial commitment such as serial subscriptions, e-databases, etc.
- 8.1.5 The ultimate responsibility for acquisitions, directions, and policy decisions including suitability, adequacy, and quality of selection rests with the Librarian.

### **8.2 For Selection Approval**

- 8.2.1 All requests for library material purchase should have the endorsement from Rector or Deputy Vice-Chancellor (Defence & Administration)/ VC.
- 8.2.2 As a general rule, if an exceptionally expensive item such as an important work, or a classical work in the subject area, is recommended, the Head of Department of the relevant department should provide a justification /consent for its necessity to their academic activities.
- 8.2.3 For any expensive item recommended, and a previous edition is available for a lower price, a cheaper edition shall be purchased with the consent of the Head, of the Department and with the approval of the Deputy Vice Chancellor - (Defence and Administration).

### **8.3 Contents Covered in the Materials**

- 8.3.1 Contents of the material should be based on the required degree level/academic curriculum/ knowledge enhancement/recreational reading.
- 8.3.2 The library shall not exclude materials on the grounds of political, social, ethnic, sexualand

religious views expressed or presented. The library shall not attempt to impose censorship based on these grounds.

- 8.3.3 Controversial items shall be purchased if they are of an appropriate degree level, of academic interest and in genuine demand with the approval of Deputy Vice Chancellor (Defence and Administration) or Vice Chandelier.
- 8.3.4 However, titles that include contents that are harmful for mental, physical and ethical wellbeing of juvenile readers Several relationships will not be acquired by the library.

## 8.4 Selection Criteria

### 8.4.1 General criteria

The library shall acquire and house the materials in the library as indicated in the below criteria.

- a. **Curriculum support:** Materials related to the Stay Streams taught in KDU
- b. **Research support:** Materials related to research in KDU
- c. **Collection continuity:** Updating of the collection with new titles and editions on aregular basis
- d. **Reference materials:** Bibliographies, Catalogs, Dictionaries, Encyclopedias, Indexes, Abstracts, Directories, Thesaurus, Glossaries and Manuals as and when necessary
- e. **Audiovisual media:** CDs, DVDs, videos but latest media shall be preferred.
- f. **Sri Lankan Publications:** Materials related Sri Lanka / specific materials authored by the person /persons in Sri Lanka.
- g. **Defence related publications:** Materials related to Defence & Strategic Studies/ specific materials authored by military person/persons.
- h. **Publications of Learned Societies:** The library shall acquire Learned Societies' Publications based on the research value of the publication.
- i. **Government Publications:** The library shall acquire government publications as and when necessary.
- j. **Theses/Dissertations deposited by the University:** The University shall place one print copy and one electronic copy of theses/dissertations submitted for higherdegrees (Ph.D., MPhil and Master) in the library for user consultations. Print copies shall be available in the library physically and an electronic copy shall be available in the Electronic Information Repository subject to prevailing copyright provisions.
- k. **Past question papers:** The university shall place one print copy of past question papers of each degree program both undergraduate and postgraduate in the library. Past question papers shall bind by degree program, intake and semester. The library shall make available MCQ/ SEQ/ any other types of question papers with the recommendation of the respective faculty. Scanned copies of each question paper shall upload into past papers collection of Institutional repository.
- l. **Copies of Materials:** The acquisition of duplicate copies of books or any other library materials shall be avoided unless the item is in great demand from user community.
- m. **Language of Material:** English, Sinhala and Tamil as per recommendations but English shall be given the first preference as the medium of instruction in the university.
- n. **Cost:** Cost of material shall also be a deciding factor in acquiring materials.

- o. **Donations/Gifts:** The library shall welcome donated resources which are pertinent to current teaching, learning and research in the university as per the donation policy.
- p. **Format of the materials:** The library shall acquire printed, non-printed materials as required.
- q. **Binding format:** Whenever a book is simultaneously available in hardback and paperback, and the content of both versions is identical, the paperback is preferred for easy handling by the students. However, Hand bound copies are preferred for defense material.

#### **8.4.2 Criteria for acquiring editions of the materials**

The library shall decide on editions of the materials as indicated in criteria mentioned below.

- a. The Library shall purchase material in its latest edition except in case of rare and historical materials.
- b. Variant editions of the same material shall not be acquired unless they are “Standard” editions, or contain substantial changes which are required for research or comparative study purposes.
- c. As mentioned in section 8.1.2.3 previous editions may be purchased at a lower price if the current edition is priced at a higher rate.

#### **8.4.3 Criteria for acquiring copies of the items available in collection**

- a. The strength and quality of a library collection is reflected more significantly by the number of titles it holds rather than the number of volumes. In order to make the best use of the limited funds available, it is acquired more high-quality titles rather than duplicate copies.
- b. Generally, a maximum of five (5) copies of a requested title per relevant library shall be purchased.
- c. Multiple copies more than five (5) copies of an item may be purchased if they are in heavy demand and continuous use, and are recommended by the respective Faculty Dean/ Rector/ DVC as course related text books.
- d. Academic staff members should keep recommendations for multiple copies to a minimum.

#### **8.4.4 Criteria for selecting periodicals**

The library shall select serials (magazines, journals etc.) as indicated in the below criteria.

- a. The Library shall pay priority for subscribing electronic databases compared to printed Periodicals.
- b. Electronic titles may be cancelled upon low usage, as demonstrated by usage statistics, which are carefully monitored or when superseded by an alternative format.
- c. Implement Subject related periodicals may be subscribed to upon the recommendation of the Head of the Department and Dean of the Faculty, but the number of Printed journal titles shall be kept to a minimum.

#### **8.4.5 Institutional and Staff Publications**

- a. Three (03) copies of each university publication should be submitted to the library as the institutional deposit.
- b. Institutional Publications may include Conference proceedings of KDU IRC, Annual reports, Silhouette, Prospectus, KDU Newsletter, faculty related journals etc.
- c. The library shall purchase staff publications with appropriate number of copies if the publication is a recommended as a textbook and approved by Head of Departmental the dean of the faculty.
- d. The library shall purchase the maximum of three (3) copies of the staff publications if they are not recommended as text books but approved by DVC – Defence and Administration.
- e. Copies of all publications including journal articles, reports etc. published by the staff under the KDU institutional affiliation should be supplied as hardcopies/ soft copies to the library. An abstract of the already published papers should be uploaded to the KDU-IR (Institutional repository)

#### **8.4.6 Criteria for selecting E-resources**

- a. The Library shall subscribe/ purchase/renew electronic resources including online databases, e-books, e-journals, software etc. upon the recommendation of the faculties and in case of software recommendation of the evaluation committee.
- b. The library and the faculty shall specifically consider the following criteria when subscribing/purchasing/renewing e-resources.
  - Cost of the material/ database
  - Content covered
  - Accreditation requirements of the University
  - User-friendly interface
  - Accessibility: remote access is essential and unlimited concurrent users and IP recognition are preferred. Username/password authentication is also accepted.
  - Search functionality
  - Potential usefulness to the greatest number of students and faculty
  - The licensing terms: the licensing terms can be decided upon the library's needs.
  - Perpetual access rights: prefer to have perpetual access rights. Limited access rights will be considered in instances when scholarly value of the material is sufficiently high.
  - Subscription and access: the library decides to subscribe or purchase collection models on a per resource basis. Considerations include, subscription cost versus annual access fee, subject, and long-term scholarly value of the material.
  - Usage statistics: the library shall consider usage statistics before renewing the online resources.



## **8.5 Gifts and Donations**

### **8.5.1 Conditions of acceptance**

When accepting donations following points need to be considered.

- 8.5.1.1 All gifts/donations shall not be added to the collection without proper screening.
- 8.5.1.2 Once given to the library, materials that are not added to the collection, may not be returned to the donor unless he/she specifically requested it.
- 8.5.1.3 Unaccepted gifts may be given to a third-party group that is deemed suitable or they may be disposed of through other means determined by the Librarian with the approval of DVC – Defence and Administration.
- 8.5.1.4 The library does not usually accept back runs of periodicals that duplicate the existing holdings or that are incomplete and newspapers, newsletters, pamphlets, posters, and cards, etc. except where such materials could be appropriate for Archives, Research, and Special Collections.
- 8.5.1.5 Books in poor physical condition shall not be accepted as a donation except in special cases such as the rareness of the book.
- 8.5.1.6 The library does not accept duplicate items unless they constitute material identifiably in regular heavy demand.
- 8.5.1.7 The library does not accept old editions of books/ information sources unless relevant academic members are recommended for teaching/ learning or research and when the old edition contains important facts that may need for comparison.

### **8.5.2 Retention**

- 8.5.2.1 Some donated books that are in poor physical condition may be discarded unless there is a strong reason for their retention.
- 8.5.2.2 The library has a right to accept or reject the donated materials based on a review which has to be performed by a review panel that consists of subject experts and library professionals.

### **8.5.3 Housing the donations**

- 8.5.3.1 Gifts added to the collection are housed in the most appropriate location, determined by the Librarian.
- 8.5.3.2 No separate library collection/s in the name of any donor/s shall be maintained within the library unless there is an exceptional requirement.

### **8.5.4 Appraisals, Acknowledgements etc.**

- 8.5.4.1 The library does not provide appraisals on gifts/donations for income tax or any other purpose.
- 8.5.4.2 Donor's name shall be mentioned in the title page of the books according to the interest of the donor.
- 8.5.4.3 Acknowledgements shall be sent to the donor for all accepted gifts and donations.

### **8.5.5 Evaluation and Ownership**

8.5.5.1 All the donated materials will be evaluated before registering into the library registers.

8.5.5.2 The library retains unconditional ownership of all gifts and donations once received in the library.

### **8.6 Maintaining the Library Collections**

The library shall maintain collections such as Lending, Reference, Special collections such as Sri Lanka, Defence, Theses and Dissertations, Special donations, Past Question papers, Recreational reading, e-resources, Audio Visual and Printed Periodicals, scholarly journals, and Magazines. Other than that library shall maintain specific collections if there is any exceptional requirement.

#### **8.6.1 Lending collection**

The lending collection consists of books, monographs, pamphlets, reports, and other materials relevant to the study streams of the university. Bibliographic details of the collection can be browsed online through Online Public Access Catalogue on the library web page.

#### **8.6.2 Reference collection**

The reference collection contains materials in both print and electronic format and includes atlases, bibliographies, dictionaries, directories, encyclopedias, statistical compilations, yearbooks, glossaries, thesauri, etc. as well as core academic subject reference works.

#### **8.6.3 Special Collections**

- a Defence collection contains materials related to Defence, Military, Security and Strategic Studies and specific materials authored by service persons.
- b University examination papers are collected and retained in the Reference Section as Past Question Paper Collection. Soft copies shall make available in the Institutional Repository of the library on open access Based on the curriculum changes, materials shall exclude from the printed collection.
- c Newspapers are collected and retained in the periodical collection. They are claimable in the same way as the other periodicals. The Library shall maintain paper clippings for institutional-related articles, important news items, Year wise.
- d Library shall maintain a general reading collection that includes fiction, materials on literary reading, religious, entertainment and recreational reading.
- e The library shall receive depository status of the material published by major international organizations such as World Bank, WHO, IMF, OECD, WTO etc.

#### **8.6.4. Non print materials and e-resources**

- a Library acquires a wide range of audio-visual material, including sound recordings in CD formats and in electronic formats.
- b The library acquires electronic information resource collections (e-resources) through subscription and perpetual access basis. The library may acquire e-books, e-journals/ proceedings/ other resource databases as recommended by the faculties.

These collections shall be available through the library web, site Online Public Access Catalogue (OPAC), institutional repository, and other online platforms.

#### **8.6.5 Theses and dissertations**

- a The library shall accept the theses/dissertations submitted for higher degrees (Ph.D., MPhil and Master) to the theses/dissertations collection and strictly for reference purposes only.
- b All KDU theses and dissertations (Masters, MPhil and Doctoral levels) are statutory acquisitions. In the library, at least one copy of theses/dissertations of master's degree/doctoral degree conferred by KDU should be deposited in the theses/dissertations collection.
- c The library shall maintain the undergraduate theses/dissertations collection where necessary. The library may accept only the faculty-recommended copies and the library may hold them for a maximum of five years (5) only.
- d Unpublished Theses of other institutions are not normally acquired in the library unless special permission is given by the Vice Chancellor or Deputy Vice Chancellor (Defence & Administration).
- e Published versions of Theses are acquired in accordance with the normal book acquisition criteria.

#### **8.7 Accessing Information Resources**

- 8.7.1 All the materials in the library can be accessed in 'open shelf access policy' (walking directly to the shelf) except in case of theses and dissertations where the 'close shelf access' system (Only library staff is allowed to open the book shelf) shall be followed, as mentioned in sec. 8.4.5.
- 8.7.2 Access to restricted, sensitive, embargoed and confidential material shall be negotiated on a case-by-case basis, with the aim of minimizing limitations to the accessibility of the publications, ensuring equitable access to the information needed.
- 8.7.3 In a case where an embargo period is specified, arrangements shall be made to acquire the material after the embargo period has elapsed.
- 8.7.4 Any library which is not a part of the University Library Network shall not be authorized to access the KDU Library unless due permission is provided by the Vice Chancellor, DVC-Defence & Administration.

## **8.8 Replacement of materials**

8.8.1 Replacement of missing/damaged books is ordered as and when their absence is reported.

8.8.2 The library shall replace material based on the current level of demand, the number of copies held and their condition, relevance to the current curriculum, and the cost of the material.

## **8.9 Organization of Collections**

8.9.1 All material acquired for the library collection shall be catalogued in conformity with accepted bibliographical standards including Anglo-American Cataloguing Rules (AACR), Library of Congress Subject Headings (LCSH), Machine Readable Cataloguing (MARC), Medical Subject headings (Mesh) etc.

8.9.2 Bibliographic access to the printed books, monographs and serial collections and electronic books and serials are provided through the Online Public Access Catalogue (OPAC) of an automated library management system.

8.9.3 The library uses the latest edition of the Dewey Decimal Classification (DDC) scheme as appropriate, to classify the print book collection.

8.9.4 The library shall provide close access to printed copies of the Theses/ Dissertation collection and Copyright regulations will be strictly adhered to in using this collection.

8.9.5 The library shall participate in the national and international Inter Library Loan agreements to provide better access to knowledge by the users.

## **8.10 Weeding out of the Library Materials**

### **8.10.1 Weeding out Criteria**

8.10.1.1 Outdated content: when some books cover outdated contents the faculty may recommend discarding the titles. However, the titles should be submitted to the library committee for confirmation.

8.10.1.2 Frequency of Use: The date of the last time an item circulated will be used for weeding. But before weeding the item should be kept at least 3 months in a more visible or attractive location.

8.10.1.2 Multiple Copies: If KDU library has more copies of an item but with low demand then the multiple copies with less demand are to be withdrawn.

8.10.1.3 Back issues of journals that exist in electronic form and where the archives are reliable and accessible then the copies may be weeded out.

8.10.1.4 Weed out process shall be performed in accordance with the American Library guidelines for library material weeding. ( <https://www.ala.org/tools/challengesupport>

### **8.10.2 Weeding out process**

8.10.2.1 Weeding out process in KDU library may be carried out once in 2 years.

8.10.2.2 However it may be necessary to carry out the weeding out process depending on the need to review the collection.

### **8.11 Assessing the library collections**

8.11.1 Library collection shall assess formally once in three years to identify how effectively the collection meets the needs of the library and its users.

8.11.2 If there is any specific need, library shall assess collection when necessary other than the formal frequency.

8.11.3 The frequency of assessment shall depend on the needs of the library, the amount of time, energy, and staff available to devote to the project, and the intended scope.

8.11.4 The library shall use assessment indicators to assess collection.

- Counter statistics = frequency of circulation
- Book card analysis = frequency of circulation
- Reading room statistics = usage of a book/day
- Shelf reading surveys = mobility analysis (high, moderate, low, nil)
- Data analysis through Library Management System (highly used Class range, highly active users against collection, book extensions and demand for book titles etc.)

## **9. Policy Review and Amendments**

9.1 This policy may have reviewed once in three years or earlier as necessary.

9.2 This policy is subject to ongoing review and can be amended to reflect changes in university teaching, learning and research.

9.3 Sub revisions may be initiated on the recommendation of Library Committee and/or the directions of the Vice- Chancellor of KDU

9.4 Any such revision and/or amendments shall be forwarded for the recommendation of the Senate.