



Library Material Selection and Retention Guidelines

Purpose: To provide a set of general guiding principles for developing and maintaining the University Library's collections.

Subject scope and content: The collection reflects HKBU's academic curriculum and faculty research interests – both current and future.

Material types: Emphasis is placed on collecting material of scholarly value produced by university presses, publishers of scholarly publications, professional associations, and other reputable sources. Other types of material (e.g. unpublished material; grey materials) may be considered on a highly selective basis.

Format: Materials are collected in all formats. However, wherever possible, digital or electronic formats are preferred, provided that the digital version is of equivalent or superior quality to the physical version.

For audio-visual materials in physical format, only the most current common format will be collected and retained.

Multiple copies: In general, only one copy of any title will be purchased.

Many Chinese titles are published in several places (Mainland China, Taiwan, Hong Kong). Titles with identical content will be considered as being equivalent regardless of publishing location, or script (traditional vs. simplified).

Multiple editions: A maximum of two editions of any title—usually these will be the latest two editions.

Currency: Emphasis is placed on the collection of recently published content. When considering material for retention, attention will be paid to timeliness, accuracy, and relevancy.

However, the collection may include historical works or reprints based on the needs of the curriculum and faculty research interests. Retrospective acquisitions may also be made to replace lost or damaged titles.

Language: English is the medium of instruction at HKBU, and therefore English language publications are preferred. Chinese, as the primary language of the HKSAR, will also have a significant presence in the HKBU Library collection. Other languages are not actively collected, but acquisitions of specific titles may be made to support approved programmes of study or faculty research.

Geographical areas: There are no geographical restrictions on materials that can be collected if they are deemed necessary for the collection.

Cost: Cost-related considerations include (but are not limited to):

- Relative cost of the materials in relation to the library materials budget.
- Non-monetary costs associated with storage and preservation of materials in physical formats.
- Whether the materials are purchased on a one-off basis or if there are ongoing subscription/maintenance charges.

Physical condition: Materials may not be retained due to poor physical condition or obsolete physical format.

History of usage: Usage statistics will be used to determine the continuing value/use of materials and make retention decision. For electronic materials, these data are normally obtained from the vendor, but may be supplemented with data from the Library's authentication system. For materials in physical formats, circulation data from the Library's integrated management system as well as the results of in-house usage surveys will be used.

Miscellaneous: Other considerations include (but are not limited to):

- Relevance to the existing collection
- Number of potential users
- Availability at other JULAC libraries
- Quality of user experience
- Compatibility with available hardware and software platforms
- Mode of access
- Accessibility for users with disabilities.

Handling of deselected physical materials: Reasonable efforts will be made to donate deselected materials to institutions (usually other libraries) willing to receive them. If this is not possible, deselected materials will be recycled/discarded as a last resort.

Approval and review of guidelines: These general guidelines are periodically reviewed to ensure that they reflect the current information needs of the HKBU community and the condition of the collection.

Endorsed by the Library Committee, December 2022