

Free International University of Moldova

“Approval”

Rector, academician

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**Development Policy of the Data and Informational Resources
Of the Informational Librarianship Department**

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The abbreviations used:

ALRM	Association of Librarians of the Republic Of Moldova
NLC	National Librarianship Committee
ILD	Informational Librarianship Department
DP ULIM	Depot Legal of ULIM
IBDS	Informational, Bibliographical and Data Service
DRP	Development Policy of Documentary and Informational Resources
SP	Strategic Plan
ULIM	Free International University of Moldova

Development Policy Documentary and Informational Resources

The ILD aims:

- Modulation, development and administration of the info-data services for the students, teaching staff, researches, other socio-professionals categories;
- Facility and breadth of access to sources of informing and documentation (intern and extern) through

1. PRD's definition. Functions:

“Development Policy of Informational and Data Resources” (PRD) determines and regulates the process of collections' development: the Data acquisition in different languages and different supports, objectives and criterions of selection, standards and levels of completion, the best number of sample for the collections' ensemble.

This document is elaborated on the basis of “Law on libraries” (nr 287-XIII from 16.XI.1994), “Regulations and functioning staff of institutions' libraries of higher education” (approved by nr.7.4/6 from May 3, 2007 of the College Ministry of Education the Republic of Moldova), ULIM Concept of Education, “Regulation on organization and functioning of the Informational Librarianship Department” (approved by the order of the Rector of ULIM nr.59 of 29th of May).

PRD functions:

- To supply Didactic and Searching process with information and data;

- To ensure the number of opinions in served community concerning the nature and ILD' collections' aims, priority of completion.
- To establish the university standards for inclusion and exclusion of the resources;
- To impose institutional priorities versus those individual, reducing the influence of one person in the development of resources;
- To ensure the continuity of process development of the documentational and informational resources;
- Management instrument (Grants and Budget Allocations; promotion document; bookkeeping instrument).

2. PDR in the context of Community of the University

PDR conceives active collections and resources DIB, like a coherent, active, and dynamic ensemble. PDR is oriented to ensuring the balance between existing desired utilizations and from part of the university community and entrances of the informing and documentation of resources in collections;

ILD fixes its policy of development of collections according to the structure of the didactic process and the level of investigation at ULIM.

Development of informing and documentation resources of ILD is based on the following factors:

- Economical, educational and cultural policy of the state.
- The profile and perspectives of the development of educational and searching process at ULIM;
- The orientation for the satisfaction of the info-documentation necessities of university community;
- Material and financial resources at disposal;
- Informational and documentation resources existing at ILD;
- The cooperation with the biggest libraries in the Republic;
- Functional places etc.

PRD is based on a system of information and studies, that springs up from the following sources:

- Educational plans of the faculties;

- Plans and themes of scientific investigations within the frame-word of the Institutions and other subdivisions;
- Compulsory and facultative bibliography for each discipline;
- Beneficiaries of the information-documentation services carried out by DIB (teaching staff, students);

DIB works with the following beneficiary categories:

- Students of license and master cycles (full-time and part-time education);
- Doctor' s degree;
- Students of the preparation programs post-university;
- Teaching staff
- Other university categories(bookkeeping personnel, Human Resources service, librarians;
- External beneficiaries , research workers, practicing-specialist, students and other categories;

3. Duties and general principles for collection's creation

Taking into consideration tasks, stipulated in “Regulation of organization and functioning of ILD” (chapter 2), the process of constitution and development of collections identifies the following levels:

- **The basic level** (serves for introduction and defining

of the domain; includes dictionaries and encyclopedias, historic studies, important bibliographies);

- **Level of study** (fits the content of education plans);
- **Level of advanced study** (for supporting the students' courses of the final years, master and doctorate programs, individual study;
- **Level of investigation** (includes documentation and informational resources for common and individual searching –monographs, searching reports, new discovering, scientific and experimental results);
- **The comprehensive level** (includes significant workings of knowledge in profile domains, this level maintains special collections).

The basic principles of development of documentation and informational resources ILD are: the access to information, intellectual freedom, non-engagement policy, actualization, profiling and selectivity, coordination and cooperation.

4. Criterion of selection of the documentation

Selection of documentation, according with their acquisition, is done taking into consideration:

- Content
- Value of the document
- Physical presentation
- Typological appearance
- Linguistic criterions
- Chronological and geographical criterions
- Standard of completion

According to the content the documents are selected according to the following: priority domains are determined according to the profiles of educational process of ULIM; auxiliary material for the superior educational programs; specialized themes, the boundary domains of Knowledge and research.

The value of document is actually a relative notion; pointed out the following points of reference:

- The name of the author and editor (What is author's preparation? Does he have done the other works? Was sign other works of the author? How famous is the editor, is he recognized as the author of important works?)
- The aim of the work (what was the author's aim and what he managed to do through his work? Does he have the intention to give a detailed analysis in domain or a general vision? Is considered an exhaustive work or a selective one?)
- The treatment and level (who is going to read and use the work? Correspond to the level of the clients?)
- The structure of the work
- The intellectual content(the key-study, new and substantial contribution in domain);
- Potential utility
- Aesthetic quality (graphic presentation)
- Physical characteristics (paper, band, support, etc.)
- Technical aspects (image quality, sound, etc.)
- Complementary aspects (bibliography, notes, guidance etc.)
- The report with existing resources (ensuring collections' continuity, continuity of publications, the books' collections, etc.)
- The price

ILD's collections are formed by the documents, these having diverse **supports to fix the information**, printings, electronic documents and the other products of modern information, (multimedia, audio, video etc.)

multiplied documents by physical-chemical procedures,(xerography, lithography), manuscripts.

Type	Genres	The degree of plenitude
Didactic-methodological Documents	Manuals, university courses, lessons, chrestomathies, methodological works, analysis, recommendations, etc.	maximum
Scientific documents	Monographs, selections, works of scientific manifestation, doctor's thesis, auto essays, summaries, research reports, reports, annuals, synthesis, etc.	representative
Official documents	Decrees, laws, decisions, orders, regulations, standards, norms, instructions, etc.	Maximal representative
Documents destined for the sphere of practical activity	Guides, directions, handbooks, guidance.	selective
Reference documents	Encyclopedias, dictionnaires, directions, bibliographies, catalogs, guides.	representative
Popular-scientific Documents	Books, brochures, collections, foldings,	selective
Artistic literature	Anthologies, operas, remarkable texts, translations, collections.	Selective-representative

Linguistic criterions:

- The completion in Romanian language is very important, indifferent of the place where the documents had been edited;
- Teaching and development policy of foreign language at Free International University of Moldova influence completion of ILD collections of documents in different languages from all over the

world (profile of the department of Foreign Languages and Science of Communication

ILD completes the document and other priority resources edited in the last 2-3 years (exceptions form the document of the distinct value: didactic necessities, bibliophile values, etc.) the place of edition is not important.

According to the level of completion (see p.3, of the present Regulations), **the following norms of completion are get up:**

- A – maximum (5 samples)- for the level of study, inclusive the advanced level of study;
- B – medium (2.3 samples), for the basic and research level;
- C – Minimum (1 sample), for the comprehensive level.
- Documents which hold the statute of depot legal of Free International University of Moldova are checked by ILD in 15 samples, being distributed according to the Rector's order nr 10 from 2.02.2000 of the Free International University of Moldova.

5. Collection's completion with the publication of didactic-scientific staff ULIM

The publication, published at editorial Central ULIM, are signed by ILD of 25 samples, being distributed according to Rector's order nr.31 from 21.04.2005.

Publications, signed by didactic-scientific staff ULIM and published by the other editorial centers (from Republic of Moldova and other countries) are presented to ILD in 20 samples, the original (according to the Rector' order nr 25 from 4.04.2005).In exceptional cases may be presented copies of materials, with the indication of bibliography identification of elements.

6. Collections' structure

According to the solicitations and necessities of university's community, ILD holds the following collections:

- **Due to destination**, basic (resources of the educational university process), special ("Publications of didactic-scientific staff of Free International University of Moldova", " depot legal of Free International University of Moldova");auxiliary (of change);
- **Due to documents' category (resources):** collection of separate editions, (books, brochures); booklets, publications of references, dissertations; auto reports; calendars etc.
- **Due to the support of the informational**, printings, collection CD, DVD, audio-video collection, "Educational Portfolio of the Teachers at Free International University of Moldova" etc.
- **Due to the content**, the collection "Bibliology' s Library, etc;

- **Due to the mode of position (consultation)**, the collection with free access to the shelf; functional collection in the following form “demand – supply”.

ILD collections have a stationary character but due to the solicitation and necessities of university communities there are constituted the mobile collections (for example: “for Bachelor examination “collection of Francophone Agency, etc):

7. Sources of Completion

The purchase of the documents is made in the following way:

- Buying;
- Depot legal of Free International University of Moldova;
- Documents’ change;
- Donations;
- Transference;
- Extra-ULIM Sources (projects)
- Complementary ways (copies, loans);
- Purchase of electronic documents and access to the data in the internet.

Purchase is the principle way of ILD’s collection completion. The list of the necessary documents for the purchase process (commands, accounts, measures), is drawn up by the Development and Processing Analytic-synthetic service of Informational and Documentation Resources, having the signature of ILD General Director and of the chair (the chief’s chair, a person who is responsible for the teaching course). Definite decision on purchase of the documents belongs to the Rector of Free International University of Moldova.

The purchase may be done as a way of the source due the following ways:

- Direct from the document’s producer;
- Indirect, through a specialized intermediate **source (of the juridical character)**;
- From a particular person (in accordance to the demand-supply acts).

Depot Legal of Free International University of Moldova constitutes the documents, conveyed periodical Editorial Centre from ULIM, according to the order nr.10 from 2.02.2000 of the ULIM’s Rector as well as the other edited publications. An example of these is in the collection “Depot Legal of ULIM”. The collection is intangible, reflecting the documentary patrimony of the University.

The documents’ changing is a bilateral transaction, which brings the moral profits and materials for all the parts: is realized through sending of some publications of ULIM or other works, especially for the exchange partners or for the disposal documents from ILD’s collections. In the exchange agreement is specified the mode of exchange due to indicated price or

exchange of samples. Indifferent of the mode of exchange, ILD maintains the balance between the sending and the receiving (equivalent exchange).

ILD accomplishes the change of the documents with other institutions in the country (internal exchange), and with the other foreign institutions (international exchange).

Within the internal exchange there are performed the following characteristics: edited works in the frame-word and under the aegis of institutions (especially in university publications), didactic works, and edited university courses on local plane. The internal exchange is achieving in 3stages: the selection on the lists of offers; receiving of the exchanging parties; the dispatching of the exchanging materials.

The science and the Librarianship science and practice conform: that the international exchange does not have only an economic importance, first of all it is an expression of the international unities of science, a form of coexistence. ILD accepts the following general norms of the international exchange:

- A form of the dialogue between the partners;
- The exchanging partners are selected according to the profile;
- Realized first of all in the value of the content but not in the financial values.
- Each exchanged partner is considered an individual case, and he is treated with an individual attention;
- For the international exchange of the documents are established the following stages: the constitution and development of the exchange fund; the keeping of the exchange correspondence; the preparation of the parcels for the exchange; the transfers of the materials which are dedicated to the exchanging; the receiving of the document from the exchanging partners.

The advantages of the international exchanging of documents are:

- The most economical of acquisitions, because it does not stimulate the currency sum, but funds of national publications obtained from internal and editorial production;
- May be obtained and non-commercial documents;
- It does not have anything in common with the commercial relation between the states; the exchange may be done just on scientific purpose.

In the process of transfers and receiving of the documents is trained the unity of the university structure with the responsibilities of this sort (in the present – the human Resources service), ILD offering the necessary support: the true address of the partners, documents, etc.

Donations are an important source of the current and retrospective completion. As a completion source donations have the following characteristics: may be done by physical and juridical persons; came to ILD

without being asked, according to some negotiations. ILD is not obliged to register all the offers. Donations may be stocked with the statute integral collections. Testamentary donations of some well-known personalities in culture can be registered science and education.

ILD reserves the right to select from donated document those, which are important for ILD and redistributes the others. The golden rule concerning the donations' reception: we do not accept everything; we choose those documents, that we are able to buy ourselves.

The transfer of the documents is achieved, as a rule, between two similar units, according to the Rector's order of Free International University of Moldova.

ILD implies itself in various programs and projects with the aim to compete collections, the first being delivered and promoted by the non-governmental, foundations, associations, embassies, etc.

Developing the traditional collections, DIB acquires and promotes the documents on the nontraditional support (electronics?). Advantages of these: the rapidity of the informational deliver, the possibilities that the same document has to be consulted by much more clients at the same time, the elimination of the denunciations, etc.

A method of the purchase used in the developed countries are accepted by ILD is the partitioned acquisition.

8. Cooperation and Collaboration in the Collection's development

DIB cooperates and collaborates of collections' development on the following levels:

- Local level(departmental, university)
- National level
- International level

The local level is the level of intra-departmental collaborations: DEPASIR service, the managers of the collections, librarian-contact. ILD collaborates with the units of Free International University's structure (chairs, deanships), teaching-scientific staffs. The objects of collaboration are: selection of document; the consultation of periodical registers with the aim of making the subscriptions; the determination of number of the necessary samples; the supporting in procedures for buying or orders; the reciprocal information on the possibilities of the extra-ULIM resources for the collections' development, elaborations attraction in, provisions in projects and the other documents of Free International University of Moldova' s department of completion's possibilities of ILD's collections, consultations on the elimination of documents from the collections.

At national level ILD collaborates with libraries (mostly university libraries, National Library) and other similar institutions (The National Chamber of The Book).The aim of the later is to enlarge the number of sources, where all the

ILD's clients have the right of choice. The activities cooperation of collections' development is in problems' solutions, which faces ILD (these being characteristic for all big libraries in the Republic): financial requirements for electronic resources, informational serving of the clients at distance, the balance between access and property, the support of the development of inter-disciplinary collections, prices' rise on the documents, etc.

Developing the collections in cooperation, ILD results from the following:

- Almost each document is potentially utile for some clients
- ILD cannot collect everything (none library can collect everything)
- Formal and informal diversity of clients' interests leads to the increase In number of unique samples, at its disposal.

The ILD's cooperation with the interested institutions may take the following forms: cooperation documents, selection coordinated purchase of the documentation-informational resources; the repartitional domains for every partner who enters in cooperation; the delivery of funds for an agency of purchase and distribution of documents and others.

At International level ILD has bilateral and multilateral cooperation, having as priority the libraries of researches, university, professional organizations and international devices. ILD's relations with the institutions from the other countries are established according to some agreements on collaboration proceedings (inclusive at ULIM level- the concrete institution). The collaborations' domains are: documents' exchange, donations.

9. The levels of maintenance and the time of documents' age

The duration of use for ILD documents is established according to the corresponding educational curriculum of ULIM, value, the circulation and uses' degree of these as for examples:

- **Unlimited maintenance:** documents dedicated to educational process, those of bibliophile value, main works on synthesis, edited publications on behalf of ULIM, legal depot of ULIM, the works of ULIM teaching staff; the edition "The official gazette of Republic of Moldova";
- **A long time maintenance (15-20 years):** the documents of limited informational value; publications of societies, associations; unsolicited documents; periodical scientific editions of university profile; annual, publications in series; retrospective bibliographies;
- **Temporary maintenance (3-5 years):** popularization documents, editions for pre-university education, production's editions; periodicities social-political editorials, of popularization, artistic; incomplete sets of editorials, brochures of temporary character; publications of secondary information (folding, albums, etc.).

10. The elimination and substitution of the documents from collections

- The elimination of documents from ILD's collections is made for the following reasons:
- The transfer of documents, on the donation's form, from ILD to other institution, in the country or from abroad;
- In case of ruction in force major conditions (fires, floods, earthquakes and the other disasters);
- In case of loss or destruction of documents by the clients (process of elimination and substitution of documents, according to " The rules and conditions of access to the informational and documentation resources of ILD ", approved by ULIM' s Rector);
- In case of disappearance of some documents, through an oversight or from guilty, non-restored by beneficiaries (in case of going abroad, death, the change of the home;
- Di-selection (the voluntary elimination according to the formula IOUPI: I (incorrect, false information); O (habitual, superficial, mediocre); U (worn-out, deteriorated); P (out-of date); I (inadequate, does not correspond to the fund).
- The elimination of the documentations on the reason of loss by concrete clients does not bring the financial damages to the university documentation patrimony, these being substituted by those which are identical or similar. Thus is maintained the financial balance of the effectuated charges with the aim of documents' acquisition for collections. The corresponding acts over these proceedings are signed by ULIM's Rector, being taken on evidence by the University's bookkeeping.
- The reorganization of the collections of ILD ULIM through elimination, complementary activity of acquisition, is to be understood as a natural process of activity, more over in conditions of free access o the shelf.
According to West-European and American standards and practices DIB sets up real norm of annual elimination of 5% from the total collection.
- According to the documents' elimination from ILD's collections there are drown up the acts, reports, accompanied by bordereau, according to stabilized foresight through the instruction " The evidence of library's collections " (approved by the order nr. 152 from 08.05.2003 of the Ministry of Culture).
- With the aim of adaptation at the national foresight, correlation of these with the bookkeeping' demands of ULIM, ILD elaborates and implements. The institutional document "The evidence on instruction and cassation of documents from ILD's collections.

11. The revision of PDC. Final arrangement

Directing its position to actual necessities and to university communities that change, the modification of educational Curriculum, ILD annually revise this policy through keeping up to data the acquisition' priorities, as well as selection's criterions.

This document constitutes the necessary support of the elaboration of processes and actions concerning the development of ILD's collections, the later being the part of annual programs, regulatory documents of ILD.