



# Collection Development Policy

## Policy #4.10

### Purpose

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The Dorothy H. Hoover Library's collections are intended to support the curriculum and to serve the learning, instructional, and research needs of students and faculty at OCAD U. The purpose of this policy is to define the scope and depth of collection development activities in line with the library's mission of leading the University community in the creation, discovery, and sharing of knowledge.

### Context

The OCAD U Library is a member of the Ontario Council of University Libraries and party to an agreement that enables OCAD U students and faculty to access resources in a wide variety of languages and subject areas held by other libraries. A similar agreement exists between the OCAD U and AGO Libraries. Within the context of this network of libraries, the OCAD U Library is able to focus its collection development activities on a highly specialized scope.

### Scope

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Works relating to most aspects of art and design history, visual and material culture, conceptual or participatory art practices, contemporary fine art, media, design, material and studio arts, and Indigenous culture form the core subject areas within the collection. These subjects include painting and illustration, photography, graphic design, industrial design, interior design, architecture, digital media, wearable technology, fiber arts, ceramics, metalwork and jewelry design, mixed media, film and video, printmaking, sculpture, installation art, and multimedia. Also within the core subject areas are titles focused on technique, criticism and curatorial practice, and cross-disciplinary studies in art. Material chronicling Canadian art and design, particularly the history of these subjects in the local area of Greater Toronto, is a strong focus of the collection.

Science and technology, liberal arts and humanities subject areas, and popular works form the non-core collection and are generally preferred in digital formats, unless the illustrations, plates, or graphic design elements justify acquiring a print version.

### Content Level

While scholarly or academic sources are emphasized over more general works, other materials, from practical manuals to popular films, to advanced research sources, are valued and considered important for the study and teaching of art, media and design.

### Language

In response to the academic curriculum that is taught in English, the Library does not usually acquire materials in languages other than English, and in the Canadian context, French. Print resources in other languages may be acquired if they consist primarily of relevant visual content, while still or moving images are viable for inclusion when English cataloguing information or English subtitles are provided, respectively.

**Geographic Coverage**

Works from around the world are represented in the collection. Special attention is focused on collecting Canadian works, particularly material from the local communities within and around the Greater Toronto region, including work representative of the Indigenous people of the region and the many cultural Diasporas within Canada. Publications on other international Indigenous communities are also acquired on a selective basis.

**Chronological Coverage**

Chronological focus is on the modern and contemporary periods of art and design.

**Format****Print vs. Electronic Books and Periodicals**

The Library purchases books and serial works in print and electronic formats. Generally, core subjects in art and design are acquired in print. Liberal arts and other non-core subject areas are preferably acquired in digital formats (e.g. ebooks) when available through the library ebook hosting platforms. However, with the implementation of AODA regulations the increased accessibility of digital formats, readers, and platforms, and the library's limited physical space, the overall preference is shifting to digital resources. Exceptions are made when the electronic version compromises the quality of textual or visual content. The visual nature, artistic composition, and creative binding of books about art and design often cannot be fully captured in digital form, and therefore many art books are still only available in print. When both print and digital copies of the same work exist, the decision of which to purchase is up to the professional expertise and discretion of the liaison librarian. When demand calls for it, both print and electronic versions may be purchased.

**EBook Purchase Options**

The library's default purchase option preference is for single user licensing unless anticipated usage necessitates the purchase of a multi-user license (e.g. course text). In instances where the price of multi-user access is marginally more expensive than single-user access, multi-user will be preferred.

**Physical Media vs. Streaming Film and Video Preference**

The Library purchases video works on DVD and licenses online streaming titles. Feature films and other non-core subject areas are preferably acquired as streaming titles when available. However, with the implementation of AODA regulations, the increased accessibility and convenience of streaming content (with closed captioning), the overall preference is shifting to digital resources. While acquiring works in their original formats may be ideal, distribution or retail purchasing formats are usually different than original production formats and are difficult to access by requiring the use of old or obsolete technology for viewing. Analog video and film formats are no longer acquired. Given the resources and licensing required to re-master analog film and video effectively, the library does not digitize third-party content. DVDs must be playable in Regions 1 or 0 in NTSC. Blu-Ray discs are not generally acquired due to specialized equipment requirements. As per the university's procurement requirements, closed-captioned titles are prioritized.

**Digital Images**

Instructional images are purchased from digital content vendors and cultural institutions or produced in-house by faculty request and selection by librarians. To future-proof digital images against developments in display technologies, large-scale TIFF files are required. Derivative JPGs, due to their small file-size, are used as access files to facilitate network transmission and minimize storage requirements.

**Other Formats**

In addition to books, serials, videos, and images, the following formats are collected: multimedia books/journals, artists' books, zines and graphic novels.

## Exclusions (materials generally NOT collected)

### Textbooks

The library generally does not purchase textbooks for individual courses, although the collection may include books used as course texts. Due to copyright restrictions the library cannot purchase course packs. Students are expected to purchase their own copies of textbooks and course packs. However, upon faculty request the library may purchase **one** copy of a course text, at the discretion of library collections staff who will prefer material that fits into the collection and supports the curriculum overall. Faculty is encouraged to utilize the library reserve and e-reserve services to ensure required texts and readings are easily accessible to students. Note that “instructor’s copies” or other free copies of textbooks provided by publishers to teaching faculty cannot be added to the library’s collection.

### Other formats generally not collected:

- Art works and reproductions of art works (including slides or prints)
- Works of art in editions (except when they could be defined as artists’ books)
- Sales catalogues and auction catalogs
- Course packs or photocopies
- Microforms
- Photographs
- Clippings and ephemera
- Computer software manuals
- Government documents
- Newspapers

## Cooperative relationships

The Dorothy H. Hoover library collections offer rich resources to the OCAD U community through a number of consortia and cooperative agreements with other research libraries. These relationships include the Ontario Council of University Libraries (OCUL), Canadian Research Knowledge Network (CRKN), and Art Gallery of Ontario (AGO).

Library patrons may request items from other libraries through the [Inter-Library Loan \(ILL\)](#) service or may take advantage of the [Canadian University Reciprocal Borrowing Agreement](#). On behalf of faculty, staff can request videos for classroom screenings from other Ontario Universities under the Interfilm Video-Sharing Agreement.

The library will not cover user fees for students, faculty, or staff to obtain direct borrowing privileges at other libraries.

## Assessment of Library Collections

The library's collections are continually growing and evolving in response to the changing curriculum and research interests at the University. Management of the print and digital collections involves continual assessment and review to ensure we continue to offer the best and most relevant selection of materials to our students and faculty.

## Print Collections

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### General Book Collection

Most print books are in the library's general circulating collection which contains over 80,000 volumes. The collection is organized according to Library of Congress (LC) Classification rules that have been modified in areas to better suit the needs of an art and design focused collection. For example, artistic photography is classed in NH, a schedule created by the Art Libraries Society of North America (ARLIS), designed to follow the classification schema of the other fine art categories within the Library of Congress Classification scheme. Books about the technical aspects of photography, however, are classed in the appropriate LC class, TR. The use of the specialized NH classification enables books about the artistic elements of photography to be shelved together, making them easier to browse and thereby improving access and enhancing the value of the library's art-focused collection.

### Reference and Quick Reference Print Collections

The Reference and Quick Reference print collections support both in-depth research and basic information needs in the core art subjects as well as some broader areas within the liberal arts, sciences, and humanities. These collections include print and electronic bibliographies, dictionaries, directories, encyclopedias, handbooks, indexes/abstracts, style manuals, and more. Reference and quick reference materials do not typically circulate outside of the library, except in some [exceptions for faculty and graduate students](#).

### Print Journals and Serials

The library subscribes to a large number of print journals and magazines including seminal art and design magazines such as *Parkett* and *Art Forum*. The collection is heavily focused on Canadian resources such as *C Magazine*, *Canadian Art*, and *Border Crossings*, including many others. The library's mandate is to ensure access to local art and design serial publications as well as publications chronicling the local history. In this effort we maintain subscriptions to publications by several small, local, and niche organizations. New issues may be accessed in the library's periodical section, while back issues are shelved alphabetically by title and organized by publication date and volume/issue numbers. Included in this collection are serials and magazines reflecting local Toronto and Canadian news and culture through publications such as *Toronto Life Magazine* and *Maclean's*.

Design Annuals are acquired as serial publications; however, given that subscription procedures and practices vary widely, titles oftentimes have to be acquired individually. The library strives to maintain full annual coverage of a core set of titles, such as *Red Dot Design Yearbook*, *One Show*, *Typography* (Type Director's Club), and the various *Graphis* awards given for advertising, posters, illustration, commercial photography, etc.

### Exhibition Catalogues

Exhibition Catalogues and Catalogue Raisonnées are a key source of information for the creative arts and are extensively collected. The library's collection of catalogues on major Canadian exhibitions and local area exhibitions, including rare and historical material that may be housed in the Rare Books Collection or the Library Archives, is a continual area of growth and expansion. Exhibition catalogues can be found in the vertical files section of the library, or interfiled within the general collection.

### Masters Theses Collection

The library houses print copies of master's theses and major research papers from the graduate studies programs at OCAD U. Electronic copies of master's theses are available online through the [OCAD U Open Research Repository](#).

## Electronic Resources

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The library's vast collection of electronic resources consists of eBooks, journal and image databases, multimedia, and streaming video. Many, though not all, of these resources are acquired on a subscription basis often through special group rates. The library benefits from partnerships and memberships with other Canadian University libraries, such as the Ontario Council of University Libraries (OCUL), Canadian Research Knowledge Network (CRKN), and the Association of Independent Colleges of Art and Design (AICAD). The library also collects works by OCAD University's faculty, staff, and graduate students through the OCAD U Open Research Repository.

The subject parameters of collection development described in the Scope section of this document apply to the library's electronic resources. However, it is important to note that publications in digital formats present unique considerations for library collections staff especially with regards to the quality of images.

As subscription resources (both print and electronic) become due for renewal, they are evaluated by the Library Collection Development Committee to ensure their continued relevance to the programs offered at OCAD U. Based on this evaluation, the library may cancel subscriptions and add new subscriptions. Budgetary constraints and other limits (such as network or software requirements) may be a factor as well. News about changes and additions to databases can be found on the [Database A-Z List](#).

## Visual Resources & Archives

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### Digital Image Collection

The Instructional image collection spans the course of human history and all areas of art, craft, architecture, and design. It offers strengths in modern art and design, particularly in the areas of architecture, photography, painting, sculpture and installation, and graphic design. Content is selected primarily by faculty request as sourced from the library's print collection or directly from artists, image vendors, or cultural institutions. Special focus is placed on images of works by Canadian artists and is further expanded by the Documentation Image Collection containing rare historical images of university exhibitions including works by students and faculty. These image collections are supplemented by ARTstor's substantial digital collection of images from the Fine Art, Humanities, Social Sciences, and Sciences.

### Video Collection

The library's video collection, relates to most aspects of history and contemporary practice and selections are made primarily by faculty request. The most developed genres within the video collection are: feature films, experimental and independent films, video art, documentary films, and instructional films. Contemporary works by Canadian artists and filmmakers are a strong focus (including a large collection of material from local distributor VTape) and are complimented by licensed online access to the National Film Board of Canada's streaming video collection. Seminal works from throughout the history of filmmaking are also generally considered. Videos related to Environmental Sustainability and Social Justice Science are most prominently featured within Social Science subject areas. Science and technology form the non-core segments of the overall collection, with additional coverage through streaming access to the Films On Demand Academic video collection and Kanopy.

## Gifts & Donations

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Donated books can be an important source of collection expansion and growth. Although the library is grateful for all suggestions, not all items are eligible for addition to the library's collections. For more information on eligibility please refer to the Library's [Gifts & Donations Policy](#). If unable to accept items, the library may suggest offering them to other cultural and academic institutions, including school and public libraries. The University Archives policy can be found [here](#).

## De-Selection

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De-selection, or "weeding", is a continual process and ongoing part of collection development that serves to enhance the overall value and usability of the collection. The strategic de-selection of titles is essential to ensure the collection remains aligned with the University's mission, serves user needs, and supports a changing curriculum. This work is undertaken conservatively and with careful planning. Some of the criteria librarians use to weed the collection include: currency and timeliness, relevancy to research, usage statistics, existence of newer editions, condition, and availability of digital or streaming copies. Weeded materials are often included in the library's book sales.

Works considered to be seminal in their respective areas of study will not be considered for removal from the collection.

Further details about selection and de-selection are available in: **Appendix A: Selection Guidelines**