



**The Knowledge Hub
Universities**

Document title: [Library Collection Development Policy – September 2019]

Document version number: V.1

Office/department responsible: Library

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Who Needs to Know This Policy

Entire TKH Community

Supporting Department

Responsible University Official: Yasser Abdou – Librarian

If you have any question about this policy, please send an email to: yasser.abdou@tkh.edu.eg

Policy Statement / Purpose

The purpose of the Library collection is to support, respond and anticipate the curricular, research, and/or scholarly activities.

To ensure effective collections are available to serve and support students, faculty/academic staff pursuing education and researchers at the University.

Who Needs to Know This Policy

All TKH Community.

Policy/Procedures

Undergraduate Collection

At the undergraduate level, the goal is to build dynamic, current collections that provide students with the necessary resources to complete their course work, and to expose students more broadly to academic writing and other scholarly output in their chosen disciplines. In addition to textbooks specifically requested for course reserve by professors.

Post Graduate and Research Collection (Phase 2)

At the post-graduate level, the goal is to collect materials that support post-graduate programs, areas of research, and scholarly activity. The Library also provides access to the secondary collection of materials in Egyptian Knowledge Bank- EKB.

General Collection

The University develops general collections to support academic work. Materials of general interest, such as popular fiction, feature films, travel books; how-to manuals, etc. are not collected, unless they support teaching or research at the University. The Library refers readers interested in these materials to local public libraries.

- While the Library endeavors to provide the most robust research and academic collection available, all collection development activities must adhere to resource limitations.
- These limitations include, but are not limited to, economic, equipment, staffing, publishing, media, format, language, relevancy, and currency.
- Languages: Materials in English are collected. Other languages may be collected to fulfill special needs.
- Geographical Areas: A global curriculum is encouraged in University courses. With electronic subscriptions, materials are collected pertaining to international and national subject matter throughout the world.
- Chronological Limits: The present is emphasized, but materials pertaining to the subject areas covered by currently approved and running programs at the University at any point in history are collected. In all instances, relevancy of the material will be considered on a case-by-case basis.

Type of Material Collected:

- Books: monographs; bibliographies; conference proceedings, audio-visuals; etc.
- Serial Publications: series; periodicals
- Research & Development reports
- Government reports and published documents
- Corporate reports
- Indexing and abstracting services

Note: any of the above may be in print, or electronic format.

- The Library will acquire or license electronic resources and make these accessible through the Library web pages when possible. Priority will be given to electronic resources that include full text.
- The Library will evaluate and select Internet resources for student, faculty and staff use, but the Librarian will seek out feedback from students, faculty and staff for new resources that could be added to the collection.

History/Revision Dates

Origination Date: September, 2019
Next Review Date: December, 2019

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		