



Document title: Library Collection Development Policy

Document version number: V.2

Office/department responsible: Library

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

Supporting Department

Responsible University Official: Mona Romia – Librarian Lead

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

Policy Statement / Purpose

The Knowledge Hub Library collection supports the academic curriculum, research, and/or scholarly activities through printed and electronic resources. The main aim is to ensure effective collections are available to serve and support students, faculty/academic staff pursuing education and research 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 a dynamic and updated collection that provides 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 provided by professors.

Postgraduate and Research Collection (Phase 2)

For the post-graduate level, the goal is to obtain adequate academic resources that support post-graduate programs, areas of research, and scholarly activities

The Library also provides access to all TKH community to the Egyptian Knowledge Bank- EKB and Coventry electronic resources.

General Collection

The Knowledge Hub University acquires academic collections to support academic staff and coursework. Other resources of general interest, such as popular fiction, feature films, travel books; how-to manuals, etc. are not among TKH Library collection, unless they support teaching or research at the University and were requested by academic staff. The Library refers readers interested in these materials to local public libraries. In efforts to increase our collection, TKH Library accepts book donations (academic and non-academic titles) from local and international libraries and to exchange collections with other libraries if need be.



The Knowledge Hub Universities

- While the Library seeks to provide the most recent 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 acquired. Other languages may be acquired 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: Present collection are emphasized, however resources 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's use. It is the Librarian's role to 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

Updated Date: January 2022

Next Review Date: January, 2023

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



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Version Log	Date	Signature of the President of TKH
Version 2 (V.2)		