

HEC LIBRARY

COLLECTION DEVELOPMENT POLICY

1. The budget for purchases may be distributed as under:
 1. Books, theses & A/V material
 2. Journals/Periodicals
 3. Online/digital resources, Equipment, Furniture etc.
2. The library acquisitions in respect of exchanges will be operated by utilizing HEC publications.
3. The copy of books and other material if deemed extra may be donated to the needy institutions.
4. Donations from other institutions in respect of reading material will be accepted provided that the donor agencies do not impose any condition; e.g. allocation of special corner/ shelves/ area for the purpose.
5. The purchases will be made through out the year.
6. No duplicate publication will be purchased unless needed urgently.
7. HEC Library Acquisitions Committee will be involved in developing the HEC library collection.
8. For developing general reference collection and in some cases subject reference collection on specific subjects the library professional staff will recommend their acquisition for library acquisitions committee.
9. While developing collection the information needs of the surrounding libraries of higher education will be taken care of.
10. Different libraries may seek help from HEC library for framing their library collection development policies.
11. Though the book titles marked on different trade catalogues/reviews, requests of the authors, annotated bibliographies, Internet sources, union catalogues, bibliographies, catalogues of different institutions etc. may

be used as collection development tools for purchases yet preference will be given to examine the books physically.

12. From time to time, if the Director Library so desires, different booksellers may be requested to supply the reading material for approval. The Library Acquisition Committee may recommend reading material selection out of the 'stock for approval'. As soon as the selection process is complete the library staff will inform the concerned book seller to collect the remaining books immediately.
13. For payment to book sellers the rules of library rates committee of Ministry of Education will be followed.
14. The library will help purchase of books / material for the sanctioned projects being operated by HEC with the condition that the cost of books/material will be debited to the project head concerned. After taking over the collection by the projects it would be the responsibility of the project to take care of the books delivered by the library and record of the same will be maintained by the project. However, technical processing support may be had from the library. In case the books are kept in the HEC library the concerned project will follow the library rules. However, the cost of books/material will still be debited to the project head concerned.
15. For acquiring highly priced publications, the director library may request provision of proforma invoice from the booksellers.
16. For acquisition of journals / periodicals different reliable firms / booksellers will be contacted to provide proforma invoice within 15 days, or the time prescribed by the library. The appropriate price quoted by a dealer, if selected for purchase, will be required to furnish indemnity bond to safeguard the interest of the library.
17. For price verification, Internet, digital/printed trade catalogues and all concerned sources will be utilized. Printed price on the books/material will be taken as authentic.

- 18. The library will undergo weeding process whenever there is need to do so.**
- 19. Replacement of material as a result of weeding/write-off will be carried out if the need arises.**
- 20. The library receives Pakistani research journal recognized by HEC as donation. The institutions publishing these journals are bound to deposit one copy of the each issue in the HEC Library.**
- 21. All the PhD theses produced in Pakistan will have to be supplied to HEC Library [hard and soft copy]. HEC Library will pay Rs. 500.00 for each thesis supplied.**
- 22. Cash payment will not be made to any of the booksellers. This policy will not apply for acquisition of government documents.**
- 23. If the electronic version of a document is available online free of cost the library will prefer not to acquire its hard copy unless urgently needed.**



COLLECTION DEVELOPMENT POLICY

- 1. The budget of the Library will be utilized for acquiring following categories of material:
 - 1. Books, theses & A/V material**
 - 2. Journals/Periodicals**
 - 3. Online/digital resources****
- 2. The library acquisitions in respect of exchanges will be operated by utilizing HEC publications.**
- 3. The copy of books and other material if deemed extra may be donated to the needy institutions through a proper mechanism.**
- 4. Donations from other institutions in respect of reading material will be accepted provided that the donor agencies do not impose any condition; e.g. allocation of special corner/ shelves/ area for the purpose.**
- 5. The purchases will be made through out the year.**
- 6. No duplicate publication will be purchased unless needed urgently.**
- 7. HEC Library Acquisitions Committee will be involved in developing the HEC library collection.**
- 8. For developing general reference collection and in some cases subject reference collection on specific subjects the library professional staff will recommend their acquisition to library acquisitions committee.**
- 9. While developing collection the information needs of the surrounding libraries of higher education will be taken care of.**
- 10. Different libraries may seek help from HEC library for framing their library collection development policies.**
- 11. Though the book titles marked on different trade catalogues/reviews, requests of the authors, annotated bibliographies, Internet sources, union catalogues, bibliographies, catalogues of different institutions etc. may**

be used as collection development tools for purchases yet preference will be given to examine the books physically.

12. From time to time, different booksellers may be asked to supply books and other reading material for selection. The Committee will select and recommend the material for purchase. As soon as the selection process is completed the library staff will ask to the concerned book seller to collect the remaining books immediately.
13. For payment to book sellers the rules of library rates committee of Ministry of Education will be followed.
14. The library will facilitate the purchase of books / material for the Projects//Divisions being operated by HEC. The cost of books/material will be debited to the project head/Division concerned. After taking over the collection by the project it would be the responsibility of the project to take care of the books and maintain record of them. However, technical support for processing will be provided by the Library. In case the books are kept in the HEC library, the concerned Division/project will follow the library rules.
16. For acquiring highly priced publications, the director library may ask for provision of Performa invoice to the book sellers.(For price verification of books).
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