

**University of Yangon**  
**Library**  
**Collection Development Policy**

This policy sets out the principles which guide the development of a quality academic Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation.

**Framework**

The policy supports the Library's role in providing collections to meet the learning, teaching and research needs of its students and staff.

**Responsibility**

Collection development is a collaborative process involving library and teaching and research staff. Final decisions on the purchase of resources rest with designated Library staff.

**Scope of the collection**

The Library collection holds resources designed to support the learning, teaching and research needs of the University.

Resources are provided in a variety of formats including:

- 1) books and other hard-copy printed materials

- 2) serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- 3) online databases (electronic collections containing bibliographic citations and/or full-text items)
- 4) multimedia material (including CDs, DVDs, computer software, and online);  
and
- 5) manuscript and palm leaves

### **Resource selection**

1. Coordinate closely with all departments of University of Yangon to ensure that library resources are properly utilized by students, academic staff and researchers.
2. Review the library collection on a regular basis and recommend new titles for purchase to ensure well-rounded subject coverage of collection development policy.
3. Purchase text books and curriculum supported books recommended by Faculty members and Library committee.
4. Purchase the books related to their curriculum recommended by the students.
5. Collect Myanmar classic literature, Non-fiction and Fiction written by Myanmar famous and prominent writers.
6. Collect Grey literature related to the subject.
7. Improve English language teaching and literature collection by acquiring new and significant books recommended by English language specialists/Professors and faculty members from English department.

8. Purchase two copies if the book is circulated heavily and heavily demanded.
9. Receive the books from the donor base on the wish list.
10. When there are book sales, we would collect/purchase discounted books in two copies based on user demand.
11. Do not collect the books that are not appropriate to the specific subject; nor in line with the departments
12. Always check eBooks and e-Journals we subscribe to before we purchase the books or journals in printed copy.
13. Maintain an up-to-date core reference collection in paper and electronic format, including reports, documents, annual updates.
14. Shelf-reading is undertaken regularly on a weekly basis.
15. If there are missing pages, or worn-out pages, need to note down the page numbers on the title page.