Name of the Course	Managing Collection and Online Access
Course Code	MCO-605
Credit Hours	3
Objectives	1. To become familiar with the philosophy, principles and main elements of collection development and management (CDM). 2. To develop insights and methods for dealing with issues pertaining to collection development and management including policies development, selection process, acquisition options, weeding, preservation and conservation strategies for print and electronic resources using relevant theories and practices. 3. To identify the opportunities and challenges posed by electronic materials in the information environment covering ownership versus leasing models, the differences in licensing options from the major publishers and aggregators. 4. To gain valuable insight regarding the impact of e-material on the publishing industry, scholarly communication, and its integration into future technologies and social media.
Contents	**Unit-I Collection development and management** 1.1 Defining concepts and terms 1.2 Collection development policies. **Unit-II Selection and acquisitions procedures** 2.1 Selection tools and resources 2.2 Access vs. ownership 2.3 Licensing options 2.4 Digital rights management of e-resources 2.5 E-resources and technology issues **Unit-III Access, ethics and intellectual freedom** 3.1 Censorship and intellectual freedom 3.2 Responding to complaints and challenges to materials **Unit- IV Assessment and evaluation of collections** 4.1 Assessment and evaluation as a management tool 4.2 Historical overview of collection analysis 4.3 Approaches to collection analysis **Unit-V Managing collection** 5.1 Weeding 5.2 Preservation and conservation strategies **Unit-VI Collaborative collection development** 6.1 Overview 6.2 Resources sharing 6.3 Bibliographic access 6.4 Coordinated collection development and management

Teaching & Learning Strategies	A combination of lecturing, class participation, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions.
Assignments	Written assignment (10 marks), presentation (5 marks) and quiz (10 marks)
Recommended Reading Material	Albitz, B., Avery, C., & Zabel, D. (Eds.). (2014). *Rethinking collection development and management*. London: Libraries Unlimited. Clayton, P., & Gorman, G. E. (2006). *Managing information resources in libraries: collection management in theory and practice*. London: Facet Publishing. Fieldhouse, M., & Marshall, A. (Eds.). (2011). *Collection development in the digital age*. London: Facet Publishing. Johnson, P. (2018). *Fundamentals of collection development and management* (4th ed.). London: Facet Publishing. Kaplan, R. (Ed.). (2012). *Building and managing e-book collections: A how-to-do-it manual for librarians.* Chicago: ALA Neal-Schuman**.** Saponaro, M. Z., & Evans, G. E. (2019). *Collection management basics* (7th ed.). London: Libraries Unlimited. Weir, R. O. (Ed.). (2012). *Managing electronic resources: A LITA guide*. Chicago: American Library Association.

Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)