

# ILO Library Collection Development Policy

## 1. Overview

### 1.1 Purpose of the collection development policy

The collection development policy sets out guidelines for developing and maintaining the Library's collections in all formats.

The policy allows the Library to make decisions on acquisitions in a transparent and consistent manner. It provides the Library's clients with an overview of the nature of the collections and plans for future development.

The policy will be reviewed on a regular basis.

### 1.2 ILO Library mission and vision

The collection development policy supports the ILO Library's vision to be the "First choice of information on the world of work".

The policy is set within the context of the Library's mission:

**We connect and engage via traditional and digital channels with users all around the world to promote and share ILO knowledge, as part of the ILO's goal to be the global centre of excellence on all world of work matters. We offer expertise and knowledge services to strengthen the Organization's research capacities. By managing, developing and preserving the ILO Library's digital and print collections we make them accessible for the use of present and future audiences.**

### 1.3 ILO Library place in the Organization

The ILO Library in Geneva is the leading library on the world of work. The Library works within a network of ILO libraries around the world, known internally as the ILO Global Information Network. Together these libraries collaborate on collecting information on the world of work for the benefit of ILO staff, constituents and researchers. Each ILO library manages a core collection of ILO documents and contributes to a broader collection of locally produced information. This allows the ILO to collect valuable information on the world of work from all regions.

The ILO Library maintains the repository of all ILO publications produced around the world.

## 2. Library Collections

### 2.1 Historical

The ILO was created in 1919, as part of the Treaty of Versailles that ended World War I. Shortly thereafter, in 1920, the Library was opened. Since these early days, the Library has sought out and preserved materials on all subjects related to the world of work including social movements, economic development and labour policies.

For more information about the historical collections:

<http://www.ilo.org/inform/online-information-resources/historical-collections/lang--en/index.htm>

### 2.2 Current collections

The Library's collections are global in scope. They include both print and digital formats of the following: books, journals, reports, legislation and statistics covering all aspects of work and sustainable livelihoods, economic and social development, human rights, and labour law in countries around the world. Much of the collection focuses on developing and transition countries.

The Library maintains one of the world's most significant print collections of national labour statistics and one of the most complete collections of official gazettes and labour legislation.

The ILO Library in Geneva is the core repository of ILO publications produced in Geneva and around the world. The Library has created an extensive digital collection of ILO documents and publications since 1919 in many languages.

### 2.3 Library audiences

The Library's collections are used by audiences in Geneva and around the world.

The principal audiences served by the ILO Library are:

- ILO staff, researchers, policy-makers and others in Geneva and ILO offices around the world
- ILO constituents: governments, employers' and workers' organizations
- Academic researchers and students in universities, colleges or other educational institutes around the world
- Enterprises, managers, journalists or other professionals seeking reliable information on world of work issues
- International organizations, NGOs and other members of civil society

## 3. Collection Development

The Library serves the information needs of its principal audiences by collecting and providing access to information on the world of work. The Library is committed to preserving and providing long-term access to its collections to guarantee that these resources are available for future audiences. The Library keeps up with changes in the information landscape and adapts to needs of its key audiences.

### 3.1 Principles

The guiding principles of the collection policy are:

- Relevance – we will strive to maintain a collection that is relevant to our key audiences
- Scope – the collection is global in scope. We make an effort to include material from all regions, with particular attention paid to “grey literature” or hard to find materials
- Formats – the Library acquires content in both digital and physical formats, with a preference for digital first
- Access – the Library is committed to acquiring materials accessible to the broadest possible audiences
- Preservation – the Library acquires publications with a view to long-term preservation

### 3.2 The information landscape

Published information has grown exponentially in recent years. It is no longer possible for any library to be exhaustive in its collecting. We can no longer expect to identify, much less acquire, all significant materials on the world of work. The current trend in specialized libraries is to focus on providing electronic access to unique collections, rather than attempt to acquire materials that are generally available through many channels.

### 3.3 Changes in researchers’ needs

The explosion of published material online in open access repositories, free websites and via commercial suppliers has completely changed the way most researchers find information. Researchers now expect information to be in easily accessible electronic formats, available immediately, anywhere in the world. The Library must be flexible, in touch with our clients’ needs and recognize that we will need to adapt any strategy to keep up with changes.

### 3.4 Future collection development

The Library’s principal clients are the researchers and staff of the ILO, both at Headquarters and in the field. With the significant changes taking place in information publication and access, the Library will build on its current collection policies and adopt some new strategic directions.

- ***Consultation with ILO staff on purchases***

The Library strives to meet the information needs of this group by consulting regularly on major purchase decisions. The largest part of the acquisitions budget is spent on electronic journals and databases. We rely on input from our colleagues in the ILO to let us know the relevance of journal titles to their work. We actively solicit input on the latest trends or topics of interest to ILO researchers. We follow developments in the ILO’s areas of work to inform decisions about purchases.

- ***Electronic first***  
E-journals are accessible more readily for our audiences outside of Geneva and even our clients in ILO Headquarters have indicated that they mostly prefer electronic formats. For these reasons, the Library will apply an “electronic first” collection policy for journals where reliable online access exists. We will continue to collect in print more marginal or print-only journals.
- ***Maintain important print collections***  
Although most ILO staff and Library clients now prefer to conduct their research using electronic sources of information, there remains an ongoing and important need to continue to maintain print collections. The ILO Library has a rich historical collection dating back to the 18<sup>th</sup> century and significant national collections of legislation and statistics. It is not feasible to imagine digitizing all materials. We do not foresee this information being made available online in the near future.
- ***Ensure value for money***  
As prices of e-resources, in particular, e-journals, are constantly rising, it is important that the Library use its budget wisely. Despite the large amount of freely available information on the Internet, acquiring reliable information can be costly. It is necessary to be selective in purchase decisions.  
  
The Library will continue to support the work of ILO researchers and staff by acquiring materials on demand, rather than purchasing in advance “just in case”. This strategy will make better use of resources, ensuring that all acquisitions are used. In some cases we may choose whether to borrow or purchase materials based on speed, cost and estimated value to the collection.
- ***Enhance visibility of ILO resources***  
Given that ILO staff have easy access to a broad range of electronic materials from around the world, the Library will direct its energies to making visible and accessible, the Organization’s own published knowledge. We will do this through our digitization programme, the creation of an ILO repository and new digital libraries to enhance access to previously hidden ILO content.

## 4. Selection and Acquisition

### 4.1 Main selection criteria

The Library is both the repository of ILO publications from around the world and the world’s most significant research library on labour and social issues. The collection focuses on the world of work, in the broadest sense of the term. The criteria for selection are related to focus, quality, format and provenance.

### 4.2 Subject or area of work

The Library collects materials related to the world of work including social and economic development, human rights and labour law.

### 4.3 Research value

We try to focus on materials deemed to have lasting research value. We do not acquire news articles or other ephemeral sources, except when an item is judged to be an important source of information on the history of the ILO.

### 4.4 Sustainability

We collect only items that can be stored or maintained within existing Library resources. We do not acquire items for which we would subsequently need to purchase special equipment to view, migrate to current formats or preserve.

### 4.5 ILO materials

The Library collects and preserves all reports and documents published by the ILO in print and digital formats, from Geneva or other offices around the world:

- Books, reports, studies, series
- Conference proceedings and reports
- Governing Body minutes and papers
- Working papers, briefs, discussion papers
- Codes of practice, guidelines
- Training materials, manuals, toolkits and other educational resources
- Journals, newsletters
- Brochures, pamphlets, leaflets
- DVDs, CD-ROMs
- Speeches or statements of the Director-General

The following ILO content is not currently collected by the Library but may change in future following an Organization-wide information strategy:

- Multimedia: ILO TV videos, ILC sessions, podcasts
- Images
- Web sites
- Blog, Facebook, Twitter or other social media
- Posters

### 4.6 Research about the ILO

The Library makes every effort to identify and acquire materials that document the history and impact of the ILO.

### 4.7 ILO authors

The Library strives to acquire articles and books published by ILO authors on topics related to the world of work. The Library welcomes ILO authors' contribution to this effort through the deposit of materials in the ILO repository.

### 4.8 International Organizations

Publications from the international community are of importance to the ILO's work. The Library collects the flagship reports in print and electronic copies. We also selectively collect electronic copies of any studies relevant to the world of work. In

particular, we collect reports with global, regional or national statistics. We collect any studies on national legislation related to the world of work.

#### **4.9 Journals**

The Library subscribes to approximately 400 journals which have been identified as essential to the work of the Office. Where electronic access of a journal is reliable, we subscribe first to the electronic version and add a print subscription if the difference in cost is not excessive. We maintain print subscriptions of any journal not yet judged to be available reliably in electronic formats. We review all subscriptions on an annual basis.

#### **4.10 Journal articles**

Selected journal articles are included

#### **4.11 Newspapers**

The Library subscribes to e-resources that give ILO staff access to the world's news sources. We keep a limited selection of print newspapers for consultation in the Library's Reading Room in Geneva.

#### **4.12 Books**

We acquire commercially available books, including e-books, on demand from ILO departments in accordance with the general selection criteria.

#### **4.13 E-resources**

The Library selects and purchases e-resources which support the current work of the ILO. We welcome recommendations for purchase from ILO staff. Due to budget restrictions, we may not be able to purchase all requested items.

### **5. Donations to the Library**

The ILO Library welcomes donations of materials related to the world of work, particularly from developing countries. Donations become the property of the ILO. The Library reserves the right to examine donated materials before deciding to include them in the collection.

The Library encourages ILO staff to donate a copy of their academic publications.

### **6. Retention and Preservation**

The Library maintains and preserves ILO publications in perpetuity. We aim to keep at least 2 print copies of all publications in all languages. We preserve and make accessible digital copies.

Research about the history or impact of the ILO will be kept permanently.

Books and journals documenting social history will be kept permanently.

Official gazettes and other materials in the national labour legislation collection are kept permanently.

## **7. De-selection and disposal**

The Library regularly reviews the collection to identify items that should be eliminated.

Superseded editions, duplicate copies, news bulletins, outdated dictionaries, directories and other items no longer used, will be discarded.

Documents in outmoded formats will be converted to accessible formats where useful and the outmoded copies eliminated from the collection.

## **8. Cancellation of subscriptions**

Usage of resources is monitored and cancellation is recommended when usage is low. The Library consults with ILO departments for feedback on electronic and print subscriptions of journals. Continuing subscription is based on demand, access and price. The Library may cancel subscriptions due to price increases, poor access or low demand.

## **9. Access**

The Library is open to the public. All materials available in our databases and through the Library's web are available to the public.

The Library purchases some e-resources exclusively for the use of ILO staff.