

**The Hong Kong Academy for Performing Arts**  
**Academy Libraries**  
**Collection Development Policy**  
**(Abridged version)**

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**1. Introduction**

First opened in 1985, the Academy Libraries aims to develop a dedicated and specialized collection to support the teaching and learning of various disciplines in performing arts, theatre technical arts, film and television, as well as liberal arts and language studies. A Music Library, also under the management of the Librarian, was established in 1997 to house the orchestral scores and parts in closed stack. The Film & Television Library in the Bethanie campus was opened in September 2007 and mainly houses the Library materials pertinent to the School of Film & Television.

**2. Mission of the Library**

In line with the Academy's development goal, it is the Library's mission to collect, organize, preserve and provide access to information resources in all formats as well as providing the diverse physical and virtual environment and efficient services to facilitate learning, teaching and research of the Academy community.

The Library endeavours to attain the following targets in developing the Library Collection:

- a) To acquire materials and information that are either curriculum related, research related or of general interest to the Academy community.
- b) To collect the print, media, electronic resources and digital resources to support the information needs of the Academy community.
- c) To be responsive to new user demands and new technologies in accessing information held by the Library.
- d) To acquire the required materials for the library collection in a fair and open manner with sufficient checks and balances.

**3. Objective of the Policy**

The Policy aims to provide a general framework on the collection development initiative of the Library. It presents to the Academy community and beyond the principles and guidelines in the selection, evaluation, acquisition and maintenance of the Library resources, identifies what materials are collected and what materials are not collected, and on what basis materials are removed from collections. The Policy should be reviewed and updated as appropriate at the end of each financial year.

**4. Scope of the Policy**

The Library's print and physical materials, electronic resources and archival collection are covered in this Policy.

**5. Purpose of the Library Collections**

The Library collections are developed and maintained for supporting learning, teaching and research of the Academy staff and students as well as facilitating the intellectual, cultural and life-long learning needs of the Academy community.

**6. Physical Collection – Locations and Use**

- 6.1. The Library's physical holdings are kept and maintained in the Academy Library, Film & Television Library, the closed-stacked Music Library as well as the off-site storage facility. The location of an item is determined by the anticipated usage, the faculty's recommendations and the consideration of the proximity to the anticipated user groups.
- 6.2. Based on the Library's borrowing regulations, borrower privileges are granted to registered Library users, including Academy staff and students, part-time teaching staff, Council members, Academy graduates, junior programme students, EXCEL staff and students, and other external borrowers holding valid Library cards.
- 6.3. Books on circulation may also be loaned to other local libraries on mutual agreements under the Library's Inter-Library Loan (ILL) Service. Journal articles in print or electronic format will also be provided to other local libraries upon request, where license permits, under the same service.

## **7. Online Electronic Resources – Access Rights**

Electronic resources are acquired or subscribed mainly for supporting Academy staff and students in teaching, learning and research activities. They can access these e-resources online within campus and also off-campus with Academy authentication. They are also made accessible on-site in the Library computers for all authorized Library users, where licenses permit.

## **8. Selection Responsibilities**

- 8.1. Collection development is the joint effort of the Library and the academic staff.
- 8.2. Academic staff's purchase recommendations are considered in first priority and subject to the book fund condition. They can forward their recommendations to the Library based on the trade catalog information sent to them periodically or by referring to other sources.
- 8.3. Recommendations of students and other staff of the Academy will also be considered.
- 8.4. Endorsements of relevant Dean, department head or their delegate will be sought for all purchase recommendations made by staff and students.
- 8.5. The Librarian and the Library's Subject Liaison Officers will also participate in the selection of Library materials to supplement the recommendations made by academic staff. This is to ensure that the relevant materials of all new courses or subjects are available in the Library. The Librarian's endorsement is required for all purchase recommendations made by Library staff.
- 8.6. The final acquisition decisions rest with the Librarian. The Library Committee may be consulted in the Library's acquisition policy and directions, where necessary.

## **9. Guiding Principles**

- 9.1. Selection Criteria/Guidelines
  - a) General criteria

It is the objective of the Library to provide useful and high-quality resources that meet the users' needs and use purpose. Relevance, quality and currency are therefore the essential factors when considering the acquisitions. Materials published in earlier years required for supporting research and learning needs will also be considered. Cost-effectiveness and budget constraint are other determining factors in materials selections and evaluations.

b) Edition

- i. Unless the recommender specifically requests the purchase of an earlier edition or an older format of a title, the latest edition and newer format will be acquired.
- ii. Similar to all normal orders, only the latest edition will be acquired for replacement even if the title to be replaced is of an earlier edition

c) Choice of Formats

- i. The Library will consider all formats of resources provided that they can be supported for use within the Library.
- ii. In consideration of the accessibility and space limitation, electronic version is preferred in the acquisitions of books and journals unless faculties indicate their preferences with specific reasons. The Library will go for the e-version in the case where the e-copy costs not more than the average eBook price of the year or costs not more than two times of the printed version, whichever is highest.
- iii. Exceptions may be given to those materials including textbooks, course readings and indicative resources. The Librarian will consider their preferred format case by case if their unit price exceeds the acceptable price level mentioned in para.9.1(c)(ii) above, based on their importance to the curriculum, the number of students in class, expected demand level, etc. The School relevant to the purchase recommendations will be consulted if exceptions are recommended by the Librarian and in the case of significant price difference between the print version and e-version.

d) Language

Languages of the collected materials, except music scores, are mainly in English and Chinese, unless specifically requested by the faculty. Chinese or English subtitles are required for foreign motion pictures.

9.2. Items not considered

- a) Consumables, such as blank forms and worksheets, as well as application software are not to be purchased for the Library Collection.
- b) Materials or information that need to be used with specific equipment or facilities the Library cannot provide would not be purchased.

9.3. Number of Copies

The Library adopts the single copy policy. Only one copy of each of the recommended titles will be purchased for either the Academy Library or the Film and Television Library. The second copy will be purchased for the respective Library if the item is found to have a high transfer rate between the two campuses. Unless an additional copy of the title is recommended, any title found to be duplicated will not be ordered.

9.4. For indicative learning resources listed in syllabuses or approved reading lists, the Library will acquire ONE copy automatically. A maximum of 5 copies based on one copy for every 10 students of the same course could be purchased.

## **10. ElectronicResources**

- 10.1 For new e-databases, the Library will try to arrange with the vendor for trial for a period of time.
- 10.2 The Assistant Librarian II in Electronic Resources and the Library Subject Liaison Officers works jointly with relevant Schools and departments in evaluating the new e-databases and in considering the subscription renewals of e-resources.
- 10.3 The following factors will be taken into account when considering the subscription, renewals or purchase of the e-resources or services:
- a) Content relevancy (in consultation with relevant Schools and departments)
  - b) User-friendliness
  - c) Quality and reliability of the service
  - d) Financial commitment
  - e) System requirement
  - f) Future development of the resources/services
  - g) Past usage rate (for consideration of renewals)

## **11. ArchivalCollection**

- 11.1 The Academy Library collects, preserves and provides access to Academy records that have permanent value. To ensure long-term preservation and accessibility of archival materials, these materials are restricted to use, with the exception of academic staff, students and/or authors, within the Library. For highly demanded items, such as playscripts published in Hong Kong, the Library may acquire one additional copy for keeping in the Main Stack for circulation, as determined by the Librarian.
- 11.2 Coverage
- Materials kept in the Archive Collection should be of permanent value to the Academy and of interest to the Academy members in general. They include:
- a) Academy Publications, including the Academy's institutional review documents, annual reports, accreditation papers, prospectus, student handbooks, course catalogues, event programme booklets, etc.;
  - b) Academy Productions, including the productions files, performance recordings, playscripts, photos, publicity materials relating to the production such as posters, house programs, programme diaries, etc.;
  - c) Works produced by Members of the Schools and Departments and alumni;
  - d) Publications of Schools and Departments, recordings of School performances;
  - e) Outstanding graduation projects, students' distinguished works in final examinations, graduation screenings, theses and research papers.
- 11.3 Preservation
- The Library may choose to preserve the archival materials in digital format as appropriate and where budget and copyright allows.

## **12. Gifts and Donations**

12.1 The Library accepts gift items from Schools and Departments of the Academy, other organisations and individuals. The Library reserves the right to determine the location and retention of all gift items and to reject or dispose of them following the guidelines specified in the Library Collection Development Policy. The Library usually selects items that are relevant to the Academy's curricula.

12.2 The Library will try whenever possible to solicit materials that are required for the library collection through gift or exchange arrangement, particularly for those that are not available through purchase, such as materials published by government offices, university departments, non-profit making bodies, professional associations, local performing arts organizations, etc.

12.3 The Library will not accept any donations or gifts that carry any restrictions or conditions regarding the disposal, handling, and use of the items donated unless approved by the Librarian.

12.4 Materials on subjects related to the curricular or of general interest will be collected.

Scopes	<ul style="list-style-type: none"> <li>• Books (Curriculum related and not available in e-format) and published within 5 years</li> <li>• Music Scores (Curriculum related)</li> <li>• CDs (Curriculum related) and released within 5 years</li> <li>• Plays and Stage Performances (Videos and Texts)</li> <li>• Films (Videos and Scripts)</li> </ul>
Material Formats	<ul style="list-style-type: none"> <li>• Books</li> <li>• Music Scores</li> <li>• CDs</li> <li>• DVDs</li> <li>• Blu-rays</li> <li>• Digital Formats (pdf, mp3, mp4 etc.) – copyright cleared</li> </ul>

12.5 Materials belong to any of the following categories will normally be rejected:

Materials to be rejected	<ul style="list-style-type: none"> <li>• Pirated copies</li> <li>• Poor physical conditions</li> <li>• Incomplete sets</li> <li>• Journals/magazines</li> <li>• Programme notes</li> <li>• Duplicate copy</li> <li>• Outdated information or editions</li> <li>• Obsolete formats</li> </ul>
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12.6 A donation plaque will be prepared for fixing on the donated item. No donation plaque will be made for AV material due to lack of available space.

12.7 Items not selected but would be useful to members of the Academy will be displayed in due course for their selection. Unwanted items, pirated copies, damaged items will be disposed of.

### **13. Weeding and Relegation**

13.1 It is necessary to review the Library collection annually and to consider withdrawing the items that are no longer useful from the Library for the following reasons:

- a) to spare the space to accommodate newly acquired library materials
- b) to relieve immediate pressure for space
- c) to retain a relevant and effective collection

#### **13.2. Materials Considered for Disposal**

- (a) The Library will consider weeding the Library materials in the following conditions:
  - i. Damaged materials that are beyond repair
  - ii. Superseded publications or publications subsumed within another
  - iii. Publications duplicated in the Collection
  - iv. Publications containing outdated information
  - v. Short and incomplete runs of journals not received on a continuous basis
  - vi. Items that are obsolete or of low usage or value
  - vii. Items that are replaced with new formats
  - viii. Item published for more than 15 years and have been kept in storage for over 5 years without being requested (no checkout in the last 10 years)
- (b) It is necessary for the Library to consult the relevant Schools before withdrawing any items not covered as listed above.
- (c) The Library will consider the possibility of transferring the withdrawn items to relevant Schools or donating to other external organizations before discarding them to the dumpage.

#### **13.3. Materials Considered for Off-site Storage**

- a) Items that were published more than 15 years ago and have not been circulated within the preceding five years will be considered for keeping in off-site storage.
- b) The Library will also consider selecting items of relatively lower usage to offsite storage subject to the shelving space availability in the Academy Library and F/TV Library.
- c) Indicative learning resources will not be considered for offsite storage.

### **14. Dedicated/Unit Collections**

The Library Collection should be treated as an integral collection to support the curricula of the Academy. All library materials will be separated according to their formats and filed according to the Library of Congress classification Scheme regardless of their languages. Therefore, the Library does not support the separation of materials from its collection according to the local filing definition or for a small group of users.