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**LIBRARY NETWORK
SUPPORT SERVICES:
MODERNISING LIBRARIES
IN ARMENIA, MOLDOVA
AND BELARUS
THROUGH LIBRARY STAFF
DEVELOPMENT
AND REFORMING LIBRARIES
[LNSS]**

**SERVICII DE SUPTOR PENTRU
REȚEAUA DE BIBLIOTECI:
MODERNIZAREA BIBLIOTECILOR
ÎN ARMENIA, MOLDOVA
ȘI BELARUS
PRIN DEZVOLTAREA PERSONALULUI
BIBLIOTECAR
ȘI REFORMAREA BIBLIOTECILOR
[SSRB]**

**SCIENTIFIC LIBRARY
COLLECTION DEVELOPMENT POLICY
OF ALECU RUSSO BALTI STATE UNIVERSITY**



Balți, 2018

SUMMARY

Introduction.....	4
I. The academic community of USARB	5
II. The collections structure. Collection management	6
III. Overview of SWOT analysis.....	7
IV. Levels of collections building	8
V. Methods of acquisition the library collection	12
VI. Collection types	13
VII. Collaborative and cooperation activities in collections development	14
VIII. Library management. Deselection	15
IX. The rate of renewing collections and terms of document storage	16
X. Aspects of Collection Development Policy implementation	17
XI. Responsibility for selection	17
XII. Review of the Policy	18
Bibliographical references:	18

ABBREVIATIONS:

ALRM - Association of Librarians of Republic of Moldova

NLC - National Librarianship Council

SL- USARB The Scientific Library of Alecu Russo Bălți State University

DOU - Obligatory Deposit *UNIVERSITARIA*

IFLA - International Federation of Library Associations and Institutions

ORA USARB - Open Research Archive of Alecu Russo Bălți State University, Institutional Repository

DS - Development Strategy of SLUSARB

SDP - Collection Development Policy

Introduction

Any institution, irrespective of its profile, its activity and its size, must ensure its performance, its viability, its ability to compete, its performance. The whole power of an institution is dependent on the human, material, financial and informational resources, therefore, its internal potential. The main task of the library is to select, acquire, maintain and provide access to documentary resources for users.

In *Guidelines for a Collection Development Policy using the conspectus model. International Federation of Library Associations and Institutions Section on Acquisition and Collection Development 2001.* <https://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-ru.pdf> is mentioned “Collection Development Policy is a set of parameters that regulates the responsibilities of criteria and elements. The collections development is the most important policy supporting the library's main task of selecting, maintaining and ensuring access to information and documentation resources for all users”.

The collections development is a process of increasing and updating collections by purchasing and periodically removed documents, follows achieving the balance between completeness and selectivity, so that each user finds in the library enough number of publications in his/her area of study.

According to the Law About Libraries, no. 160 of 20.07.2017, according with art. 30, Library Collection Development, the Section (1), Library collections are constituted according with the type of library, the cultural and linguistic identity of the community, the interests and requirements of library users and include different categories of documents or digital document. The Section (2), Library collections are created and developed by acquisition, subscription, transfer, national and international interlibrary loan system as well as through donations, legal deposit and digitization. The Section (3), Libraries are required to develop their collections of documents by purchasing titles from current editorial production as well as by retrospective completing. In the USARB Scientific Library Development Strategy, 2017-2022, it is stipulated that the purpose of the info-documentary institution is to inspire the intellectual discovery, learning and scientific creativity of the members of the university community by providing information resources, quality services and products.

SL USARB collections development policy is the most valuable policy in support of the fundamental task of constitution, the development of collections (completion, renewal) in relation to the requirements of the education and research process and the disposal of documents that can no longer be used due to wear their material or the obsolescence of the information they contain.

The LCDP is designed to make decisions about the selection, acquisition (printed and electronic documents), being conditioned by USARB faculties education plans.

Goal

Qualitative and diversified provision of training opportunities, scientific research, cultural education of the members of the university community by developing and guaranteeing access to information resources (printed and electronic), the use of web technologies for communication and information sharing, user education for Information Literacy, creating and offering spaces, attractive conditions to academic community members and non-specific users.

Mission

To ensure coordinated and strategic, coherent, qualitative and comprehensive collections development in correlation with the library mission.

Objectives:

- Regulating acquires and the collections development of SL USARB for user on the base of collection development plan and selection protocols.
- Developing and diversifying the collections by acquiring the fundamental works from the new fields of study and academic research, in foreign languages of high circulation, of the

periodical publications, including those listed by ISI, edited by prestigious institutions from the country and abroad.

- Development and updating the teaching and scientific collections of both current and retrospective production.
- Optimizing the document selection process: continuous investigation of study needs and user research for the most efficient acquisition; periodic monitoring of the use of new types of purchased resources. Preference for purchasing electronic documents.
- Generalization of electronic procedures: prospecting the editorial market, making orders / payments by electronic means. Creating the conditions for active use of electronic publications by students and teachers.
- Developing national and international cooperation relationships, including participation in scientific and educational projects, consortia for the acquisition on subscriptions to international scientific databases.
- Formation of a thinking style appropriate to the requirements of the contemporary information society in the development of the 21st century collection, expressed by the informational approach, analysis of the informational environment and the development of alternative information systems, developing working skills with information sources, independent resolution of any problem.

Guiding principles

- Maximizing access to information
- Establish a clear policy for collection development
- Ensuring the current, active / selective / quality of collections
- Protect library collections
- Providing services to users by making available information held in collections
- Recognizing the right of users to participate in the collections development process

The Principles of SL USARB collections development

- The need to acquire a wide range of document types, collections - influenced by the library-community report and signals received from individual or collective users;
- Accessible and up-to-date content;
- Cultural and social profitability ;
- Others: continuity, selectivity, viability, adaptability, flexibility (acquisition of other media), complementarity (involves other institutions which have information) etc.

Collections development processes in SL USARB

- Identification
- Selection
- Acquisition
- Organization
- Arrangement
- Capitalization
- Storage
- Examination
- Deselection

I. The academic community of USARB

The Scientific Library is integrated into the university's educational and scientific process through its structure, functionality and services based on:

- The position of the library in the university community through librarians presence with electronic resources, useful information, access to open sources in the virtual space of the rectorate, faculties, chairs, teachers and students.
- Development of printed collection, AV materials and the insurance access to information resources by increasing necessary financial allocations, participation in projects, consortia,

maintaining interlibrary exchange relations, attracting additional sources of procurement, donations from national and international structures, etc.

- Researching the endowment of the university lecturers and undertaking the info-documentation coverage the new study subjects, scientific research themes and of those to be insufficiently endowed .
- Development of Institutional Repository – ORA USARB - a priority task in dissemination activity and increasing the visibility of scientific results of university researchers.
- Study the information system of university from sources: faculty educational plans; plans for research and innovation activities; educational programs; *Proposals for Acquisition*; newsletter *Recent Acquisitions*, etc.

The Scientific Library identifies the following types of users:

Specific users - members of the university community:

- full time students
 - part-time students
 - teaching staff
 - collaborators
 - trainers of continuing education courses
- External users:
 - students of the higher education institutions of the Republic of Moldova, Romania, Russia
 - teachers from the Northern school districts
 - pupils of high schools from Bălți

Knowledge of user requirements are achieved through research:

- syllabus and university curricula
- compulsory bibliographies and optional at each discipline
- themes for scientific research
- analysis of proposals for acquisition through the *On-line Form Proposals for Acquisition* on web page <http://libruniv.usarb.md/sce/formular-sce.htm>
- hidden bibliographies from books and magazines
- analysis of refused requests

Other investigated sources: consultation of editorial plans and catalogs, stock lists of publishing houses, websites of publishing houses in Moldova and abroad, on-line catalogs of libraries, virtual libraries, databases, information and presentations of publications at Book Fairs Market and Book Salon.

II. The collections structure. Collection management

The Scientific Library of USARB, by developing and organizing collections, answers to the complex and diverse information, study and research requirements of students, teachers, researchers and other socio-professional categories in education.

SL USARB collections have an encyclopedic content, providing access to a multidisciplinary basis for university studies and research, specialized on faculty profile and adjacent domains.

The library's collection constitutes: on 01.01.2018 - 1 009 506 documents in 307 012 titles in 57 languages, amounting to 13 068 435 lei 36 bani. Each year, the collections of the library are completed with approximately 6 000 volumes / 4 000 new titles, 110 subscriptions to magazines and newspapers. The library provides access to electronic documents, its own databases (including MoldLex – legislation of Republic of Moldova in Romanian, Russian languages since 1989) and international databases with free or subscription access: 103 databases - in which there are 58 214 magazines and 102 577 books, EBSCO databases - 11 full-text databases.

The disciplines studied in the university are covered with didactic documents, representing 25% of the total number of publications, 51% - scientific papers, fiction - 20% (data from (2017) Annual

Report of SL USARB). A large number of subjects taught at USARB are covered with a sufficient number of manuals and courses.

More information on the library's activity, the development of collections can be found on the library's website: *The Library in Figures; Measurements and performance indicators*. <http://libruniv.usarb.md/index.php/ro/despre-noi/rapoarte-statistice>

In accordance with library mission, the demands and needs of the university community SL USARB has the following collections:

- **by destination:** main collection - 517356 (51.2%), common collections /custom collections - 464 387 (46.1%), for communication through reading rooms and loans; special collections - 27,763 (2.7%), Rare Book collection, including books with "autograph; printed musical documents - 45,133 (4.5%); exchange fund - 22,323 (2.2%);
- **according to informational content:** collections of serial publications, reference, authors report on his/her work, private collections - 39124 (3.9%): "Radu Moțoc", "Mircea Druc", "Iulius Popa", "Ioan Călin Dimitriu", "Dr. Leonid Gheorghian", "Pavel Proca", "Daniela Gifu", "Dan-George Dimitrescu", "Nicolae Varnay", "Mircea Filip".
- **by thematic content:** United Nation Documentation and Information Center, European Union Center; NATO Documentation Information Point; World Bank Regional Depository; Romanian Cultural Institute collection; Romanian Information Center collection; AGEPI collection; Collection of Partnership between Moldova and Germany: University of Landshut (DAAD and Draxelmaier Company); Wilhelmi collection; Goethe Collection; JDP collection; Lithuanian collection;
- **by type of medium:** printed collections; electronic collections : the Digital Library, Institutional Repository - ORA(Open Reserach Archive) USARB, audio-visual material collections, CD/ DVD collections, own databases: Electronic catalog; Scanned Sumary; MP3 Musical works from vinyl records, etc., subscribed databases on the university profile;
- **by the way for consultation:** collections with free access to the shelf, with indirect access to the shelf, loan, for consultation in reading rooms.

Collection Description

Purpose: To support teaching and research at Masters level in the following areas: Public Administration, Civil Rights, Democracy, Politics, Culture, Ethics, Political Sociology and Economic Policy.

Language: English is the primary language of the collection. The works into other languages are acquired on a highly selective basis.

Chronological Guidelines: The main focus is on the 20th Century, especially the contemporary conditions.

Geographical Guidelines: Emphasis is placed on the society in the United States, with a secondary focus on Europe and the Middle East.

The Subject: Popular textbooks and works, including autobiographies acquired on selective basis. History of sociology and works on methodology are widely collected, as well as work on legal aspects.

Types of Materials: Dictionaries, monographs, textbooks, statistical materials, journals, and annual reports from agencies.

Publication Date: The emphasis is on current materials, but older works of historical significance are acquired.

III. Overview of SWOT analysis

Strengths:

- the library takes a leading position in the Northern area of the Republic of Moldova and through its collections materials meet the information needs of library users;
- a unique library modern four-stored building located in the center of the campus, with conditions, functional spaces and convenient working hours ;

- international structures and collections are integrated that increase and diversify users' opportunities (see chapter III, *collections on thematic content*).
- SL USARB provides rich and varied collections in relation to other similar libraries in Moldova;
- coherent and diverse annual acquisition (donations, projects, legal deposit, inter-library exchange);

Weaknesses:

- insufficient budget allocation for the collections development and access to databases;
- decreasing the number at periodicals subscriptions from the reason for price increase of the products;
- interlibrary exchange only with the large libraries in the Republic due to the lack of money for postal services;
- unbalanced acquisition of information resources in printed and electronic form;
- the aging of library collections, the impossibility to obtain more copies of the title.

Collection management refers to the resources available to the library: funds, space, equipment, staff. It is determined what kind of documents will be purchased, how many documents will be removed, the regularity of access and use, in order to decide whether to obtain more copies, the interlibrary loan, the storage space, the catalogs, which ensure the intellectual management of the collections - relevance and coherence of acquisitions and removals, administrative management of documents - inventory operations, document circulation, exploitation and valorisation of collections, exchange and cooperation - collective catalogs, shared purchasing and disposal policies.

The functions of collection management

- Elaboration a management plan the collections development;
- Increase the budget and efficiently allocate it to meet the informational needs of users;
- Analysis and evaluation collections from the point of view of relevance for their users;
- Analysis the efficiency of collection development process and deselection;
- Establishing relationships with distributors through management activities of cooperation and coordinating collection development with other libraries.

IV. Levels of collections building

Typology of documents includes distinct studies, monographs, university courses, treatises, doctoral theses, reference works, serial publications, conference materials, symposiums, colloquia and other national and international professional meetings, standards in education, reference collections. We will continue the demonstrations of the process of establishing and developing encyclopaedic collections identifying the following levels:

- **Basic level.** Collection of general works that serve to introduce and define a discipline / subject, as well as to indicate the various documents available elsewhere and to support the information needs of the users of the library through the first two years of study. This level includes collections limited by:
 - collection of monographs and reference works;
 - collection of representative general periodicals.
- **Study level.** Collection complete enough to support higher education or to provide others with a field of study (special or general topics that do not require in-depth research). The level of study is appropriate to the content of the curricula and is lower than the level of research. This level includes a wide range of monographs and reference works, representative collection of specialized periodicals (full coverage); key bibliographic tools on study subjects; - suitable materials in languages other than the primary language, such as language learning publications (limited coverage); - works of the most important writers and selections from works of lesser-known authors (full coverage).
- **Research level.** Collection containing publications in special or general subjects required depth research for doctoral and research studies in projects. This level includes extensive

collections of specialized monographs; author's theses and abstracts; - papers containing research reports, new findings, scientific results and other useful information for researchers; specialized periodicals; specialized journals; appropriate materials in other languages of international circulation as well as a collection of old documents preserved to serve the needs of historical research, comparative studies.

- **Comprehensive level (global).** A collection that brings together as much as possible all important works from a specific field of knowledge that strive to be exhaustive as far as is reasonable.

Subjects area and levels of complementarity

UDC	Subjects	Level of acquisition
0 Science and knowledge. Organization. Computer Science. Information. Documentation. Bibliology. Institutions. Publications		
001	Science and knowledge in general	basic
004	Computer Science and Technology. Data processing	study, research
005	Management	study, research
008	Civilization. Culture. Progress	basic
070	Journalism. The press	study, research
02	Librarianship. Libraries	basic
1 Philosophy. Psychology Filosofie. Psihologie		
1	Philosophy	study
14	Philosophical systems. Concepts, orientations, philosophical schools	basic
159.9	Psychology	basic
16	Logic	study, research
17	Moral. Ethics	basic
2 Religion. Theology		
3 Social Sciences. Statistics. Policy. Economy. Trade. Law. Administration. Military art. Insurance. Education		
31	Statistics. Sociology	study, research
32	Policy	basic
33	Economy. Economic Studies.	study, research
331	The work. Working relations. Labor Economy. Organization of work	comprehensive
336	Finance. Public finances. Banking. Money	study, research
338	Economical situation. Economic policy. Economics leadership. Planning the economy. Production. Services. Prices	study, research
338.48	Tourism from an economic point of view. Tourism policy	study, research
339	Trade. International economic Relations. Global economy	study, research
34	Law. Jurisprudence	study, research
341	International law	study, research
342	Public law. Constitutional law. Administrative law	study, research
343	Law and Public Policy	study, research
347	Civil law	study, research
35	Public Administration	study, research
36	Welfare work	study, research
37	Education	study, research
37.01	The base of education. Theory. Education policy	study, research
37.015.3	Pedagogical psychology. Skills for education / learning	study, research

371	Organizing the education and training system. School organization	study, research
373.1	Organization of schools, education	study, research
373.2	Forms of pre-school education	study, research
373.21	Organizing pre-school education	study, research
373.3	Primary education. Primary school, cycle I	study, research
376	Education and training of special categories of people. Special education	study, research
378	Higher Education. Universities. University courses	study, research
39	Ethnology. Ethnography. Habits	study, research
5 Math. Natural Sciences		
502	The nature. Study and preservation of nature. Nature protection	study
511	Theory of Number	study
512	Algebra	study, research
514	Geometry	study, research
514.18	Descriptive geometry	study, research
514.7	Differentiated geometry. Algebraic and analytical methods in geometry	
517	Analyze. Differential and integral calculus	study, research
52	Astronomy. Astrophysics. Space research	comprehensive
53	Physics	study, research
531	Theoretical Mechanics	study
535	Optics	study
536	The heat. Thermodynamics	basic
537	Electricity. Magnetism. Electromagnetism	basic
539	Physical structure of matter	basic
54	Chemistry	study
546	Anorganic chemistry	basic
547	Organic chemistry	basic
55	Geology and related sciences	basic
56	Paleontology	comprehensive
57	Biological Sciences Științe biologice	study, research
58	Botany Botanică	study
59	Zoology	study
Applied Sciences. Medicine. Technology		
62	Engineering. Technique	study, research
621	Construction of machines in general. Nuclear Technique. Electrotechnics. Mechanical technology	study, research
621.3	Electrotechnics.	study, research
621.37	Wave technique, oscillations and electrical and electromagnetic impulses	study, research
621.38	Electronics	study, research
621.8	Machine elements	study, research
63. Agriculture and related fields. Forestry. Plant culture. Horticulture. Animal breeding. Hunting. Fishing		
63	Agriculture	study, research
631	General issues of agriculture	study, research
631.4	Soil science. Pedology	study, research

632	Diseases and plant pests. Plant protection. Combating diseases and pests. phytopathology	study, research
633	Field crop cultivation	study, research
636.09	Veterinary medicine	study, research
64	Household economy. Domestic Sciences	study, research
65	Leadership and organization in industry, commerce and communications	study, research
656	Transport in general. Postal services. Organization and control of movement	comprehensive
657	Accounting	study, research
658	Leadership and administration in operation. Commercial organization	study, research
659	Advertisement. Information. Public relations	study, research
66	Chemical technology. Chemical and related industries	study, research
7. The art. Architecture. Photo. The music. Entertainment. Games. Sports.		
7.01	Art Theory	study, research
72	Architecture	comprehensive
744	Linear and geometric drawing. Technical drawing	comprehensive
75	The painting	comprehensive
78	The music	study, research
792	Theater. Theatrical art	basic
796	Sports. Physical Education	basic
8. Language. Linguistics. Literature		
80	General issues on linguistics and literature. Philology	study, research
811.111	English language	study, research
811.112.2	German language	study, research
811.133.1	French language	study, research
811.134.2	Spanish languag	study, research
811.135.1	Romanian language	study, research
811.161.1	Russian language	study, research
811.161.2	Ukrainian language	study, research
82	Literature. The science of literature	study, research
82.09	Literary criticism. Literary studies	study, research
821.111	English literature	study, research
821.112.2	German literature	study, research
821.133.1	French literature	study, research
821.134.2	Spanish Literature	study, research
821.135.1	Romanian literature	study, research
821.161.1	Russian literature	study, research
821.161.2	Ukrainian literature	study, research
9. Geography. Biography. History		
91	Geography	study, research
94	History	study, research

The LCDP regulates the library's information resource development process: determines methods for completing collections, document selection criteria, sets rules and levels of complexity, defines the acquisition steps.

V. Methods of acquisition the library collection

Through current and retrospective acquisition

Books are being purchased for the most requested university fields from the annual budget allocation.

The documents required for the purchase process contains (purchase order, receiving report, vendor's invoice, etc.). Development and processing of information resources in collaboration with the administration. The information is synthesized in the *Refused Requests File* in *BiblioFolder Retrospective Acquisition*. The orders is signed by the Library Director, the Chair – member of the Acquisition and Collection Development Commission, the person responsible for teaching the discipline. The final decision to purchase the publications belongs to the President of the respective Commission and the Rector of USARB;

By periodicals, databases subscriptions.

Annually, the library subscribes publications from Moldova, Romania, Russia, Ukraine on the economic, legal, pedagogical, psychological, informatics, mathematical, linguistics, literature, etc. profiles according departments demands;

By donations. Donations are an important source of current and retrospective acquisition of USARB collections, they come from teachers, USARB students, institutions, libraries, private individuals;

Obligatory Deposit UNIVERSITARIA.

In the SL USARB was created ***Obligatory Deposit UNIVERSITARIA*** (ODU), intangible and unique collection, which integrates monographs, materials of scientific conferences and symposiums, dictionaries, lexicons, guides, curricula, bibliographies, biobibliographies, catalogs, series publications (magazines, booklets, newsletters), programs, other students documents, teachers, researchers and librarians.

Interlibrary loan: The interlibrary exchange of publications is an important way of collections development, it is done by sending and receiving publications from various libraries, institutions from the country and from abroad belonging to the members of the respective academic communities: annals, courses, university treaties, etc. purchased for exchange partners or other documents available from their own collections;

Projects. SL USARB is involved in the activity of various projects and programs, the realization of which contributes to the collections acquisitions, the modernization of the library and the opening of new opportunities for the users.

The selection of documents is made according to the profile of the University, according to curricula / syllabus, detailed analysis of existing collections, determination of information and heritage value, based on analysis of the endowment of the lectureship of available statistics, users' desires and in collaboration with teachers.

The preliminary stage is related to the bibliographic information on prospective, current and retrospective editorial productions. It is based on consultation of documents drawn up by distributors or specialized structures: editorial plans or prospectuses, editorial catalogs, bibliographies.

The second stage is the selection, a complex activity involving choosing, after a complex bibliographic information, the documents that best serve the University's profile and the users' requirements.

Selection criteria, although different for each documentary typology, generally include issues related to:

Content –the fields of knowledge are covered by the content of the documents (structured on categories based on universal decimal classification). The selection is made taking into account the current level of collections and collections where the documents will be distributed, depending on the field of collections and the real needs of the users;

The value of document –authority of the author, publisher or critic; up-to-date and relevance informations; addressability; the structure of the work; complementary aspects (bibliographies, notes, etc.);

Geographical area - documents will be purchased in collections edited in the geographical area in which we find ourselves, as well as documents of universal interest; Geographical Areas - Selection

is limited on the basis of geographical consideration. Emphasis is on U.S., Central and Eastern Europe and the Middle East;

Linguistic area – the acquisition of documents in Romanian is a priority. The university profile is taken into account when purchasing documents in foreign languages (Faculty of Philology. Specialties: Sciences of Education (teachers): Language and Literature A (Romanian, Russian, Ukrainian, English, French, German) and Language B (English, French, German, Romanian, Russian, Ukrainian, Spanish): Humanities (translators): Language and Literature A (Romanian, Russian, Ukrainian) and Language B (English, French, German, Romanian, Russian, Ukrainian, Spanish) and Language B (Romanian, Russian, Ukrainian, English, French, German, Spanish); Possibilities of studying the C language: Romanian, Russian, English, French, German, Spanish, Ukrainian, Polish, Georgian, Lithuanian; Faculty of Educational Sciences, Psychology and Arts. Specialty - Pedagogy in Primary Education and English; Faculty of Exact, Economic and the Environmental Sciences. Specialty - Informatics and English). Also, it is considered teaching disciplines in foreign languages, as well as the percentage of documents required in foreign languages. The languages that have the highest circulation are preferred by users;

Language - Publications in the English language are given highest priority. Other publications in Armenian and Russian languages are limited according to university programs.

Chronological area – in the acquisition process is made an option for new and retrospective publications on the national, foreign editorial market. Then will be subject to rigorous evaluation criteria in terms of value for library collections, rarity, bibliophilia, print quality (illustrations, engravings, maps, etc.) the state of preservation, added elements (ex-libris, autographs, dedications) etc.;

Other criteria: current and perspective relevance, artistic, literary, historical and / or scientific merit, accuracy, impartiality, novelty of information, views, general adaptation, length of texts, pertinence, interest, organization, style, aesthetic quality, technical aspects, physical characteristics, complementary aspects, its report with library collections, the Nobel Prize, price, etc.

Relevance - Primary emphasis is on recently published materials.

Edition - Variant editions of a title are acquired only if they contain substantial changes that are needed for instructional purposes.

Format - although the collection focuses on books and periodicals, CDs and other formats utilized are also desirable.

VI. Collection types

SL USARB will acquire: printed books, printed serial publications, manuscripts, brochures, multimedia, electronic resources, non-book documents, etc.

The amount of acquiring is set according to the complexity levels of the collections in agreement with the teachers and the distribution of these documents takes into account the structure and demand of users.

The usual collections of the library are supplemented annually with various titles of textbooks and teaching / methodical materials in 15-20 copies from the University Editorial Center.

Based on a rigorous selection, priority is given to editorial production in the Republic of Moldova, ensuring the quality of the collection and the balanced acquisition of the domains.

A - maximum (10-15 copies) - for the level of study, including advanced level of study;
B - average (3-5 copies) - for the basic level and research;
C - minimal (1-2 copies) - for global / comprehensive level;

Types	Genus	Ex. per titlu
Printed books, printed publications, manuscripts, brochures, multimedia,	Scientific papers: monographs, treatates;	B C

electronic resources, non-book documents etc.	doctoral theses, research reports, synthesis, scientific analyzes; scientific papers of the education and research; encyclopedias, dictionaries, guides, catalogs, bibliographic works; periodical publications with scientific character	C C C
	Didactic / methodical documents; manuals, university courses, course notes, practical works, tests, methodical work, comments, recommendations	A
	Fiction: novels, short stories, stories, poems, essays	C

From the content point of view, SL US ARB documents are divided into categories:

- Scientific Documents - medium acquisition level
- Didactic / methodical documents - maximum level of acquisition
- Fiction - level of global acquisition
- It follows the ordering of documents by sending the order sheets to the distributors, (publishing houses, printing houses, specialized structures). The process ends with receipt of the documents.

VII. Collaborative and cooperation activities in collections development

According to Law About Libraries, no. 160 of 20.07.2017, according to art. 41, National and International Cooperation, provides that: (1) In order to provide material support for libraries 'development activities and projects, library specialists' participation in cultural, scientific and continuing professional training programs, public libraries can associate with each other or with other institutions, can create and be part of foundations, associations or consortia, paying the fees and related fees. Currently, collaborative and cooperative relationships or partnerships are one of the solutions at the disposal of information structures, a solution by which institutions can expand and improve the supply of products and services. The development of SL USARB collections is carried out through cooperation at local, national and international level. Cooperation agreements with other institutions SL USARB uses them to share experience in all processes: acquisition, cataloging, classification, indexing, training, digitization, archiving and preservation.

The local level direct collaboration is achieved through: Fruitful collaboration with the teaching staff on the acquisition of printed publications and databases (heads of departments are offered lists of documents with annotations recommended by publishers; consulting the catalogs of periodicals for subscriptions; departments are sent lists of documents that do not cover some disciplines; determining the number of copies required; collaborations on possibilities of attracting sources of projects and programs for the development of collections; purchases from the University Editorial Center, etc.). Direct involvement of teachers in the process of deselection;

The annual acquisition of the **Obligatory Deposit Universitaria** with titles signed by USARB teachers;

- Creating the ORA USARB – **Open Research Archive** - Institutional Electronic Archive with the 2 955 works of university professors and librarians - <http://dspace.usarb.md:8080/jspui/> and Tutorial <https://www.youtube.com/watch?v=fU6h5UkOazw&feature=youtu.be>

Collaboration and national cooperation

SL USARB collaborates with university libraries and other similar institutions (National Library of RM, National Books Chamber of Moldova, ABRM, NLC, etc.) by:

- **REM –Electronic Resources for Moldova** <http://www.lib.ase.md/eifl/> - The REM Consortium (Electronic Resources for Moldova) is an inter-librarian collaboration project aimed at providing access to a wide range of electronic journals around the world. The REM consortium has been working with the Moldovan Librarians Association since January 25, 2001. The REM consortium is a member of the EIFL (Electronic Information for Libraries) international consortium with 42 countries. Partners: The REM consortium brings together 19 organizations from the Republic of Moldova.
- Maintaining relationships with the academic and scientific environment in the country in order to increase the number of documents acquired through donations and exchange of publications;
- Creating the shared catalog <http://primo.libuniv.md/> of 7 institutions (Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova., Scientific Library of Alecu Russo Balti State University, Central University Library, Moldovan State University; Republican Scientific Agricultural Library of the State Agrarian University of Moldova, Scientific University Library, Technical University of Moldova., Scientific Library of the Academy of Economic Studies, Scientific Library of the “Ion Creangă” Pedagogical University), participating in the MISISQ project – Modernization of information services for higher education quality.;

National inter-library loan;

- Creating the Digital Library with the contents of the publications of non-university authors.

International cooperation: The library is conducting a certain international cooperation activity in order to increase the information flow. The library participates in various projects at the level of international organizations.

- Acquisition projects supported by the SOROS-Moldova Foundation;
- Partnership Project with Moldova: University of Landshut in cooperation with German The German Academic Exchange Service (DAAD) and Draxelmaier Company;
- Integration of International Information and Documentation Centers in USARB's structure: Regional Depository of the World Bank, Documentation Center of United Nations Organization, Information Center of the European Union, NATO Documentary Information Point, Romanian Information Center, AGEPI, Collection of the Romanian Cultural Institute, etc.
- Maintaining collaboration relations with foreign institutions and libraries in order to continue to subscribe periodical publications: Goethe Institute, Bucharest; JDP - New York, USA.
- Enriching publications collections on the basis of international cooperation by obtaining donations from private libraries, copies with of unique status (Romania, Germany, Sweden, etc.).

VIII. Library management. Deselection

Law <http://lex.justice.md/md/371219/> about Libraries of the Republic of Moldova of July 20, 2017 No.160, art. 34 Management of library collections provides that: (2) The management of library collections, including the recording and removal of them, is done in accordance with the regulations and approved by the Ministry of Culture. (4) deselection of library documents from collections is applied in case of physical, moral, loss, transfer to other libraries, after a minimum of one year after the purchase, by the decision of the library management.

Deselection of library materials is essential for the maintenance of an active, academically useful collection. This process is carried out on a continuous basis. Deselection provides quality control for the collection. The criteria for deselection includes:

- a) Outdated material - books which contain outdated information

- b) Superseded editions
- c) Duplicate copies - no longer needed for the academic program
- d) Worn or damaged items
- e) Materials out of scope for the collection
- f) Broken sets - incomplete and short runs of serials
- g) Works superseded by more comprehensive publications, such as almanacs, guidebooks, etc.

IX. The rate of renewing collections and terms of document storage

The rate of renewing collections is influenced by the volume and amount of annual current or retrospective acquisitions, as well as by the volume of weeding documents from library collections. In determining keeping period of documents is taken into account international, national and local recommendations on the average rate of renewal of the fund.

- IFLA (The International Federation of Library Associations) believes that a collection of a library must be fully refreshed for 10 years, it must contain books edited in the last 2 years - 10% and 30-40% books edited in the last 5 years .
- https://cis-legislation.com/docs_list.fwx?countryid=007&page=2
- Instruction “Evidence of library collections”, Chapter 7, Declaring and removing documents (Order of the Ministry of Culture of RM of May 8, 2003);
- Instruction “Removal of documents from Scientific Library Collections”, elaborated within the SL USARB (2010).

For SL USARB documents, the preserving time are determined by their value, circulation and their wear rate:

Permanent preservation: heritage publications - LDU, bibliophile editions, rare documents, regardless of the degree of wear; reference works and a certain cultural-scientific value; one copy of all documents of national interest, irrespective of the degree of demand and physical wear; 1-2 copies of each title in the humanities, culture and civilization, art and sport; literary theory and criticism, complete works, princeps editions, Romanian and universal value literature, serial heritage publications, regardless of the degree of wear and tear, from the natural and accurate science publications with valid content that have not been re-edited;

Preservation for 20-25 years: scientific publications, didactic and reference outdated from the scientifically point of view; scientific publications in the fields of philosophy, psychology, political science, pedagogy, geography, history, containing outdated data obsolete data and does not reveal the latest developments in the development of these domains, etc .;

Preservation for 10-15 years: documents with limited information value; unused documents; periodicals of universal profile etc .;

Preservation for 8-10 years: bachelor's and master's works, elaborated by university students. Remarkable works with original contributions, can be kept in the library after the expiry of the minimum period;

Preservation for 3-5 years: popularization documents; social, political, popular, artistic periodicals; incomplete sets of periodicals, etc .;

Preservation for 2-3 years: folding books; pamphlets; secondary information publications, informative publications and materials edited by territorial information and dissemination centers; promotional materials, flyers, etc .;

Lifetime of CDs, DVDs, magnetic strips directly depends on the storage conditions and the devices for reading them. Because of this, these types of documents can be kept in library collections until their wear (physical integrity) no longer allows them to be used in good condition;

Removal after the editing period, the emergence of new publications, reviewed and added, manuals and teaching materials for general schools not recommended by the Ministry of Education of the Republic of Moldova; outdated editions of textbooks and teaching materials;

Removal physical damage document: prints and documents that can not be repaired, restored, or when economically speaking repair is unreasonable.

Note: Within SL USARB, one copy is kept of all the removal documents

Deselection has become an inseparable part of collector development policy today. It is a gain of the modern age allowing libraries to get rid of unusable publications. Deselecting or removing documents from collections is actually the opposite of the acquisition and must be continuous as purchases. If not applicable a rigorous deselection program, library collections will remain obsolete and uninteresting for users.

The main criteria for deselection in the SL USARB :

- the advanced degree of physical wear, caused by intense movement, the type of paper on which documents are printed (fragile, acidic), other critical situations (fires, floods, etc.);
- the up-to-date degree of cultural-scientific and utilitarian information, determined by the moral-intellectual obsolete content;
- the degree of circulation / demand, determined by the average / optimal number of requests / user unit of time of users .

Other specific deselection criteria:

- changes in the studied field
- duplicate copies, unnecessary quantities
- language
- format
- existence of higher-level works in the same field in library
- length period of time between one loan and the other
- the frequency of quoting in indexes
- frequency of requests of interlibrary loan
- no longer correspond to curricula

The final decision will also take into account:

- the authority of the author
- cultural value recognized over time
- topicality of the subject
- year of publishing
- the degree of interest in the current and the foreseeable future
- the content of the paper and relevance for the institution

X. Aspects of Collection Development Policy implementation

SL USARB CDP is an action plan for library staff to set up a coherent and qualitative collection, in line with university studies and research programs. The objectives set out in this Policy for collections development will be achieved on the basis of annual action plans.

- Responsibility for the implementation of the policy in the library is carried out by the Director and the Deputy Director, the head of the Information Resources Development and Processing Service, the main librarian - responsible for the procurement process, which creates the necessary conditions for the proper organization of the activities, the timely preparation and presentation of the reports, ensures the rigorous fulfillment of requirements by all subdivisions on the process of collections development and the presentation of the necessary information in the Registry of Evidence of Refused Requests

XI. Responsibility for selection

The responsibility for the selection of library materials and the policy decisions depends on the University Librarian. This responsibility is shared with other librarians and faculty. The Library strongly encourages faculty input, and all user requests and recommendations are subject to the selection criteria outlined above.

Emphasis is also placed on the acquisition of bibliographic materials such as indexes and abstracts, which provide access to published materials.

- LCDP assessment takes place through quantitative and calimetric indicators

- The monitoring will take place through the preparation of quarterly, annual and other documents by the Development and Processing Information Resources Service in partnership with the functional managers and holders of collections.

XII. Review of the Policy

- This LCDP is written and updated annually, limits are set, library acquisition priorities are set according to financial resources and other established criteria.
- The review, the determination of the re-examination period of the policy text is done to identify the insufficiency and integration of new needs or recent changes, such as new study programs, budget cuts, etc.
- Permanently there will be a clear need to review the objectives on which the LCDP is based, its scope and how instruments should be used, including how the different policy areas can better contribute to cooperation, creating links between internal and external priorities.
- The purpose of such a review is to ensure LCDP continuing (in the future) to support effectively the collections development, security and prosperity with our partners.

Note: Changes that occur in curricula, the introduction of new disciplines influences the CDP, which dictates the reorientation of the acquisition

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