



MALAWI INSTITUTE OF JOURNALISM

**COLLECTION DEVELOPMENT POLICY
(CDP)**

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1.0. INTRODUCTION

Malawi Institute of Journalism Library offers a place where readers can find, browse and use information resources that are both general and specialized, in a mix of electronic and printed formats. This is a shared collection for the community that should be available on demand: for that reason materials are either offered as non-circulating items that do not leave the building or online. The Library connects users with the collection by making readers aware of the offerings, helping them choose among available options, and coaching them on successful use of the content

1.2 Library Mission Statement

To promote media professionalism through training by providing a secure environment to advance learning experience.

1.3 Purpose of the Policy

The purpose of this Collection Development Policy is to guide the Resource Centre in the selection, acquisition and retention of materials for the Library, and to serve as a plan for the overall development of the collection. The Policy establishes priorities in collection, supplementation and retention.

The Library's acquisitions policy is based on the needs of the Resource Centre as well as the needs of the community it serves. This Policy must grow and change to meet the needs of the Centre and its patrons. Accordingly, this Policy will be reviewed and revised as new resources and technologies become available, old ones become obsolete, and as the needs of the Centre and its patrons demand.

2.0 Collection Development Principles

2.1 Responsibility for Selection

Resource Centre Officer in consultation with the Faculty Departments, is

responsible for review and selection of materials for purchase. The Resource Centre Officer will abide by the criteria stated in these guidelines. Suggestions and recommendations are welcome from the MIJ authorities.

2.2 Selection Criteria

The purpose of the Resource Centre's collection will be to provide the materials its patrons need and use for their day-to-day research needs.

The following guidelines will be used when evaluating materials for acquisition:

- Whether the materials bring unique coverage to the collection in the subject area, add depth to an otherwise shallow area of coverage, or duplicate existing materials
- Reputation of the author or editor and the publisher or producer
- Current and permanent value, including consideration of whether the materials will be updated
- Availability of alternative formats or sources
- Available space
- Cost of materials
- Potential use, including frequency of use
- Patron request for materials
- The collection objectives of the Resource Centre as reflected in this Policy

2.3 Current materials Vs Retrospective Materials

The Resource Centre will generally purchase only current materials (10 years or less from the day of publication). However, the centre will purchase retrospective materials to replace older materials missing from the essential core collection.

2.4 Selective Supplementation

Supplementation to all primary materials and secondary materials that are heavily used or likely to undergo significant changes during the year are acquired according to publishers' schedules.

Supplementation to other secondary materials may be cancelled at the discretion of the Librarian, following prescribed procedures. The decision of whether to retain lapsed secondary materials shall be made in accordance with the specific retention guidelines in Section L of this Policy.

2.5 Format Selection

Overall, the Centre will acquire information in the most effective and efficient format, including print-based (books and periodicals), computer-based (databases and digital publications). In some instances, this Policy specifies that materials will be acquired in print. Materials formerly available only in paper are increasingly made available through electronic resources. When materials are available in both print and electronic media, the decision to purchase one format or the other, or both, is based on frequency of need, convenience of use, the need for multiple access points, and price.

2.6 Duplication and Multiple Copies

Multiple copies and duplication of resources will be avoided unless there is a clear and demonstrated need.

2.7 Languages

Normally, language for the materials will be English as a preference for the Centre's intended purpose patrons.

2.8 Gifts and Donations

The Centre welcomes offers of gifts of books and other materials that may, in the discretion of the Centre to contribute to the development of its collection and services and are consistent with the collection guidelines in this Policy. Gifts to the Centre are considered outright and unrestricted donations to be used without restrictions by the donor. The Centre reserves the right to use the gift in any appropriate way for the support of the Centre, and may dispose of gift items at any time and in any manner deemed appropriate.

3.0 Collection Development by Jurisdiction

The Centre will use as its guidelines for the acquisition of jurisdictional materials in the following subjects:

- Broadcasting Media TV
- Communication Skills 1
- Communication Skills 2
- Computer skills
- Economics and Business Journalism
- Economics and Business Reporting
- Integrated Marketing Communication
- Introduction to Broadcasting-Radio
- Television Production
- Legal Issues 1
- Legal Issues 2
- Mass Communication
- Media/Journalism Research Project
- Multimedia News Production 1
- Multimedia News Production 2
- Multimedia News Writing 1
- Multimedia News Writing 2
- Modern African History and Politics

- Photojournalism
- Understanding and Reporting on Social issues

The materials listed above are recommended at our Institution and should not be used to limit the scope or growth of a collection that meets or exceeds the standards.

4.0 Collection Development by Subject

The subject area priorities for collection development are dictated by the extent to which items in a particular subject area are used.

4.1 Weeding and Retention

“Weeding” is the process through which materials are removed and withdrawn from the Centre’s collection. Generally, the Centre will remove from its collection obsolete or outdated materials (that have little historical or research value), worn out or extensively damaged materials (that will also be considered for repurchase), and surplus copies of materials no longer in high demand. Weeding determinations are based on the following factors:

- Frequency of use of the material by our patrons
- Whether the material is outdated and of little or no historical value
- Whether the material is duplicated in another text or service, or is a duplicate copy of a work already held by the Library
- Whether the material is in a physical form of lasting value
- Whether the material is available in another format for archival purposes
- Whether the material is considered an authoritative work
- Whether the material is of direct interest to MIJ and researchers
- The degree to which the material fits the selection and retention criteria of this Policy

4.2 Specific Retention Guidelines

- MIJ MEMOs and Reports are kept permanently
- Materials specific to MIJ published by a department, branch, or other public governmental entity may be retained
- Journals, Periodicals and Newspapers are kept for a period of 5 years
- Martindale-Hubbell volumes will be discarded as replaced All other directories are discarded when replaced with a revised volume, or reviewed

4.3 Superseded Policies

This policy supersedes any and all earlier policies adopted by the Centre.

4.4 Review and Revision

This Policy will be reviewed every after 5 years and revised as new resources and technologies become available and old ones disappear, and as the needs of the Centre and its patrons demand.