

## *COLLECTION MANAGEMENT: Maps and Cartographic Material*

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities.

The University Librarian is responsible for managing the collection in collaboration with the librarians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in [Standards for Libraries in Higher Education](#).

In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

## *Maps and Cartographic Material*

### General Statement of Purpose

The Kwantlen Coast Capital Savings Library map collection supports the teaching and research functions of students and faculty at Kwantlen Polytechnic University. In particular, the collection is maintained to enhance basic library research for introductory courses in Geography where students are required to complete assignments on, for example, the physical geography of the Lower Mainland, or report on the characteristics of a particular region or nation state in the Third World. Resources that provide current information on the location, topography and surface geology, describe the weather and climatic conditions, the hydrographic features, and the flora and fauna of these areas of are of particular importance. In addition, students of History, Business, Horticulture, and Environmental Protection all use information found in maps to complete course work.

### Scope and General Collection

At present, only maps in print form are collected. The print forms include free standing maps, atlases and gazetteers. The categories of information represented by the collection are:

- General maps: These show elevation, terrain, roads, historical sites and locations of cities, towns and villages. Maps used by the tourism trade and general public (e.g. road and city maps) are included in this category.
- Topographical maps: These illuminate details such as land formations, locational latitude and longitude references, type and composition of rocks, minerals or other geological deposits and processes that shaped the earth's surface. These features are normally expressed in units of scale or legends.
- Thematic maps: These resources provide data about a particular subject or theme in a given region, (e.g. Fisheries in Atlantic Canada, tracts of boreal forest in the Western Provinces, or drainage patterns for urban Vancouver, etc.) Maps that provide an overview of human cartography tracing, for example, the Slav migration to the New World in the 19<sup>th</sup> century, or that show population change in Canada might also be included here.

### Priority of Purchase

- Wherever possible, maps providing comprehensive information about British Columbia, particularly the Lower Mainland will be acquired. Maps that track economic or demographic information about B.C. and its population, as well as its physical makeup, are desired.
- Next, atlases or gazetteers illustrating Canada's political and economic regions, its peoples, landforms and history are acquired.
- Reference sources that provide quick facts on global physical geography, statistics, demographics, or history will be collected next, followed by Almanacs, Year Books, and Gazetteers supporting general or thematic information in world cartography of a current nature.
- A further area of emphasis will be maps that provide more detailed information about Third World or Pacific Rim countries in the form of atlases and gazetteers.

Purchases of free standing maps should be limited to items that are of minimal cost and/or free from cartographic agencies. For example, the periodical "National Geographic" includes free maps, with descriptive notes, that can be catalogued and circulated.

### Acquisition and Collection Development Guidelines

- The primary purpose of the audiovisual collection is to support instructors in the presentation of information in their classrooms. The secondary purpose is to support the research and learning needs of Kwantlen Polytechnic University students.

- The audiovisual collection consists of the library VHS/DVD collection, as well as streamed videos available through the library catalogue or the Library website.
- The majority of the VHS/DVD collection is located on open access shelving in public areas. Expensive and/or heavily used VHS/DVDs are considered for storage in the AV workroom. VHS/DVDs can be placed on AV-Reserve for short periods of time, generally two weeks or less.
- The Library endeavours to be informed and respectful of any public performance and/or licensing restrictions that accompany the acquisition of video titles. All VHS/DVDs or streamed videos shown in a classroom must have Public Performance Rights. All new audiovisual titles added to the Library collection are purchased with educational Public Performance Rights. VHS/DVDs without public performance rights that have been added to the collection in the past will remain in the collection if they circulate regularly. For more information on Public Performance Rights see the [Copyright Guide](#).
- The Library will purchase Feature Films that are requested for use in conjunction with a course if they are covered under Kwantlen's Feature Film Licence. For more information see [Feature Film Licence](#), [Studios/Producers covered](#), and [Guidelines for showing Feature Films](#).
- The purchase of multiple copies of highly used titles is encouraged; however, if the cost of multiple copies is prohibitive, then highly used titles are located at Surrey as the most central campus, to facilitate booking procedures.
- New titles are allocated among the campus libraries as follows:
  - campus curriculum (e.g.) Fashion Design at Richmond
  - booking and charging records that indicate a subject gap on a campus
  - titles in a series are kept together on one campus
- The allocation of VHS/DVD/Streaming Video funding to various subject areas or for specific titles within the collection is decided upon by the Audiovisual Librarian and it varies from year to year. Considerations are (in priority order):
  - feedback from users indicating a need in a particular subject area or recommending a specific title(s). At present, we do not canvas all instructors of a discipline to ensure that a suggested purchase is warranted. We treat each request independently and we favour titles that have been previewed by the requester
  - suggestions from the AV staff and librarians regarding gaps in the collection, the need for multiple copies and/or the need to update or improve a specific part of the collection

- frequency of use of audiovisual material in a subject area. It is acknowledged that not all instructional areas require video presentations; therefore, it is important to weigh frequency of use against a perceived lack of titles in a particular subject area. For example, we may purchase more VHS/DVD/Streaming Video titles in Business than in Physics.
- Documentaries, cross-disciplinary material, feature film titles and specific skills VHS/DVDs are all added to the collection. No one type of VHS/DVD/Streaming Video has priority over the others. Considerations in choosing a particular title for purchase are:
  - titles that have been previewed rank higher than those not seen by the requester
  - closed captioned, if available
  - production date. There should be a good reason why a title older than 10 years is being purchased
  - Canadian content is always preferred
  - foreign language videos are purchased primarily to support instruction in Modern Language classes. Outside of this context, we do not favour the purchase of foreign language and/or subtitled videos
  - cost
- Whenever possible, the Library endeavours to include interlibrary lending rights in its purchases; however, the lack of interlibrary lending rights will not prevent the Library from making a purchase to satisfy its needs.

We support the Video-Interlibrary-Loans' Guiding Principles as endorsed by the [Media Exchange Cooperative](#).