

Research on the Policies and Principles of Document Acquisition in University Libraries in the Digital Era

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ABSTRACT

This paper studies the policies and principles of document acquisition in university libraries in the digital era, explains the significance of document acquisition policies and principles, and explores the content and formulation of document acquisition policies in the digital era from the perspectives of related researchers, research basis, research content, etc. It also studies the principles of document acquisition in the digital era from the aspects of ideology, economic applicability, system development, and highlighting characteristics.

Keywords: *Digital era, University libraries, Document acquisition policies.*

1. INTRODUCTION: PRINCIPLES OF DOCUMENT ACQUISITION

The construction of literature resources is the source of library work and the foundation for libraries to provide various services.[1] Faced with massive information and endless literature resources, university libraries must formulate corresponding policies and principles when conducting document acquisition, which is a major issue related to the survival and development of libraries. In current society, it is impossible for any university library to collect all literature. Firstly, it is limited by factors such as funding and disciplinary development. Secondly, the demand for literature varies due to factors such as the professional settings of each library. Thirdly, there are differences in reader groups. These require each university library to choose literature that is suitable for it, especially in the digital era where reader resource acquisition methods, lifestyles, and other behavioral patterns have undergone significant changes compared to before. Therefore, it is necessary to adjust document acquisition policies and principles in response to new situations, new eras, and new changes to ensure the efficiency and quality of document acquisition work, and actively explore ways to meet readers' resource needs.

2. THE SIGNIFICANCE ON STUDYING THE POLICIES AND PRINCIPLES OF DOCUMENT ACQUISITION IN THE DIGITAL ERA

2.1 *Improving the Scientific Management Level of Document Acquisition to Ensure the Needs of Readers*

In recent years, with the development of information technology and the iteration of digital devices, many libraries have introduced advanced equipment, intelligent systems, and management concepts that adapt to the development of the times. They have made significant progress in collecting and storing literature that readers need, making document acquisition more purposeful and planned, and thus improving efficiency. But progress is also endless, and the level of scientific management is a strong guarantee to ensure the needs of readers, which requires the persistent persistence and improvement of university libraries.

2.2 *Strengthening the Purposefulness and Continuity of Literature Interviews to Ensure the Library's Mission*

The library provides resource guarantee for the development of school disciplines and guarantees the demand for literature resources for readers.

Although the development of school disciplines may have adjustments and reader demands may change in stages, the nature of colleges and universities is difficult to undergo significant changes. Therefore, in resource construction, there should be a long-term collection development plan to ensure the continuity of the construction of major discipline resources, with the aim of ensuring the resource demand of major disciplines.

2.3 Providing a Basis for Library Service Evaluation, Interview Work Evaluation, Etc.

The policies and principles of document acquisition work revolve around the content of library services, so the policies and principles formulated should reflect the needs and evaluations of readers. Effective evaluation can help identify problems in actual acquisition work and provide more guidance for future document acquisition work. This forms a virtuous cycle of policy principles evaluation improvement.

3. RESEARCH ON THE CONTENT AND DEVELOPMENT OF DOCUMENT ACQUISITION POLICIES IN THE DIGITAL ERA

3.1 The People Who Formulate Policies

The document acquisition work of university libraries is not limited to the acquisition department, but has connections with various departments of the library, secondary colleges of the school, teachers, students, etc. It requires coordination of personnel and matters from all aspects. Therefore, the main leaders in the library need to take the lead and organize specialized personnel. The internal interviewing officials, subject librarians, and subject leaders of secondary colleges in the library should have a reasonable division of labor to discuss policies that are suitable for the development of the school and the needs of readers.

3.2 The Basis

Only with investigation can one have the right to speak. The formulation of document acquisition policies must be based on investigation and research. It is not only necessary to investigate the resource guarantee loop of publishing houses, library distributors, and libraries, but also to investigate the problems existing in the distribution and classification of existing collections. It is also

necessary to investigate the development direction of major disciplines, the literature needs of readers, and other contents. After conducting comprehensive and in-depth research, preliminary content is formed, and then various personnel are contacted to solicit their opinions. Although this is time-consuming and laborious, it avoids the phenomenon of one-man decision-making and minority decision-making, greatly improves the decision-making power of library users, and ensures the literature resource needs of users.

3.3 The Content

The naming of document acquisition policies may vary among libraries, including rules, regulations, guidelines, etc. However, their content should cover all aspects of library literature acquisition work, and the main content should include the following aspects.

The first is the general principles for document acquisition. This should mainly explain the nature and tasks of the library, the variety and structure of the collection of literature, the level and focus of literature collection, the basic principles of literature selection, the sources of literature funding, the allocation of literature funding, and the discipline of document acquisition personnel.

The second is the types of document acquisition. It is necessary to classify according to the Chinese Library Classification System, and specify which categories and proportions should be included in the document acquisition of this library, so that there can be primary and secondary interviews with limited funding. For example, which varieties are suitable for comprehensive acquisition, which varieties need to be emphasized for acquisition, which varieties need to be collected less or not, and whether the determination of duplicates needs to be adjusted based on the number of libraries and branch libraries, majors, or borrowing volumes.

The third is the document acquisition methods [2]. In traditional interview method, interviewers have great decision-making power because they are familiar with various situations. However, in the digital era, it has become easier for more readers to participate in interview decision-making. For example, the book management systems of various libraries basically have reader recommendation functions, and library distributors also provide online platforms to cooperate with readers from various channels to choose books. Activities such as library payment can greatly improve readers'

decision-making power. In addition, corresponding contingency plans should be developed for donation policies, solicitation schemes, interlibrary exchanges, and other acquisition methods.

The fourth is the extension of document acquisition work. The previous discussion mainly focused on literature resources, but in reality, there are still procedures such as cataloging, proofreading, processing, and archiving that need to be carried out, including bidding, financial reimbursement, and asset handling. Each step corresponds to the management work of the library, so these detailed rules should also be refined.

The fifth is clearly defining corresponding responsibilities. Document acquisition work usually involves the use of the library's main funds, so it is necessary to clarify responsibilities from the library leaders to the acquisition department and acquisition personnel. There must be contingency plans for any consequences and responsibilities that may arise.

4. THE PRINCIPLES ON STUDYING THE POLICIES OF DOCUMENT ACQUISITION IN THE DIGITAL ERA

4.1 Ideology

The tasks undertaken by university libraries, as well as the unique attributes of publications, constantly reflect the interests and will of the country and the nation. China's socialist system and current tasks determine that document acquisition direction in China must conform to the construction of socialist spiritual civilization, mainly including ideological and moral construction and educational, scientific and cultural construction. Ideological construction aims to address the issue of the spiritual pillar and driving force of the entire nation, while educational, scientific, and cultural construction aims to address the issue of the scientific and cultural literacy of the entire nation. As a cultural hub, university libraries have a collection of millions or even tens of millions of books, and their publication dates span a long time. With the development of the times, some of the books are outdated and not suitable for the new requirements of the new era. Through investigation, it was indeed found that some of the books in the collection have problems such as ideological ambiguity, unclear positions, author disputes, improper case selection, vulgar language, and

outdated knowledge systems. Due to factors such as the large number of collections and limited abilities of librarians, a very small number of publications have not been discovered in a timely manner, so strict control must be exercised at the source.[3]

The first is to strengthen the implementation of ideological responsibility system, further enhance the ideological awareness of acquisition personnel, strictly implement the ideological responsibility system in future work, improve the political sensitivity and judgement of various types of document acquisition personnel, and strictly manage the later storage of various publications.

The second is to strictly abide by relevant laws and regulations of the State Administration of Press, Publication, Radio, Film and Television, and strive to improve one's own level, learn to distinguish between advanced and backward, correct and wrong, positive and negative, healthy and decadent, scientific and pseudoscience, noble and vulgar, carefully order all kinds of publications, resolutely prevent bad publications from entering the campus, strictly control the source, and further strengthen the procurement and donation system, comply with national laws and regulations and school book procurement related systems, and increase supervision efforts.

The third is to improve the normalization of publication review work. It is necessary to implement daily and normalized management and investigation of publications that can be borrowed and read on campus. Library acquisition personnel are required to screen from the source of the book list, carefully identify recommended reading materials from readers, maintain a cautious work attitude, integrate the political and scientific orientation of the review of book materials into daily book management work, strive to provide high-quality book services for all teachers and students in the school, and better play the academic and cultural leading functions of the library.

4.2 Economic Applicability

Currently, university libraries are generally facing difficulties such as funding shortages and continuous increases in book prices. Therefore, the traditional extensive acquisition model is difficult to continue. Library acquisition personnel must shift from a medium quantity expansion growth model to a low input, high-efficiency connotation growth model, in order to achieve the goal of

maximizing the functionality and utilization of the literature resource system.

Firstly, it is necessary to make a good plan for the use of funds, conduct various investigations and research, including the increase in publication prices, reader borrowing statistics, etc., and ensure that the number of copies is purchased according to actual needs. Resources that are irrelevant or have little practical value should be purchased less or not at all, and high-quality foreign publications should be carefully screened for their effectiveness and purchased with caution.

Secondly, it is also necessary to enhance the decision-making power of readers in acquisition. Adequate funding should be provided for resources that are frequently needed by the majority of readers. For resources recommended by readers, as long as they comply with the collection principles, they should be met as much as possible. Of course, the proportion of funding should not be too high for individual readers' needs. Resources in the direction of school subject development should be kept as low as possible.

Thirdly, it is a must to attach importance to the functions and characteristics of digital resources in the digital age. With the development of modern carriers, the proportion of electronic reading has been increasing year by year. Compared with paper resources, electronic resources have the characteristics of easy replication and dissemination, and can be appropriately supplemented with paper documents.

4.3 System Development

At every stage, the development of human knowledge is closely related to the improvement of social productivity, changes in social systems, and advances in science and technology. In the future, the development of human knowledge will continue to be influenced by factors such as globalization, informatization, and intelligence, presenting characteristics of interdisciplinary, highly comprehensive, and rapid iteration. So publications have formed a knowledge system that connects the past and the future, has clear stages, and has strong planning, coherence, and development. These characteristics require acquisition personnel to have the ability to systematically and continuously select suitable collections from a vast array of publications.

Firstly, systemic capability refers to the organization, structure, and operation of a whole or

system, emphasizing the interconnection, interaction, orderliness, and stability of each part. So acquisition personnel need to have the ability to choose and purchase different types of publications, and according to the collection system, maintain the integrity of the system in key disciplines and characteristic collections, including representative works from different periods, continuous publications, large-scale series, etc.

Secondly, developmental ability refers to the ability of an individual or organization to continuously grow, progress, and innovate in a constantly changing environment. This ability involves multiple levels, including knowledge, skills, attitudes, and values. Acquisition personnel are required to have a developmental perspective, insight into the trends of disciplinary development and changes in reader demand, and have foresight in purchasing new and appropriate publications.

Thirdly, planning ability refers to the ability of individuals or organizations to engage in systematic thinking and planning before taking action. According to the characteristics of school and era development, acquisition personnel need to have the ability to plan and adjust, mainly in the long and short term acquisition plans of the library. This can more effectively achieve goals, reduce resource waste, and maintain stability and direction in the face of challenges.

4.4 Highlighting Distinctive Features

The principle of library collection specialization refers to the formation of a unique, targeted, and irreplaceable literature resource system by libraries based on their own positioning, service targets, regional characteristics, disciplinary advantages, and other factors when collecting, organizing, and providing literature resources. The following are some key points of the principle of library collection specialization.

4.4.1 Clear and Demand-oriented Positioning

There is a must to identify the service targets of the library, such as academic research, public reading, specific professions or industries, and clarify the status and role of the library in the region, system or professional field. The construction of library collections should be based on the actual and potential needs of readers. Libraries should regularly conduct reader demand

surveys to guide the procurement and elimination of literature resources.

4.4.2 Reflecting Professional and Regional Characteristics

Based on the disciplinary advantages or professional characteristics of the institution where the library is located, it is necessary to focus on collecting literature resources in related fields, establish specialized databases or special collection rooms, and provide in-depth professional services. In terms of regional characteristics, it is also necessary to collect literature resources related to local history, culture, economy, and social development, protect and inherit local literature, and provide support for local research.

4.4.3 System Integrity and Quality Priority

There is a must to maintain the systematic and complete collection of resources, ensure the coherence and coverage of documents, and strive for comprehensive collection of important disciplines or themes to form a complete data system. In the construction of library collections, emphasis should be placed on the quality of literature to ensure the academic and practical value of resources. Strict screening of included literature should be carried out to avoid blindly pursuing quantity while neglecting quality.

4.4.4 Utilizing Technical Support to Provide Real-time Dynamic Updates

By utilizing modern information technology, it is aimed to improve the digitalization and networking level of our collection's unique resources. Through digital platforms, the aim is to enhance the accessibility and utilization efficiency of these resources. The specialization of library collections is a dynamic process that requires continuous adjustment and optimization. The effectiveness of library collection specialization should be evaluated regularly, and corresponding adjustments should be made based on feedback and changes.

4.4.5 Respecting Intellectual Property Rights and Expanding Resource Sharing

There is a must to respect intellectual property rights and legally obtain and use literature resources in the construction of distinctive features. Corresponding copyright management strategies

should be formulated for distinctive resources. The principle of distinctive collection can help libraries form unique competitive advantages, improve their service level and influence, and better meet the needs of specific user groups. While maintaining its own characteristics, there is also a must to actively participate in the co construction and sharing of literature resources in the region or industry, and expand the influence of the collection's characteristics through cooperation and exchange.

5. CONCLUSION

The digital era brings new opportunities and challenges to the innovation of library acquisition work. Libraries should take measures to continuously optimize their document acquisition policies and principles, and continuously improve the abilities of document acquisition personnel, so that the libraries can provide more targeted and high-quality information services for readers.

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