

The Bibliotheca Alexandrina Collection Development Policy Summary

The main goal in establishing a formal collections development policy is to serve several vital purposes. The policy will guide the library staff in making decisions about the selection, management, and preservation of library materials, inform the public of the principles that govern collection development at Bibliotheca Alexandrina, and assure continuity and consistency of collection development over time. The full policy includes a profile of Bibliotheca Alexandrina, the purpose of the policy, the library mission statement, the library vision statement, the parties responsible for collection development, the different collecting levels, selection tools and guidelines, the weeding policy as well as the gift policy.

The Bibliotheca Alexandrina has approved the following subjects as primary library collections. Each subject is marked with the different collecting levels from one (1) to five (5) where level 5 is the most comprehensive scholarly coverage, level 4 is considered the research level and includes the major published source materials required for dissertations and independent research, and level 3 is the study level which supports undergraduate or graduate course work, or sustained independent study.

<u>Subject</u>	<u>Collecting level</u>
Ancient library	5
History of science	4
Ethics of science & technology	5
Genetics & Biotechnology	4
Development issues such as gender, water & environment	5
History of writing	4
Art criticism	5
Egyptology	5
Alexandria	5

Given limited budgeting and the Board mandate to grow a research collection, the BA has made a decision to acquire all the general collection at maximum level 3.

The “weeding policy” establishes standards for the Bibliotheca Alexandrina in helping the Collection Development Unit staff "weed out" the unusable books already in the collection. The “gift policy” establishes standards and procedures for the Gifts & Exchange Unit in accepting donations that match the collections development policy guidelines.