

María Paula Salmoiraghi: Collection development: selection and acquisition

### **Collection development: selection and acquisition**

The concept of selection and acquisition has changed notably in recent years, which has moved from an emphasis on the collections of the preponderance of users' needs. It is generally associated with the acquisition, but these two processes are clearly identifiable characteristics. The selection is a process of intellectual analysis is based on active policies and processes of each library. The acquisition, however, is an administrative process, which will be based on economic availability, discounts, quick answers to suppliers, is an outward process.

The study of the community of users and their demands must be the factor that governs the selection. Today, some authors believe that it should not be simply "selection process" but the concept of "collection development", within which would be covered, and to build a better collection to meet community needs. The enormous production of information, documents with multiple features, content, etc., Varied and administrative impact on the amount of development of each library collections in particular that the librarian must be highly trained.

In the case of the University Libraries are the teachers who do the selection, but the librarian who has the vision of the global collection, so it is that is better able to define a coherent and balanced selection. His relationship with the user, their information needs, frequent or occasional use of the documents will let you decide how many documents, what documents, what kind of content will have these documents and what the specific documents that will form the collections.

These processes do not constitute a compartment within the institution librarian. On the other hand is related to the different structural and dynamic elements that compose it and that most of the times influence of specific constraints that hinder the desired goals to the satisfaction of users.

The size of the collection will be strictly subject to specific positions of the Library prevents achieving the recommended standards for University Libraries. Once again it is the librarian who must evaluate these considerations along with the aging of our own collection and the impact of new technologies to determine the size of the collection.

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The difficult economic situation in countries like ours have created the need for the development of purchasing cooperatives and interlibrary loan, which is acquired only for part of their collections of those materials used very frequently.

To determine what documents are selected is very important to study users shrine quantitatively and qualitatively analyze information from those habits, especially statisticians mainly to establish a clear segmentation of users.

In addition to the University Libraries for the thematic areas that cover the collection will be easily established by studying the training programs.

Finally it will choose the specific document, which implies a choice of that comprehensive assessment will include the publication type, coverage, physical presentation of the work and its intellectual content. All this will have much more value if it is physically available for work, so it is advisable to ask suppliers works to be considered for further acquisition, using as sources to consult: trade catalogs, books and directories other documents for sale, national bibliographies, selective bibliographies, individual or collective catalogs of other libraries, etc..

In the selection process precedence criteria to be applied for those resources that are acquired by purchase as for those that are obtained by exchange or donation. Such criteria are themselves based on the type of resources involved. For books, reference works including the main criterion is according to their relevance to the institution as well as its application by users. There will be specific criteria according to:

- \* The selection of an individual
- \* In the case of Periodicals
- \* In the case of audiovisual resources
- \* In the case of Electronic Resources
- \* For the selection of databases on CDs and the contents of them
- \* In the case of electronic journals
- \* For the supply of documents.

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The acquisition of information "just in case" a user need to have is a purchase of potentially useful information. This type of situation is not what usually occurs in countries like ours where budgets are limited or lacking. It is better to change that concept by which the acquisition at the time it is needed. This conceptual change has allowed greater efficiency in the management of information resources.

The important change in the velocity of circulation of information and the amount that is generated makes a change in the management of the collections should be composed of a database of permanent and current information.

Librarians who are acting as an interface between user requirements and existing information resources in the world. Manager must be for services that allow its efficient use by the community to which he served and able to transfer the knowledge necessary to become autonomous.

#### Conclusions

Meet the information needs of the user is the ultimate goal of the process that begins with the demand for information is the information manager, the librarian that the architect of successful completion, provided that such requirements through pre-planned process of selecting and acquisition even with meager budgets.

Cooperative acquisition offers significant financial benefits by allowing a library the opportunity to access more documents.

The evaluation of documentary materials selected should be responsible and directed by highly trained and oriented to obtain quality information and quality media that support (magnetic and / or electronic), considering costs, impact on the environment and services, required infrastructure and projection in time.

Emphasizing the needs of users and the interest shown by these documents in electronic format is necessary to make informed decisions about collection development in the future and the library plays a major role in the organization of electronic resources with appropriate skills and knowledge of those who manage them.

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