Collection Development and Management Policy

FIMS Graduate Library

Located: Teams > General > Training Materials, Policies, Procedures > Collection Development & Management Policy - 2026.docx

Table of Contents

A. Mission Statement FIMS Graduate Library 3

B. Purpose of the FIMS Graduate Library Collections Management Policy 3

C. Definition of the FIMS Graduate Library User Community 3

D. Resource-Based Goals 3

E. Responsibility for Selection 4

F. Selection Guidelines: Core Curricular Materials 4

G. Selection Guidelines: Other 5

H. Specific Policies Governing Types and Formats of Materials 6

I. Resource Access 8

J. Review 8

A. Mission Statement FIMS Graduate Library

The mission of the FIMS Graduate Library is to provide human, print and electronic resources and services to advance the use of information and technologies for the FIMS graduate community.

Due to the limited size and scope of the collection, FIMS Graduate Library materials are generally non-circulating.

B. Purpose of the FIMS Graduate Library Collections Management Policy

The Faculty of Information and Media Studies has a dynamic structure. Incorporating professional and thesis-based programs in Health Information Science, Library and Information Science, Media Studies, and Journalism and Communication, has led to a diversity of materials being collected by the FIMS Graduate Library.

Multi-disciplinary approaches to information, new courses, new programs, and the increasing costs of materials necessitate a written policy intended to balance requests and funds while responding to changing curricular needs. Not all requests can be met due to budgetary and space restrictions.

C. Definition of the FIMS Graduate Library User Community

The FIMS Graduate Library provides resources in support of the graduate curricula of the Master and PhD level programs in Health Information Science, Library and Information Science, Media Studies, and Journalism and Communication. Users from these identified groups include full-time and part-time graduate students, and the staff and faculty of FIMS. Alumni may visit the FIMS Graduate Library to use the resources on site.

The FIMS graduate community does not include the undergraduate students enrolled with the Faculty of Information and Media Studies. Western Libraries, and specifically The D.B. Weldon Library, meets the collections needs of FIMS undergraduate students and instructors.

D. Resource-Based Goals

- To identify the collecting interests and areas of the FIMS Graduate Library;
- To provide materials in appropriate formats which directly support or enhance the FIMS graduate curricular, reference and teaching needs. This includes materials in multiple formats including print, audio-visual, realia (such as board games), and electronic formats;
- To provide access to electronic-based information resources including online services and products in support of the graduate curricula;
- to work with faculty to ensure that the resources meet the needs of the current and future FIMS programs or courses;

- to seek instructional license agreements from vendors whose products would enhance or help fulfill the information-seeking needs of the graduate programs;
- to provide, in a timely manner, the delivery of and access to these resource materials;
- to establish the resources that enhance the curricula of the FIMS graduate community, and which are housed within the University Libraries.

E. Responsibility for Selection

Faculty, staff and students are encouraged to make recommendations for the purchase of materials to the Director of the FIMS Graduate Library, who is responsible for the selection, acquisition, and maintenance of the collection. Resources for core courses will be reviewed from Annual Review of Required Course documents presented to the MLIS Program Committee.

Collections within Western Libraries enhance the core resources located in the FIMS Graduate Library. The Director of the FIMS Graduate Library will work to select appropriate materials and to design/review collections profiles filed with approved vendors in support of collections development for FIMS-related materials housed in The D.B. Weldon Library. The Director of the FIMS Graduate Library will work collegially with Western Libraries collections librarians where there is potential overlap in collecting interests.

F. Selection Guidelines: Core Curricular Materials

The collections in the FIMS Graduate Library represent the core resources for the curricula of the graduate programs in the Faculty of Information and Media Studies. Periodicals, monographs, non-print and electronic resources will be purchased to support the curricular needs of the graduate programs and the teaching needs of the faculty, within specific budgetary and space constraints. These materials are representative of major authors, organizations, history, trends and issues within the fields.

Core subject areas for journalism and communication include (but are not exclusive to) theory, history, ethics, law, issues and requirements of journalistic and media related work settings, and research methodologies relevant to the profession.

Core subject areas for media studies include (but are not exclusive to) the role of contemporary media in culture, politics and society; associated technologies, institutions and practices; economic and regulatory contexts of their operation; and relevant research methods.

Core subject areas for library and information science include (but are not exclusive to) theory, policies, practices, access to information, as well as issues surrounding the consideration of specific kinds of library materials and information resources; the physical, bibliographic and topical organization of all types of materials; the specific needs of users and the services to meet these needs; contemporary management theory; research methods; information technology and information management settings.

Core subject areas for heath information sciences include (but are not exclusive to) health informatics and digital health, theory, policy, ethics, as well as knowledge organization and management.

G. Selection Guidelines: Other

1. **Language**: Priority is given to publications and non-print materials in the English language, although French language materials on Canadian library, journalism, media or communications issues would be considered.
2. **Country of Origin**: Wherever possible, materials produced in North America will be given priority with an emphasis on Canadian content. Announcements and reviews of materials form the UK, Europe, Asia and Australia are scanned for selection in support of particular courses and research of a comparative nature, or with international scope.
3. **Chronology**: Focus will be on contemporary materials, which reflect the issues, developments, and organizational behaviour of the professions. Current monographic titles will be held for 10 years. Exceptions to the 10-year rule will be made for monograph titles, which are definitive works in the subject areas. Materials purchased for reserve will be placed in the IMSSTK area when not specified for reserve.
4. **Level of Collection**: The collection will include the most important primary and secondary literature in support of the curricula where resources are unavailable through Western Libraries. It will include key databases for access to peer-reviewed journal articles on the primary topics of study at FIMS, such as Library and Information Science Abstracts (LISA), Library Literature & Information Science, and Communication & Mass Media Complete. In addition, pertinent print materials will be collected and maintained to meet the needs of the FIMS graduate programs.
5. **New Courses and Programs**: It is recommended that the Director of the FIMS Graduate Library will be kept advised of new course or program offerings. The Director should work in conjunction with the faculty and program committees to determine the collection needs in support of new courses or programs. Adequate time for purchase or negotiation of licenses for electronic materials is necessary.
6. **Binding**: The FIMS Graduate Library binds most scholarly periodicals. Titles that do not have a "long shelf life" and/or are ephemeral materials will not be bound. Monographs will be bound or rebound when damaged or as high demand necessitates.
7. **Automatic Fulfillment Network and Interlibrary Loans**: FIMS faculty, staff, and students can request to borrow physical items from 19 university libraries across Ontario using the Omni discovery tool. When an item is not available through Omni, interlibrary loans can be arranged through Western Libraries, who will continue to search for another library in Canada or Internationally to supply the item. Additionally, they can request digitized copies of chapters (up to 10% of a work) to be retrieved through campus email. The FIMS Graduate

Library does not physically loan its materials for interlibrary loan of the Automatic Fulfillment Network but fulfills digitization requests as needed.

8. **Evaluation**: Ongoing reviews of monographic materials will be completed in conjunction with course reviews. In conjunction with the evaluation process will be a weeding project, where material will be weeded based on use, condition, and relevancy. Where deemed appropriate older materials (monographs and periodicals) will be sent to Western Libraries for storage. Replacement of core materials will occur when materials are updated, missing, or severely damaged.
9. **Intellectual Freedom**: The FIMS Graduate Library upholds the American Library Association Library Bill of Rights and the Canadian Federation of Library Association's Statement On Intellectual Freedom.
10. **Formats**: The FIMS Graduate Library collects core curricular publications and reference works in the format best suited to support the educational and teaching needs of the graduate students and faculty, as outlined above.
11. **Instruction Collections**: The FIMS Graduate Library will develop and maintain specific collections for the purposes of instruction. Selection of material for the collections will be dependent on cost, relevancy, diversity, and overall representation of medium, genre, or topic. Examples may include graphic novels, board games, zines, and other non-traditional resources.
12. **EDI-D Collecting Initiatives**: The FIMS Graduate Library collects contested books and books of diverse authorship. We are continually expanding our holdings in journalism, media, health information science, and library and information science with a focus on amplifying underrepresented perspectives within these fields. Beyond the scope of materials that are topically relevant to the programs at FIMS, we collect Indigenous-authored literature.

H. Specific Policies Governing Types and Formats of Materials

- **Books/monographs**: are collected to support courses or teaching needs of the graduate students and faculty. In addition, some works will be collected to support the teaching needs of the MIT faculty. Both hard cover and paperbacks are collected with the determining factors affecting format, anticipated use, and "shelf life". Monographs for "core courses" will be purchased. These items will be current, authoritative, representing either an introduction to the issue or subject material or a more in-depth study relevant to the course offerings. Discretion will be used for duplication of items in Western Libraries' collections.
- **Journals/periodicals**: are acquired through subscriptions. Most titles are purchased directly through the publisher. Individual reprints of articles are rarely purchased. Exceptions to this rule are photocopies or reprints of articles needed for reserve in direct support of the curricula. Periodicals and indexes will be collected based on the

subject content related to the graduate courses offered. In-depth, indexed, scholarly and current works will be given preference. Memberships will be sought and maintained for the main organizations representing the professions. Indexes in electronic or print format will be evaluated with respect to the subject areas and journals covered, currency, accuracy, and ease of use. Electronic journals and indexes will be further evaluated by: cost, ease of use, coverage, compatibility with hardware/software, full-text, web-based or duplication of paper copy. Cancellation of paper subscriptions, in favour of electronic media, will be done on a case-by-case basis taking into account archiving policies of the journal providers and the availability of copy elsewhere on campus. Duplication with paper copy will exist for products used on a comparative basis for indexing such as Library Literature.

- The FIMS user community has available, through Western Libraries, "back runs" of selected academic journals in full-text digital format from JSTOR (Journal Storage), an electronic archive established in New York in 1994. As well, Project Muse, from John Hopkins Press, offers similar access to its own journals and those of other academic presses in full-text, full image electronic format.
- **Monographic series**: are acquired as individual titles or through standing order where deemed appropriate.
- **Newspaper subscriptions**: the following newspaper subscriptions will be carried by the FIMS Graduate Library to support the graduate program of journalism: Globe and Mail, London Free Press (weekday editions). The Globe & Mail and London Free Press will have multiple copies purchased during the "print cycle" of the Journalism program. One copy of each paper will reside in the Graduate Library for two weeks. Back issues and microfilm copies of the Globe and Free Press are available in Western Libraries.
- **DVD, Film, Videos, and Audio-visual Materials**: these media are collected with discretion in the graduate programs. They are purchased to directly support or augment the curricular resources. The MIT faculty's teaching requirements allow for the purchase of specific titles, which directly support the teaching needs of the faculty. DVD, films, and videos will be evaluated by: cost, quality, availability and relevance to curricula.
- **Online Resources**: Online resources must meet the network and the hardware requirements within the computer labs. All license agreements must be valid before a product is to be made publicly accessible to the FIMS graduate community. All products will be evaluated on relevance to curricula, cost, ease of use, compatibility with existing hardware/software, ease of maintenance, and ability to update. It is the responsibility of the FIMS Librarian to ensure that security is maintained. Staff in the FIMS Graduate Library provide help and access to these latter named products but are not responsible for the selection and/or acquisition.

NOTE: software supporting the curriculum of the graduate programs is the responsibility of the FIMS Manager of Computing Services.

- **Government Documents**: Canadian government documents pertaining to the laws and regulations regarding libraries and mass media may be purchased for the FIMS Graduate Library on a selective basis. Western Libraries is a depository library for government documents and as such will provide access to relevant materials.

I. Resource Access

The collections of the FIMS Graduate Library are for in-Library use only with some exceptions. Reserve materials are available to students for 2 hours within the FIMS Graduate Library. On request, we will digitize less than 10% of a work in our collection for student use off-campus. Exceptions to this policy are given to faculty and thesis-based students in graduate programs at FIMS and will be made when materials are needed for accessibility, classroom demonstration, and course preparation needs. Special circumstance borrowing can be arranged at the discretion of the Library Director.

J. Review

The Collections Development Policy for the FIMS Graduate Library should be reviewed every two years. The Policy should also be reviewed in the event of any major changes in the graduate curricula.

Last Reviewed: May 2025 [Acting Director, Library Assistant]
Last Reviewed: July 2017 [FIMS Librarian, Student Library Assistant]
Last Reviewed: December 2012 [FIMS Librarian, Graduate Resource Centre]
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Revision: August 2002 [GRC Coordinator: addition of Media Studies]
Last Reviewed: October 2000 [Resource Planning Committee]