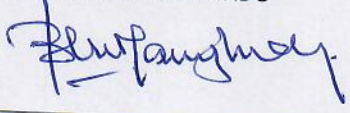


	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
Document Title	COLLECTION DEVELOPMENT POLICY	Effective Date: 27/03/2025
Responsible Unit	Library and information services	Issue Number: 01

MOUNTAINS OF THE MOON UNIVERSITY

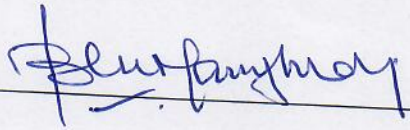


COLLECTION DEVELOPMENT POLICY

Checked by: GREGORY TWEHEYO(PhD)	Approved by: ENG. DR. BEN MANYINDO 	Date: 27.03.2025
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APPROVAL

Approved by the Mountains of the Moon University Council.

Signature: 

Name: Eng. Dr. Ben Manyindo
Chairperson – University Council

Date: 27.03.2025

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PREAMBLE

- a) AWARE that Mountains of the Moon University is a Public University established under the Universities and Other Tertiary Institutions Act, 2001 (as amended) and (Establishment of MMU) Instrument No: 2 of 2022 as a community University whose mission is “To Provide Innovative and Transformative Education, Research and Community Engagement for Social-economic Transformation”;
- b) RECOGNISING that for the University to achieve its mission and objectives effectively, there is a need to have a functional, effective and efficient Library and Information Services (LIS) and that;
- c) To develop an effective and efficient LIS requires several policies and guidelines to be put in place;
- d) One of these guidelines is the Collection Development Policy.

Therefore, the University has developed the Collection Development Policy outlined in this document.

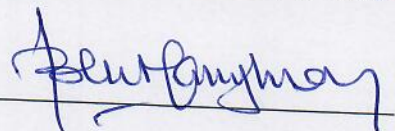
Subsequently, we, the members of Mountains of the Moon University, declare, bind ourselves and our successors and adopt this policy as “MOUNTAINS OF THE MOON UNIVERSITY COLLECTION DEVELOPMENT POLICY”.

.....
Prof. Pius Coxwell Achanga
VICE-CHANCELLOR

THE DATE OF COMMENCEMENT

This MMU Collection Development Policy shall become effective and commence on the date when the Council approves it. However, all other actions and decisions made before this policy's commencement shall be deemed to have occurred within the same policy.

Signature: _____



Name:

Dr. Eng. Ben Manyindo

Chairperson, Mountains of Moon University Council

Date:

27.03.2025.

LIST OF ACRONYMS

CDs:	Compact Discs
CD-ROM:	Compact Disc Read-Only Memory
CUUL	Consortium of Uganda University Libraries
CMPS	Collection Management Policy Strategy
DVD:	Digital Versatile Disc
ICT:	Information and Communication Technology
IT:	Information Technology
MMU:	Mountains of the Moon University
OPAC:	Online Public Access Catalogue.

DEFINITION OF KEY TERMS

In this policy, unless the context otherwise requires, the words below shall be interpreted as follows:

a) Bibliographic instruction

This is also called user education and library orientation, which consists of instructional programs designed to teach library users how to locate the information they need quickly and effectively.

b) Cataloguing

This is creating and maintaining bibliographic and authority records in the library catalogue, the database of books, serials, sound recordings, moving images, cartographic materials, computer files, e-resources, etc., that the library owns. The catalogue may be in tangible form, such as a card catalogue or in electronic form, such as an online public access catalogue (OPAC).

c) Collection Development

This is the means by which the library provides high-quality information resources for print and non-print materials and provides access to electronic resources that will meet instructional requirements. Through collection development, the library also strives to meet the cultural and recreational needs of the University community. Collection Development is an ongoing process undertaken by librarians and library services staff, with input from faculties, administrators, staff, and students, to identify and acquire the library information resources.

d) Information Materials

Informational material is content designed to provide information or educate the audience on a specific topic. These may include print and electronic materials.

e) Information Resource

This means information and related resources the library holds, such as information materials, personnel, equipment, funds, and information technology to enhance user decision-making.

f) Library Acquisition Unit

This is the unit of a library responsible for the selection and purchase of information materials or resources. At MMU, this unit refers to the Technical and Orders Section.

g) Library Material

This means any print or non-print material catalogued and processed as part of the library media centre for use by students and staff. Examples of library materials include, but are not limited to hardcover and paperback books, online databases, DVDs, streaming videos, sound recordings, magazines, newspapers, pamphlets, pictures, charts, games, kits, maps, models, microforms, slides, specimens and transparencies.

h) Library User

This refers to eligible individuals who visit the library with the purpose of its resources to satisfy their information needs.

i) Inter-library Loan

This cooperative arrangement among libraries allows books and other materials from one library to be loaned out to a patron from another library.

j) Reference Desk or Information Desk

This is a public service counter where librarians provide library users with directions to library materials, advice on library collections and services, and expertise on multiple kinds of information from multiple sources.

k) Reserve Collection

This is a collection of books in high demand but with few copies. These are made available to users within a specified period and are only consulted within the library premises.

l) Stocktaking

This process checks the materials in the collection against the users' holding records. It is a good way to identify lost materials. It also ensures an accurate record of existing resources for insurance purposes.

PART I: BACKGROUND AND INTRODUCTION

1.1 Introduction

The Collection Development policy sets out the principles governing the development of the Mountains of the Moon University Library and Information Services (LIS) collections and provides a framework for their implementation. It lays down the criteria for selection, whether the request is made by a library selector or an official user or whether the selection is a purchase or is obtained through gift and exchange, and covers current acquisitions as well as maintenance (including replacement, preservation and weeding) of the existing collections. It includes a statement of the LIS mandate and a brief description of the collections, which defines the main categories and types of materials acquired and the subject scope.

This policy, designed as a working document, focuses on guidelines for evaluating and selecting information resources. To help expand academic programs, advance information technology, and the proliferation of electronic publishing, a collection policy must be flexible regarding content and format. An effective policy reflects the changing vision, goals, and objectives of the University and the Library. Thus, the Library must continually evaluate resources and services as academic programs and information technology choices evolve. The policy will serve as a framework for collection decisions in an environment of increasing costs and multiplication of digital information choices. The initial document and any succeeding substantial changes are subject to approval by the University Senate and the University Council.

1.2 Background

Mountains of the Moon University was transformed from a Private Chartered University into a public University under statutory instrument (SI) No. 2 of 14th January 2022. The University's establishment as a public University is based on the Universities and Other Tertiary Institutions Act, 2001 (as amended). The University is located approximately 7 kilometres northeast of the central business district of the Tourism City of Fort Portal, in Western Uganda. The University has six faculties and the Directorate of Graduate Studies, Research and Innovation. Currently, the University has an enrolment of 2,460 students.

MMU Vision

To be a Centre of Excellence in Teaching, Research and Community Engagement for Sustainable Development.

MMU Mission

To Provide Innovative and Transformative Education, Research and Community Engagement for Social-economic Transformation.

Objectives of the University

1. To achieve excellence in teaching and learning;
2. To strengthen research, innovation, and partnerships;
3. To develop appropriate infrastructure for the University; and
4. To strengthen institutional capacity management and governance.

Core Values of the University

1. Professionalism
2. Innovativeness
3. Integrity
4. Teamwork
5. Social Responsibility

1.3 Library and Information Services

The primary mandate of the Library and Information Services (LIS) is to select, maintain, and provide access to relevant and representative information resources. Strategically, LIS is one of the key strategic interventions for enhancing the attainment of the University's mission of providing innovative and transformative education, teaching, research and community engagement for socio-economic transformation. In its current strategic plan and under objective one of "to achieve excellence in teaching and learning", the University has specific, deliberate actions of providing quality library services and expanding access to online and offline research materials.

Open to MMU students, staff, alumni, and affiliated individuals, the LIS plays a pivotal role in supporting the University's core functions of learning, teaching, research, and community service through collaborative efforts with its faculties. As of 2024, the LIS serves a user population of over 3,000, comprising students, staff, and external users. In addition to this, the LIS currently has a collection of 4505 textbooks and provides access to a wide variety of subscribed and open-access e-resources (LIS Annual Report 2024).

LIS Vision

To be a client-centred, focused and competitive community University library.

LIS Mission

To provide library and information services that support the University's mission of innovative and transformative education, teaching, research and community engagement.

LIS Strategic Actions

In order to support the University in achieving its vision, LIS was set up with three core strategic actions, namely:

"Provide quality library services by expanding access to online and offline research materials; Developing and upgrading a digital repository; and Acquiring and installing anti-plagiarism software".

1.4 Purpose and Scope

The policy aims to guide collection development activities in fulfilling the library's mission. The policy supports the decisions relating to selecting, acquiring, organising and preserving information resources necessary to meet current and future needs of library users. The policy provides a supportive framework for decisions relating to resource access, selection strategy, and treatment of resources accessible to users off-campus and on-campus. This policy contains selection and management guidelines that emphasise the final goal of ongoing evaluation of resources and services. As with any University program, the LIS's ability to achieve goals depends upon available resources: funding, staffing, technology and space. Thus, the policy is important in the library's strategic planning process. The policy will enable the LIS to:

- i) meet the needs of the users in a consistent and informed manner;
- ii) communicate collection decisions to the faculty, administration, and students;
- iii) justify budget requests for information resources;
- iv) allocate funds appropriately among the academic programs and disciplines, and
- v) ensure that the selection of new resources supports the changing needs of University programs.

Therefore, this Collection Development Policy's scope is to guide Mountains of the Moon University's Librarians, staff, and faculty on the administration, development and management of collections that best support the University's curriculum. The Collection Development Policy is a public document available to all stakeholders of the LIS that defines the library's collections and the processes regarding selection, acquisition, choice of format, and weeding or de-selection of information resources.

1.5 Policy Objectives and Strategies to achieve them

- i) To guide LIS staff when selecting and de-selecting printed and electronic resources. This guidance may cover the selection, acquisition, processing, housing, weeding, retention, preservation (archiving in case of electronic resources), relegation, and discard of all types of library material in the relevant subjects regarding specified collection depth and breadth levels.
- ii) To guide planning, set priorities and provide a basis for fair allocation of financial resources.
- iii) To provide a means for participatory collection development decision-making among all stakeholders.

- iv) To provide a framework for wider cooperation and resource sharing, whether in a locality, region, country, or internationally.

	POLICY OBJECTIVES	STRATEGIES
1	Objective 1.	• Liaise with Faculties to acquire the required information resources. • Regularly conduct user needs assessment • Regularly assess the collections' value
2	Objective 2	• Identify key priority areas for acquisition continuously, • Lobby for a fair budget allocation,
3	Objective 3	• Regularly publish the list of newly acquired information resources on University notice boards, OPAC, library website and social media platforms, • Archive newly published research output on the Institutional Repository (IR), • Carry out Information Literacy training and • Develop library brochures and information packs
4	Objective 4	Regularly identify and participate in resource sharing.

PART II: POLICY STATEMENT

2.1 Implementation Roles and Responsibilities

- a) The implementation of this policy shall be vested in the Office of the University Librarian and as guided and approved by the Senate.
- b) The Vice-Chancellor shall ensure that all key stakeholders are involved in the policy implementation process as the Senate may occasionally prescribe.

2.2 Monitoring the Policy

In close collaboration with the University Librarian, the Vice Chancellor shall ensure continued monitoring and evaluation of the policy implementation process.

2.3 Target Users and Programmes

- a) The policy shall focus on the needs of all students and academic staff,
- b) The policy shall guide the acquisition of course support information resources for all the approved programmes of the University.

2.4 Types of Collection and Materials

- a) All types and formats of information materials identified, such as print, electronic, cultural artefacts and e-resources, shall be acquired and as prescribed by this policy.
- b) The groups of physical collections below may be acquired:

COLLECTION	PURPOSE OF COLLECTION	EXAMPLES
General Books	Provide current and retrospective monographic literature on all subject areas primarily in support of the University's curriculum.	Primarily books, both in print and electronic, mixed book and electronic files, and Mountains of the Moon University Masters' Theses and Dissertations.
Electronic Resources	Provide seamless access to remotely subscribed information resources.	These consist of journal articles and e-books.
Children's Collections	Provide examples of children's materials for potential use in primary and secondary schools.	Printed books. The library does not collect kits, curricula, tests, activity guides or textbooks for this collection.

COLLECTION	PURPOSE OF COLLECTION	EXAMPLES
Government Publications	To provide to the public and MMU's students, staff, and faculty selected resources distributed through the Public Libraries nationwide.	Primarily internet-based resources, microform, paper and computer-accessible files.
Media	To provide published media directly supporting the curriculum at Mountains of the Moon University.	CDs, CD-ROMs, DVDs and internet-based resources. Various older audiovisual media and computer-accessible files are also housed in this collection.
Periodicals	To provide access to a portion of the periodically published information materials.	For new resources selected for this collection, electronic is the preferred format. Paper issues that may or may not be bound, microforms as a replacement for some bound paper issues and electronic serials.
Popular Reading	To provide supplemental reading materials in support of the Library and University's missions.	Printed books.
Reference	To support the University Library staff in providing reference services to the University community.	Printed books, paper issues that may or may not be bound and internet-based reference resources.
Newspapers and Magazines	To support access to current information and preservation of information for future use	Printed copies of Newspapers as required by users

2.5 LIS Budget

- The University shall provide adequate funds for acquiring current and relevant information resources from all its income, including donor funds.
- Based on the University's new and sustainable academic programmes, the University Librarian shall present the LIS annual budget for needed information materials to the Senate Library Committee.
- Funds allocated for different types of information materials shall be recommended and maintained

in the University's annual budget estimates.

- d) The total annual budget for information materials shall be worked out and allocated to each Faculty / School based on the number of approved programmes and courses in each programme and following the Uganda National Council for Higher Education (UNCHE) minimum standards.
- e) The University Librarian shall continuously present comprehensive reports of expenditure on information resources to the Senate Library Committee or as may be guided by the Vice Chancellor.

2.6 Selection Procedures and Roles

2.6.1 General Procedures

- a) The University Librarian shall inform Faculties and LIS Functional Heads annually of the available funds budgeted to acquire information resources.
- b) Deans and Heads of Departments shall be required to provide feedback on their needs within two weeks of receiving the letter from the University Librarian.
- c) Library professional staff and end-users such as teaching staff, administrative staff, and students shall be involved in selecting the required information materials for purchase.
- d) The selection process shall include materials identification from current publishers' catalogues, books reviewing periodicals, accession lists, newspaper book reviews, national bibliographies, general and specialised bibliographies, general and special book sellers' lists and internet sources.
- e) The University Librarian shall collect and distribute publishers' catalogues to those individual library users responsible for selection.
- f) Selection of the respective Faculty / School materials shall be coordinated and approved by the Dean before the materials are sent to the University Librarian for further necessary action.
- g) The University Librarian shall coordinate all information materials selection processes in the University.

2.6.2 Criteria for Selection (Print and E-Resources)

The following criterion is recommended during information materials selection:

- a) Relevant and appropriateness of the information material(s) in supporting teaching, learning, research and community engagement.
- b) Information materials can be used in more than one program or course and can be used by multiple users.
- c) Information materials targeting newly developed programmes or those with minimal coverage in

the collection.

- d) Information material with high demand and is available in limited copies.
- e) Information material of latest edition(s) if the existing ones are not meeting the minimum quality requirements.
- f) Materials available in hard-copy editions.
- g) Information materials which are either rare or of Africana context.
- h) Information materials that are replacements for the lost, damaged or mutilated copies.

2.7 Donations

- a) The University shall encourage and accept donations of information materials or money for purchase of the same.
- b) However, materials donated in-kind shall be subject to the selection criteria as for the new materials.
- c) The University shall NOT accept donated materials that do not meet its needs.
- d) The University Librarian shall in consultation with users, review all donated materials before they are accepted and present a report to the Senate Committee of the same.

2.8 Replacement

- a) Lost, torn, and mutilated materials shall not be replaced automatically unless such materials are considered still essential for teaching, learning, recreational values and research.
- b) The University Librarian shall replace on merit other materials considered of intrinsic value to the collection.
- c) Out-of-print materials may not be replaced. If need warrants that particular out-of-print materials be acquired, these shall be obtained from firms that specialise in out-of-print materials via appropriate procurement means.

2.9 Censorship

- a) The University shall not practice censorship for scholarship and research, except in adherence to the Uganda government's legal censorship, which has been communicated in writing to the Vice-Chancellor.
- b) However, pornographic and materials that expose or promote racial, religious, ethnic, cultural and

social prejudices shall not be acquired. Consequently, materials acquired but subsequently banned will not be destroyed but relegated.

2.10 Information Materials' Acquisition

2.10.1 Ordering

- a) All materials selected for acquisition shall first be checked in the LIS catalogue and inventory to ascertain stock holding before placing orders.
- b) All orders shall be placed with the approved suppliers.
- c) Foreign book purchases shall be ordered on demand only when no local equivalent exists.
- d) Up to five copies per title of each textbook shall be acquired.
- e) All books acquired must not be over 10 years old, except under exceptional circumstances.
- f) All e-resources shall be acquired based on users' needs and recommendations. The University Librarian shall evaluate E-Resources' usage annually and submit a report to the Vice-Chancellor.

2.10.2 Receipt and Processing of Materials

- a) All print information materials received, whether purchased or donated, must be immediately stamped for ownership and accession.
- b) Periodic accession lists of information materials received shall be produced and made available to users.
- c) The University Librarian shall produce, elaborate, document and provide administrative and professional procedures for receiving and processing information materials.
- d) The University Librarian shall maintain a separate inventory of all E-Resources subscribed by the University.
- e) All materials acquired must be processed using international metadata standards and included in the OPAC and/or Institutional Repository.

2.10.3 Periodicals' Acquisition

- a) Periodical publications shall include hard copy, electronic journals, magazines, and newspapers with several issues.
- b) Periodical acquisition shall be handled separately from other information materials because they involve prepaying substantial amounts of money and complex management of the items

from procurement to the access stage.

- c) Faculties / departments shall conduct periodical title elections in close consultation with the University Librarian. Each teaching department shall select and recommend five core journals for purchase or subscription.
- d) The Library Senate Committee shall approve, after due consideration of the overall academic programme needs of the University, the final consolidated periodical title list for acquisition.

2.11 Collection Strategy

The University shall acquire information material based on collection intensity levels and needs. The following levels shall be used as guiding principles:

a) Level Zero

These are materials that will be found to be of little relevance to the academic programmes of the University. Some of these materials may be on the censorship list.

b) Level One

The University will acquire a few materials beyond general work, for example, in peripheral areas such as sports, leisure, and entertainment.

c) Level two

This is a highly selective collection of general information materials, which serves to introduce and define the subject areas and to indicate the varieties of information sources available elsewhere. These include major dictionaries and encyclopedias, selected new editions of important works of general knowledge and bibliographies.

d) Level three

The University will acquire materials that support Undergraduate and Postgraduate programmes and are sustainable for independent study. Materials for advanced studies, such as for Masters Degree programmes, shall include a variety of monographs, reference materials and journals.

e) Level four

Level four information materials include major published sources for advanced study and independent research. These materials include all important reference works and a selection of Specialised monographs, journals and abstracts.

f) Level five

The University will endeavour to include the acquisition of all significant works of recorded knowledge in all formats specifically for research. Special collections, such as national collections, the World Bank, and United Nations, shall be established and sustained for research purposes. The materials acquired at this level will cut across the other level and may not be reflected on the list of collection intensity. Included here are materials such as government documents and Archival Collections.

2.12 Evaluation of Information Resources

- a) The University Librarian shall regularly evaluate the information collections to determine whether the collection satisfies the users' information needs per the University's mission, vision and objectives.
- b) The information collection evaluation will be carried out every two years following the selection criteria and age of materials.

2.13 Aims and Objectives of Evaluation

The aims and objectives of the collection evaluation are to:

- a) Provide a quantitative and qualitative description of the present collection concerning the curriculum.
- b) Provide the information necessary to initiate weeding and/or re-building of the collection in areas that need attention.
- c) Provided the necessary information for future budget allocation to correct the weaknesses in collection levels.
- d) Establish whether there are problems with the collection policy.

2.14 Methods and Procedures for Evaluation

The University shall employ several methods to evaluate the efficacy of its information resources, including:

(i) Use of Statistics

- a) Survey on holdings by examining the library holdings for quantitative information, which will show the books-to-user ratio,
- b) Use of statistics to show collection growth concerning budget allocation,

- c) Use of circulation statistics to determine which areas are heavily used or circulated; and
- d) Use of statistics to reveal unfulfilled requests on interlibrary loan.

(ii) Use of Checklists

- a) Experts will use specialised, up-to-date subject bibliographies to evaluate the collection.
- b) Authoritative book lists in new subject areas compiled by teaching staff will also be used to evaluate the collections.
- c) Use of a shelf list of other institutional libraries offering similar academic programmes to determine collection inadequacy.

(iii) User Studies

The library shall undertake formally user studies through interviews and questionnaires to establish user satisfaction with the collection.

2.15 Stocktaking

2.15.1 Introduction

- a) Stocktaking shall constitute the management process that provides information on the state of the catalogued Information collections.
- b) The University Librarian shall be responsible for stocktaking of all physical and electronic information resources.

2.15.2 Objectives of Stocktaking

- a) To identify missing information resources,
- b) To keep the database of information resources updated and maintained,
- c) To provide accurate statistics on the status of all information resources,
- d) To identify information resources that may need to be weeded out, repaired and re-located,
- e) To identify information resources with processing errors.

2.15.3 Methods of Stocktaking

The following methods of stocktaking shall be used:

- a) Numerical counting of each information resource,
- b) Use of the accession register records,
- c) Use of the OPAC metadata records,
- d) Sampling and use of the shelf lists

2.16 Weeding

- a) The University shall consider weeding essential in keeping the information collection relevant, purposeful, desirable and active.
- b) Information materials shall be weeded every five years based on the evaluation report.
- c) The University Librarian shall ensure that all prevailing disposal procedures are employed in weeding information resources.

2.16.1 Objectives of Weeding

- a) To increase the accessibility of collection materials by maintaining a useful and
- b) well-preserved collection,
- c) To improve efficiency by eliminating materials that are unwanted and thus saving staff effort and time in collection management,
- d) To reduce costs in terms of space.

2.16.2 Purpose of Weeding

The University shall carry information resources weeding to:

- a) Maximise utilisation of space,
 - b) Improve easy access to materials and enhance browsing potential,
 - c) Create room for new materials,
 - d) Rid the library of unused and unwanted materials, h)
- Achieve quality and currency of materials,

2.16.3 Criteria and methods of weeding

- a) Age and obsolescence of content of the material,
- b) Availability of newer editions and up-to-date information,

- c) The physical condition of the publication,
- d) Duplication of content in more recent works,
- e) Format of the material.

2.17 Review of the Policy

This policy will be reviewed regularly every five years, or as the University Council may deem necessary, to ensure that changes in the goals, objectives, and mission of the library and the University at large, information needs of actual and potential users, academic priorities, changing resources available in the market, and budgetary conditions are reflected.

2.18 Financial Implications

This policy shall be implemented using the existing structures and resources within the University. The existing budgetary provisions shall cover the need for printing and dissemination.