

# UNIVERSITY OF CAPE COAST LIBRARY



## COLLECTION DEVELOPMENT POLICY

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## **FOREWARD**

The Library which is an essential part of the University's educational mission provides appropriate and accessible information resources to support teaching, learning and research needs of the students and faculty. This involves supplying wide coverage at the introductory and advanced levels in all the subject disciplines offered in the various departments. Furthermore, the Library caters for the graduate students and the faculty by providing materials of sufficient depth for research and development activities. Finally, the Library maintains representative selection in all fields of knowledge as well as other resources of interest to the academic community for the development of the liberally educated person beyond the programme requirements. In all these, care is taken to ensure that the Library develops a well rounded collection.

In the library, the responsibility for selecting materials to develop the collection rests with the Acquisition Section which liaises with faculty members to recommend information materials in their respective disciplines. The senior members of the library as well as the students are also encouraged to make suggestions.

The purpose of this policy document therefore is to allow the Library to state the guidelines that govern the selection, evaluation, weeding, replacing and retaining information materials in all formats. It is also meant to serve as a guide to assist selectors in evaluating information materials by making decisions from clearly defined point of view. Finally, it is meant to inform library users about the scope and nature of existing collections, and ensure consistency between the Library's stated objectives and collection development activities.

The policy takes into consideration the expanded mission of the University and the Library as well as current developments taking place in the information technology landscape. It has been developed by the team of the Acquisition Section and approved by the Library's administration.

Clement Entsua-Mensah  
**Librarian**

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## **Introduction**

The University of Cape Coast library began in 1962 with a collection of about 650 books mainly on English literature, economics, history and geography transferred from the University of Science and Technology in Kumasi. The collection was first housed in one of the lecture halls in the Faculty of Arts (Old Site). In April 1963, the library was moved into a temporary building with a capacity for 40 readers. Since its inception, the library's growth has been at a slow pace with a projected average of between 4000 and 5000 volumes. Currently, the total number of books and bound volumes of periodicals stand at 246,506 as at 25<sup>th</sup> June, 2014.

### **1.1 Library's Mission Statement**

To add value to the university's teaching, learning, research, publication and dissemination activities by providing excellent information service which make available and accessible information materials both in print and electronic formats to clients (University of Cape Coast Library Strategic Plan 2013-2017)

### **1.2 University of Cape Coast Mission statement**

The University of Cape Coast is the University of choice in Ghana. It is an equal opportunity University uniquely placed to provide quality education through the provision of comprehensive, liberal and professional programmes that challenge learners to be creative and morally responsible citizens.

The University constantly seeks alternative ways to respond to changing needs. The institution continue to expand its existing highly qualified academic and administrative staff offering a conducive environment that motivates them to position the university to respond effectively to the developmental needs of a changing world ( University of Cape Coast Corporate Strategy 2012-2017)

### **1.3 Statement of purpose**

The University of Cape Coast Library Collection Development Policy is intended to guide the selection, evaluation and de-selection of both print and electronic materials for the collection through purchase, donation or subscription. The purpose of this policy is to provide a written

statement of the library's objective in building its collection, and to communicate these guidelines to all members of the University community. Apart from guiding selections during individual decision making it is also used in determining the allocation of funds. The Collection Development Policy is a living document subject to review.

In summary, the policy will serve as a:

- Planning document and working tool for selection
- Aid in communicating between the library and users
- Assure consistent and balanced growth of the collection
- Assist in determining and documenting budgeting needs
- Facilitate decision making as far as collection development is concerned

#### **1.4 Intellectual Freedom and Diversity**

The selection of print and non- print resources for the library is a shared responsibility of the library and colleges, faculties, schools and departments (Aina, 2004). This activity is guided by the university's commitment to maintaining the highest standards of academic freedom in the pursuit of teaching, learning and research activities. Neither physical materials nor access to electronic information is excluded from the collection because of frankness of language or controversial content, or because of political, moral, sexual, economics, religion, gender, race and political affiliation of the authors. The Library collection must mirror the mission statements of the University and the Library.

#### **1.5 Budget Allocation**

The Head of the Acquisition Section at the beginning of each academic year submits an estimated budget based on the requisitions gathered from the colleges, faculties, schools and departments. Particular attention is paid to sustaining the strength of the collection in support of current programmes studied in the university, and on identifying areas of study or areas that need enhancement.

## **1.6 Conspectus**

The library needs to develop a conspectus which is a strategy for setting monographic acquisition and purchasing guidelines for academic discipline. This process should entail relating the number of titles /purchased each year, broken down by the Library of Congress Classification System to the University of Cape Coast Curriculum.

Call numbers should be assigned to each academic discipline and the percentage of the volumes being brought and weighted by the assigned level of the programme (as assigned in curricular analysis). This process will produce the total monographic purchasing targeted for each discipline.

The conspectus approach will provide acquisition targets based on the number of books bought in a given year and it will be linked to the Collection Development Policy based upon assigned weights. (Evans, 1995)

## **Curriculum Analysis**

### **2.1 General collection statement: UCC Library Information Resources**

The University of Cape Coast Library provides collections of materials, access to electronic resources and temporary use of materials belonging to sister libraries through inter-library lending and document delivery. The following policies provide guidelines for these elements.

#### **2.1.1 Physical Collections**

Though the University of Cape Coast Library is a hybrid library, the majority of its collections are in paper format. The library has a few materials in microform with the appropriate reading equipment.

#### **2.1.2 Electronic Resources**

The library subscribes to electronic materials and makes them available to faculty, staff and students. Currently, as a member of the Consortium of Academic and Research Libraries in Ghana (CARLIGH) the library subscribes to electronic databases such are Emerald, Ebsco Complete, Wiley, Taylor and Francis, Sage, Sage Knowledge, Sage Research Methods, TEEAL and Cambridge University Press. Also available free-of-charge to the library are the following electronic databases: Bioone, ARDI, HINARI, AGORA and OARE (Through Research4Life), JSTOR, Oxford University Collection, IMF Library, World Bank Library, etc

#### **2.1.3 Inter-library Lending Service & Document Delivery**

No matter how well endowed libraries the world over are, they cannot provide on-site all the needs of their patrons. Inter-library lending is a transaction in which the user makes a request with the library which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user and arranges for its return. Document delivery, however is the provision of non-returnable documents, published or unpublished, in whichever format, at an established cost upon request by users. Materials for this service are usually duplicated and sent by snail or electronic mail to the recipient.

University of Cape Coast Library therefore has agreements to borrow materials from other libraries on behalf of her patrons. The two services are part of resource sharing or library cooperation.

#### **2.1.4 Items that the Library does not actively acquire**

The library does not collect materials championing political movements and materials on courses and programmes not offered at the university.

Exception of the above may be made if an instructional or research purpose can be demonstrated, and if the purchase is approved by the library.

#### **2.1.5 Collection level definitions**

The definitions below are taken from the Library of Congress. These definitions are meant to serve as a guideline for the level of resources the library procures for Colleges, Faculties, Schools and Departments.

1. Minimal level – A subject area that is out of scope for the university’s mission and in which few selections are made.
2. Basic level- A highly selective collection that serves to introduce and define a subject, and to indicate the varieties of information elsewhere. It includes a representative selection of encyclopedias, dictionaries, historical surveys, bibliographies and handbooks, in the minimum number.
3. Undergraduate study level-- A collection that is adequate to support undergraduate study. A collection that is adequate to maintain knowledge of a subject required for limited or generalized purpose of less than research intensity. It includes a wide range of basic books, complete collection of the works of more important writers, a selection of representative journals, and reference tools in print or electronic formats, along with relevant online databases.
4. Graduate / advanced study level—A collection that will be useful for masters level graduate work. These materials include research reports, new findings, scientific results as well as other information useful to support research and development (R&D) activities.



5. Research level—A collection that includes the major published source materials required for dissertation/theses level research. It includes materials containing research reports, new findings, scientific experimental results and other useful information. It also includes all important reference works and a wide selection of specialized books as well as an extensive collection of journals and major indexing and abstracting services in the field in print and electronic formats, and more specialized databases.

## **Selection Factors**

When acquiring books and non- book materials for the University Library the following are some of the factors that are considered;

- Relevance of the material to the University Library.
- Comprehensiveness of the material
- Frequent review of the material content
- Reputation and the authoritativeness of the author
- Reputation and the authoritativeness of the publisher
- Calculated and estimated price
- Potential for use or no need.
- Level of usage
- Collections highly patronized
- Usefulness in respect to other materials in the collection
- Currency of the material
- The value of the material
- Ability to obtain the material through other means. Such as electronic access, inter-library lending, etc.
- The scarcity of the material
- Preference is usually given to electronic materials that can be accessed remotely whenever possible and practical.

### **3.1 Library Collections**

According to the Strategic Plan of the Library of the University of Cape Coast (2013-2017), the University's dependence on information is critical now than it has ever been. Almost all the business areas of the University are becoming information and technology-dependent. The Library will therefore support the generation of new knowledge and understanding by facilitating access to the global knowledge base as well as providing a wide range of information and computing resources that will enhance and extend the research capacity of both academic staff

and students. In view of this, emphasis is placed on those materials deemed to be the most relevant to the curricular needs of the University.

### **3.2 Books (Monographs)**

#### **A. Prints**

The UCC library continues to purchase collection of books in print, while recognizing that the preference for and usage of the print format may vary by discipline in future. Books /monographs are generally collected in cloth bound and paperback editions depending on what are available. However, when the price differential between the two is considered to be excessive then the paperback edition should be purchased and sent to the bindery for binding if deemed necessary.

The library has reference books like specialized encyclopedias, dictionaries, atlases, bibliographies etc.. These need to be replaced with similar current electronic versions. Whenever a reference source is available in both print and electronic format, the library should consider opting for the electronic version unless the cost is significantly higher than its print version.

#### **B. E- Books**

The library should consider independently procuring e-books since this is the current trend. These resources will appear in the online catalogue. Currently, the library has access to Sage knowledge and E Books- Sage Research methods through the Consortium of Academic and Research Libraries in Ghana (CARLIGH).

### **3.3 Government Publications**

The Universality of Cape Coast Library acquires Government Publications and emphasis is placed on those materials considered to be relevant to our curricular needs. Occasionally, the library receives Government Publications from some Governmental Departments such as the National Development Planning Commission, Auditor General's Department, and Ghana Shippers Council. Effort will be made to subscribe to other relevant government publications on recommendation from the Colleges, Faculties, Schools and Departments.

### **3.4 Media**

The library may purchase some media materials deemed to be relevant to the teaching, learning and research activities of the University, but in all cases, the established criteria for selection of materials of other formats must be applied.

### **3.5 Serials**

Periodicals are selected and preserved for the library to enhance its collection on teaching, learning, research and recreational resources with current materials in various subject areas. However, the library is no longer actively involved in print journal subscriptions unless it is a necessary requirement for accreditation. Acquisition of print periodicals is restricted to those published locally and in the sub-region.

#### **3.5.1 Policies pertaining to different types of serials subscriptions**

##### **A. Periodicals**

Complete sets of journals that are perceived to be of lasting value should be bound for permanent storage. Currently, the library subscribes to a few popular magazines to support teaching, learning, research and recreation.

##### **B. Electronic /Online Journals (E-Journals)-**

The Library subscribes to e-journals and databases through the Consortium of Academic and Research Libraries in Ghana (CARLIGH).

##### **C. Microform**

The library has a collection of microform which are no longer being used. Consequently, the library has stopped their collection. However, if an item is considered to be highly relevant to the curriculum of the university, and it is only available in microform the library will consider purchasing it.

## **D. Newspapers**

The library subscribes to local newspapers to serve as sources of local, national and international news. Complete sets of newspapers are bound for each year.

## **Electronic Collection**

### **4.1 Purpose, priorities and goal**

Digital materials should meet the same guidelines as outlined in the library's prints collection policy (see section on selection factors on print). It should also possess the same standards of excellence and comprehensiveness that the library expects from all its acquisitions. Priority will be given to those digital materials that offer significant added value in support of teaching, learning and research over similar materials in traditional formats, that offer significant opportunities for cost containment and whose license terms are reflective of the university's academic values.

Measures of added value might include;

- Additional content
- Greater functionality and accessibility
- Resource sharing ability
- Improved linkages with other information tools
- Ease of archiving
- Enabling more efficient use of limited faculty and student time and resources

Within this framework, it should be the library's objective to collect scholarly digital materials in order to provide broad access to relevant scholarly information including articles, monographs and databases to be able to provide seamless cross linkages between all elements of the digital library

### **4.2 Categories of Digital Collection**

Currently, digital library materials collected by UCC library are in three (3) broad categories:

#### **A. Purchased or Licensed Materials**

These include electronic journals and databases which are acquired through CARLIGH. The materials are not physically owned by the library in the same sense that a printed book or journal may be owned. Instead, the library has acquired specific rights to the materials on behalf of the patrons

#### B. Digitised Materials

Materials that have been digitized or reformatted by the UCC library include theses, seminar proceedings, publications from lecturers, etc. As the use of digital collection in higher education increases, the library will need to digitize more materials in order to support the mission of the University and the Library.

#### C. Open Access Content

A growing amount of information is being made available through open access sources such as Directory of Open Access journals. The library also provides access to the global Open Access Content through the provision of links and pointers

Essential links and pointers to Internet resources of significant scholarly value will be added to the library's homepage as appropriate

### **4.3 Special Collection**

The Special collections of the library are made up of books on political, economic, cultural and social issues dealing with Africa and Ghana. The library will continue to identify local materials whose wider availability would aid the university teaching, research, promote scholarship, enrich the Humanities and Sciences and benefit the UCC community. These are digitized both to provide wider access and to preserve them for future generations.

## **Collection Maintenance**

### **5.1 Binding**

University of Cape Coast library binds the following materials;

- Complete sets of scholarly journals
- New paperback monographs and serials
- Some rare books
- Complete sets of newspapers

However, the library does not bind;

- Excessively brittle and extremely mutilated materials.
- Materials which easily become outdated

### **5.2 Conservation and Preservation**

The staff of the library need to be trained to identify conservation and preservation issues and determine the type and level of treatment needed in both new and circulating collections. Library staff are advised to withdraw from display books which need conservation and preservation treatment. Depending on the degree of the damage, materials are treated in the bindery section of the library, however, depending on the nature of preservation treatment, materials should be treated in-house with the appropriate materials.

### **5.3 Replacements**

University of Cape Coast Library will acquire replacement copies for monographs that are missing. Replacement will be considered on case by case basis.

### **5.4 De-selection / Weeding of Materials**

Apart from rare books the library needs to de-select items to maintain current, active and useful collection that will reflect its goals and the curriculum. The following factors must be taken into consideration when de-selecting books from the total collection.

- Termination of the programme from the university's curriculum
- Poor condition of the material



- New publications in the subject area
- Obsolescence of the content of the document
- Superseded editions
- Frequency of circulation

## **5.5 Usage Statistics**

The library will need to collect and analyse meaningful statistics on the usage of print and electronic resources. For print collection, usage should be determined by examining a combination of check outs, renewals and in-house uses. In the case of electronic resources, a combination of full text retrievals and abstracts viewed should be considered (for abstracts and index resources), or abstracts viewed alone (for full text resources). The usage statistics should be used to inform purchasing and renewal decision in conjunction with the library's overall assessment of its services and collection.

## **Special Consideration**

### **6.1 Gifts/Donation**

UCC Collection Development Policy should guide the selection of all materials for the library. Donation/gifts should be evaluated by the same standard as are purchased items so that the total collection can be maintained at high quality and consistency. Donations that fill the existing gaps and also support the curriculum are especially beneficial. The library must be free to decide whether all or part of the gift should be added to the collection, discarded, exchanged or given out. The library is not duty bound to create special space in the library for donors. The library is also at liberty to exchange materials with other libraries be it academic, research, special, school or public (foreign or local).

### **6.2 Exchange**

The library has an exchange agreement with some universities in the United States of America (Pittsburg and Columbia Universities) whereby exchange lists of the libraries involved are circulated among the Libraries for selection. Locally, the library is ready to exchange its publications with other universities in the country.

### **6.3 Browsing Materials**

The library should provide browsing materials such as popular fiction, biographies, etc. to stimulate, entertain and promote reading.

### **6.4 Reserved Materials**

Recommended textbooks purchased by the library are kept at the Students' Reference Section of the library. Other books can be placed there at the request of faculty members. There is a special collection of books on Ghana and Africa.

### **6.5 Theses and Dissertations**

The University of Cape Coast Library receives theses and dissertations of postgraduate students from the School of Graduate Studies. These materials come with softcopies and are first of all handled by the Acquisitions and Cataloguing section and then forwarded to the section working

on Database for African Thesis and Dissertations (DATAD). Finally, the softcopies are forwarded to the Digital Section of the library for the word document to be converted into PDF and uploaded into the Institutional Repository.

## **6.6 Patron-Driven Acquisitions**

This is also referred to as Demand- Driven- Acquisitions and is a method of offering library users a wide range of resources in various formats (eg. monographs, e-books, journal articles). This is where the library procures library resources on request to avoid the problem of purchasing items which would never be patronized.

## **Library Liaison Programmes**

The development of the collection is a shared responsibility of the teaching faculty and the library. In order to facilitate communication between the library and the academic programme areas, the library will depend on the College Librarians to serve as primary contacts.

The College Librarians would be the main vehicle of communication, collaboration and cooperation between the Library and the Colleges. Generally, the main library will host a meeting of the senior members at least once a semester.

### **7.1 Goals of the Library Liaison Programme**

- To build effective working relationship between the Library and the Colleges by providing a framework for increased cooperation.
- To improve the quality and appropriateness of the University's collections and services.
- To foster increased use of the library and its collections among the staff and students of the University
- To facilitate the organization of workshops on new library resources and services.
- To promote awareness by maintaining an in-depth understanding of the programmes of the Colleges (eg. courses, degree programmes) and by maintaining an awareness of individual faculty members, instruction and research interests.

### **7.2 Departmental (Discipline-Based Liaison Guideline)**

The main responsibility for collection development rests with the main library. The College Librarian should work with the Librarian and Faculty members in order to achieve a balanced collection and to coordinate the resources development of the library's collection in their subject areas. Each College is responsible for appointing a faculty member to serve as liaison to the library.

#### **7.2.1 College Librarian**

##### **7.2.1.1 Duties of the College Librarian**

- To internally coordinate the acquisition needs and present them to the main library. S/he must be in regular contact with all lecturers in the College.

- To keep the librarian informed of any new course being introduced as well as materials that will be required for such a programme.
- To verify that the library indeed has certain materials in the collection needed by their students. ( <http://library.drake.edu/get-help/services.for.faculty/collection> )

## APPENDIX

### I. Colleges

#### College of Humanities and Legal Studies

##### A. Faculty of Social Science

- Department of Economics

The Department offers courses leading to the award of the following degrees

- ✓ Diploma in professional Microfinance (Sandwich)
  - ✓ B.A (Social Sciences) with Economics
  - ✓ M.Phil. Economics
  - ✓ M.Sc Economics of Technology and Development (Sandwich)
  - ✓ M.Sc. Finance (Sandwich)
  - ✓ M.Sc. Economics
  - ✓ Ph.D Economics
- Department of Geography & Regional Planning
    - ✓ Diploma in Transport and Road Safety Management (Sandwich)
    - ✓ B.A (Social Sciences) with Geography
    - ✓ B.Sc. Geography and Regional Planning
  - Department of Hospitality & Tourism Management
    - ✓ B.Sc. Hospitality & Tourism Management
  - Department of Population and Health
    - ✓ B.A. (Population and Health)
    - ✓ B.A (Population and Family Life)
  - Department of Sociology & Anthropology
    - ✓ B.A (Social Science) with Sociology
    - ✓ B.A (Anthropology)
  - Centre for Gender Studies Advocacy and Documentation
  - Institute for Development Studies
    - ✓ Diploma in Labour Studies (Sandwich)
    - ✓ Certificate in Labour Studies (Sandwich)
    - ✓ Postgraduate Certificate in Labour Policy Studies

- ✓ M.A (Development Management)
- ✓ M.A (Democracy, Governance, Law and Development) (Sandwich)
- ✓ M.A (Environmental Management and Policy)
- ✓ M.A (Governance and Sustainable Development) (Sandwich)
- ✓ M.A Human Resource Development (Sandwich)
- ✓ M.A Peace and Development Studies (Sandwich)
- ✓ M.Phil Peace and Development Studies
- ✓ M Phil. Development Studies
- ✓ Ph.D. Development Studies
- Institute of Oil and Gas Studies

## **B. Faculty of Arts**

- Department of African Studies  
The Department runs the University-wide African Studies course in addition to the B.A. African Studies programme
- Department of Classics and Philosophy  
The Department of Classics and Philosophy runs both undergraduate and graduate programmes separately for courses in classics and philosophy. These are B.A. Classics; B.A. Philosophy; M.A. /M. Phil Philosophy.
- Department of English  
The Department offers courses leading to a B.A. M.A. and MPhil (English Language and Literature in English) and PhD (English Language and Literature in English). In addition, the Department offers a one-year English Language Proficiency programme for francophone students and a Chinese proficiency course.
- Department of French  
The Department trains French teachers for the Second Cycle institution in the country. The Department runs programmes leading to B.A; M.A/MPhil and PhD.

- Department of Ghanaian Languages and Linguistics  
The Department promotes research into Ghanaian Languages and the production of learning and teaching materials for the tertiary and pre-tertiary levels of education in Ghana. The Department runs B.A and MPhil programmes.
- Department of History  
The Department offers B.A., MPhil. and Ph.D. programmes in History
- Department of Music and Dance  
The Department runs courses which include the study of Western and African Art Music, as well as practical courses in piano, voice, guitar and the study of African instruments. The Department runs programmes leading to B.A., M.A. and PhD
- Department of Religion and Human Values  
The Department is the host for the Ghana Association of Biblical Exegetes and runs programmes leading to the award of B.A., M.A. and PhD
- Department of Theatre Studies  
The Department offers programmes in theatre at the under-graduate level. Plans are underway to commence a post-graduate programme.
- Department of Communication Studies  
Runs a programme for all first year undergraduate students. It also runs both B.A. Communication Studies and M.A. (Teaching Communicative Skills) degrees on regular and sandwich bases respectively. Finally, it engages in research related to communication at different levels and in a variety of modes.
- Information Literacy Unit  
It is a one-credit hour course for all undergraduate students and it is done in the first year.

### **C. School of Business**

The School runs courses leading to the award of B.Com, B.Sc, PGD, MPA, MBA and M. Phil in the following Departments



- Department of Accounting & Finance
- Department of Management Studies

#### **D. Faculty of Law**

Runs a Bachelor of Laws (LLB) course

### **College of Agriculture and Natural Sciences**

#### **A. School of Physical Sciences**

The School of Physical Sciences runs courses leading to the award of B.Sc., M.Sc & PhD in the following departments:

- Department of Physics
- Department of Mathematics & Statistics
- Department of Biochemistry
- Department of Laboratory and Technology
- Department of Optometry
- Department of Chemistry
- Department of Computer Science & Information Technology
- Laser & Fibre Optic Centre (LAFOC)

#### **B. School of Biological Sciences**

The School runs B.Sc. and M.Sc. courses in the following departments

- Department of Fisheries & Aquatic Sciences
- Department of Biomedical & Forensic Science
- Department of Environmental Science
- Department of Molecular Biology & Biotechnology
- Department of Entomology & Wildlife

### **C. School of Agriculture**

- Department of Animal Science
  - ✓ B. Sc. Animal Science
- Department of Agricultural Engineering

Offer courses both at undergraduate and postgraduate levels

- Department of Crop Science
- Department of Soil Science
  - ✓ B.Sc Agriculture
  - ✓ B.Sc. Agriculture Extension
  - ✓ B.Sc. Soil Science
  - ✓ B.Sc Environmental Studies
  - ✓ M. Sc. Soil Science
  - ✓ M.Phil. Soil Science
  - ✓ Ph.D Soil Science
- Department of Agric. Economics & Extension
  - ✓ B.Sc. Agric. Economics
  - ✓ B.Sc. Agric. Extension
  - ✓ M.Sc. Agric. Economics
  - ✓ M.Sc. Agric. Extension

Meat processing Unit

### **College of Health and Allied Sciences**

#### **A. School of Medical Sciences**

The School runs undergraduate (MB, ChB) in the following Departments

- Department of Anatomy
- Department of Biomedical & Forensic Science
- Department of Anesthesia & Pain Management
- Department of Chemical Pathology
- Department of Community Medicine

- Department of Medical Biochemistry
- Department of Microbiology
- Department of Psychological Medicine & Mental Health
- Department of Surgery
- Department of Obstetrics and Gynecology
- Department of Physiology

### **B. School of Nursing**

- B.Sc. Nursing

## **1.2 Addendum –Proposed College of Health and Allied Science**

- A. School of Medical Laboratory Technology
- B. School of Biomedical and Forensic Sciences
- C. School of Dentistry and Dental Surgery
- D. School of Applied Health Sciences

## **College of Education Studies**

### **A. Faculty of Education**

The Faculty has Departments, Institutes and Centres which run programmes at regular and sandwich levels as follows;

#### **Undergraduate Programmes**

- ✓ B. Ed (Accounting)
- ✓ B. Ed (Health, Physical Education and Recreation)
- ✓ B. Ed (Basic Education)
- ✓ B. Ed (Mathematics Education)
- ✓ B. Ed (Science Education)
- ✓ B. Ed (Management)

- ✓ B. Ed (Social Science)
- ✓ B. Ed (Arts)
- ✓ B. Ed (Home Economics)
- ✓ B. Ed Psychology
- ✓ B. Ed (Computer Science)
- ✓ B. Ed (Health Science Education)

### **Postgraduate Programmes**

- ✓ M Phil. Educational Psychology
- ✓ M Phil. Special Education
- ✓ M Phil. Sociology of Education
- ✓ M Phil. Measurement and Evaluation
- ✓ M Phil. Guidance and Counseling
- ✓ M Phil. Educational Administration
- ✓ M Phil. Administration in Higher Education
- ✓ M Phil. Educational Planning
- ✓ M Phil. Vocational and Technical Education
- ✓ M Phil. Health Physical Education & Recreation
- ✓ M Phil. Curriculum Studies
- ✓ M Phil. Science Education
- ✓ M Phil. Mathematics Education
- ✓ Ph.D Science Education
- ✓ Ph.D Educational Leadership
- ✓ Ph.D (Curriculum and Teaching)
- ✓ Ph.D Mathematics Education
- ✓ Ph.D (Quantitative)

### **Sandwich Programmes**

- ✓ M.Ed Educational Measurement and Evaluation
- ✓ M.Ed Guidance and Counseling
- ✓ M.A. Guidance and Counseling

- ✓ M.Ed Educational Administration
- ✓ M.A. Educational Administration
- ✓ M.Ed Science and Mathematics Education
- ✓ B.Ed. Health Science Education
- ✓ Postgraduate Diploma in Education (PGDE)
- ✓ Diploma in Health Science Education
- ✓ Certificate in Early Childhood Education

The above degrees are run by the following Departments, Institutes and Centres;

- Institute for Educational Planning and Administration
- Institute of Education
- Counseling Service Centre
- Department of Arts & Social Sciences Education
- Department of Basic Education
- Department of Educational Foundation
- Department of Basic Education
- Department of Health Physical Education & Recreation
- Department of Science & Mathematics Education
- Department of Vocational & Technical Education (VOTEC)
- Child Development Research & Referral Unit

### **1.3 Addendum ----Proposed College of Education Studies**

- ✓ A. Faculty of Education Studies
- ✓ B. Faculty of Humanities and Educational Outreach
- ✓ C. Faculty of Science, Technology and Vocational Education

### **College of Distance Education**

## **School of Graduate Studies**

Creates a facilitating environment for teaching, learning and training of graduate students and researchers.

## **II. Mode of Acquisition / Sources of Supply**

The main function of the University Library is to acquire, process and make available library materials to support teaching, learning and research. As one of the aspects of the technical services of the library, the Acquisition section is responsible for the selection and acquisition of library materials. These include journals, pamphlets, electronic databases and other publications.

The library acquires materials through four main ways:

### **A. Purchase**

Books, periodicals, Government publications and other materials are purchased from publishers and vendors. Examples are as follows:

- Dansoman Book Centre
- Mayan Book Centre
- Damas Educational Services Limited
- E.P.P Books Services
- Legon Bookshop
- Assembly Press
- Foreign publishers

### **B. Donations**

Organisations, publishers, authors and individuals donate materials to the library

Examples are as follows:

- Ghana Book Trust
- Rotary Club (Tema and Accra)
- World Vision
- Publishers (eg. Zed Books)
- Philantropists
- Organizations

A Letter of acknowledgement needs to be written to all donors.

### **C. Legal Deposit**

A few books are sent to the library as Legal Deposit from the local publishers in Ghana. This is in accordance with the Book and Newspaper Registration Act 1961 (ACT 73). This Act obliges authors to deposit a copy each of their works at designated libraries.

The University Library also serves as one of the depository libraries for the World Bank and Food and Agriculture Organization (FAO). Their publications are received regularly.

### **D Book selection**

The Acquisition section compiles lists of selected books from the following sources:

- ❖ Departments
- ❖ Lecturers
- ❖ The Librarian
- ❖ Library Staff
- ❖ Other Staff of the University
- ❖ Researchers
- ❖ Students



**All suggestions received are copied on printed slips as shown below:**

AUTHOR.....

(SURNAME FIRST)                      IN BLOCK LETTERS

TITLE.....

PUBLISHER.....

YEAR OF PUBLICATION.....PRICE.....

SOURCE OF INFORMATION.....

ISBN.....

SUGGESTED By.....

REMARKS.....

### III

## Preparation of Book Order

After ensuring that all the bibliographic details on the slip are provided they are arranged alphabetically by author/ title. The slips are checked against the Author's Catalogue, the OPAC, books on order file and books received file to avoid duplication. It is important to pay particular attention to the edition statement if it is indicated on the suggestion slips. The new edition of a book suggests that new material has been added to the content of the previous edition. For example, if what is being suggested is 5<sup>th</sup> edition while the entry in the catalogue is a 4<sup>th</sup> edition then the 5<sup>th</sup> edition would be purchased.

The next step is to give the slips to the Acquisition Librarian to check for possible eliminations. The Acquisition Librarian then hands over the slips for typing of the order. Copies of the list are sent to the publisher/ vendors who will send us the invoice covering the books. The invoice is then sent to the Procurement Advisory Committee by the Librarian for approval after which the books are ordered. The lists of ordered book(s) are kept in the Acquisitions file.

### A. Work on Books Received

The books received are arranged and the title pages checked against:

- ❖ The list accompanying them
- ❖ The invoice
- ❖ The order list on the file

Particular attention is paid to the following while checking the books

- ✚ Quantity ordered
- ✚ The title of a book
- ✚ Physical defects
- ✚ Price differences.
- ✚ Edition of copy ordered

All books purchased are listed in the acquisitions note book. Payment is made after auditors have checked books received against the invoices.

## **B. Processing of Books**

Processing of books starts from the Acquisition Section. All the books acquired by the library are marked with the library stamp. Each book has its title page, last page and fore-edge stamped. A book of 350 pages for example will have page 100, 200, 300 and the last page stamped. If a book is less than 100 pages, the title page, the middle page and the last page together with the edge are stamped.

## **C. Accessioning**

All books acquired are arranged according to their titles and are given consecutive serial numbers (called **Accession Numbers**) with an accession stamp and recorded in a notebook called the **Accession Register**. All books accessioned are entered daily into it.

**The table below shows the details of the Accession Register**

<b>Date</b>	<b>Quantity</b>	<b>Accession No</b>	<b>Source</b>	<b>Category</b>	<b>Signature</b>

## **D. World Bank and F. A.O Publications**

Apart from the Accession Register there are two separate registers for the above publications. These are recorded in their respective registers under the following headings - authors, titles, year of publication, accession number and number of copies of each publication.

## **E. Accession Cards**

Accession cards are prepared for the books giving details shown in the figure below

AUTHOR.....

TITLE.....

PUBLISHER.....DATE.....PRICE.....

ACCESSION NUMBER.....ISBN.....

SOURCE.....

RECEIVED.....

If there are multiple copies of a single publication, the first accession number is written in the space provided and the rest are written at the back of the card. These are used to prepare accession lists for the academic departments. University calendars and brochures, year books that are replaced annually and publications with less than forty pages are not given accession numbers.

#### **F. Cataloguing Slips**

The areas required to be filled by the Acquisition Section are

- ISBN
- Vendor
- Price
- Donated by
- Date received
- Number of copies received
- Accession No

As in the case of accession cards mentioned above, only one slip is filled for multiple copies of single titles. The first accession number is indicated on the slip and the rest written at the back. After completing the processing of books in the section they are sent to the Cataloguing Section

## **IV**

### **Job Descriptions**

Currently, all the above mentioned activities are performed manually, it is hoped that when the Acquisition module is activated some of the functions can be performed electronically.

#### **A. Sectional Head**

Should be a senior member

#### **Duties**

- Supervise staff in the Acquisitions Section of the Library.
- Assess staff for incremental credits and recommendation for promotion.
- Handle personally, difficult but important correspondence and problems relating to the section.
- Develop acquisitions procedures to meet the needs of the Library.
- Liaise with the Teaching Departments on matters concerning selection and acquisition of library materials.
- Select recommended titles from catalogues/lists sent to the library by agents of booksellers, publishers and donors.
- Prepare and send orders (both local and overseas). Receive, handle and inspect incoming materials.
- Select and acquire government publications.
- Prepare bills for payment for materials purchased.
- Maintain records essential to work in the section.
- Compile annual reports on the section to the Librarian.
- Liaise with Sectional Heads and College Librarians in recommending materials for acquisition
- Serve as a link between the Library and the Central Administration in respect of acquisitions.
- Perform any other duties assigned by the Librarian.

## **B. Senior Staff**

### **Duties**

- In the absence of a senior member, the senior most of them acts
- Checking suggested titles as against books on order list, books received
- Do the final checking of work done by the of other staff in the Section
- Accessioning of books
- Perform any other duties assigned by the Acquisition Librarian

Depending upon the availability of staff, senior staff may perform some of the duties of a Library Assistant.

## **C. Library Assistant**

### **Duties**

- Distribute publishers/vendors/donors' catalogues/lists
- Retrieve catalogues/lists from the academic departments
- Copy suggested books/journals on printed suggestion cards (name of author, title of publisher, name of publisher, year of publication, source of publication, price and the name of the person suggesting the material and the number of copies)
- Arrange suggestion slips alphabetically and check against the author catalogue, books on order tray and books received tray
- Receive and check books and other materials against invoices/ lists
- Stamp and accession books
- Keep the Accession register up to date
- Record books in the appropriate notebooks (World Bank, FAO, IMF)
- Fill in the details of books on Accession Cards
- Insert the cataloguing slip into books after indicating the ISBN, vendor, price, received date, number of copies received and Accession Numbers
- Compile Accession Lists
- Send books to the Cataloguing Department

- Any other duty assigned by the Acquisition Librarian.

## References

Aina, L. O. (2004) Library and Information Science Text for Africa. Ibadan: Third World Information services Ltd. Pp. 60, 68.

Evans, G. E. (1995) Developing Library and Information Centre Collections. 3<sup>rd</sup> ed. Eaglewood: Libraries Unlimited, Inc. p. 125.

<http://library.drake.edu/get-help/services.for.faculty/collection> Received on 25th March, 2014

University of Cape Coast Corporate Strategic Plan (2012-2017)

University of Cape Coast: University Library Strategic Plan (2013-2017)