



The new politics for the development of the chamber of deputies' library collections: adaptations from the conspectus methodology

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Abstract:

It reports the process of updating the collection development policy of the Pedro Aleixo Library at the Chamber of Deputies, based on the adaptation of the Conspectus methodology.

Keywords: Collection development. Conspectus Methodology. Parliamentary Library.

Introduction

The collection development policy is designed to function as a guideline to assist the librarian in the decision-making process regarding the selection and acquisition of material that must be incorporated into the acquis, as well as selection criteria, retention period and weeding.

According to the International Federation of Library Associations and Institutions (IFLA) there is a need for a written document, which is significant for establishing parameters to guide the library and its users.

Many collection development policies are often only a very simple guideline, having no real connection with the mission of the institution, but actually with the personal preferences of librarians or the most frequent users.

Pedro Aleixo Library

The history of the Chamber of Deputies' library starts in 1823, in Rio de Janeiro. In 1961, with the change of the Federal Capital, the library was transferred to Brasilia, and in 1984, through the Resolution 104, its name was changed to Pedro Aleixo Library.

The Pedro Aleixo library's archive consists predominantly of titles in Social Sciences, with an emphasis on Law, Political Science, Economics and Public Administration. It consists of books, periodicals, collections of digital documents, electronic media, microfilm, and maps which are acquired through purchase, donation, exchange or capture. The Library is also the depository of publications issued by the Chamber of Deputies, in addition to the publications of the United Nations (UN) and some of its agencies. Its archive consists of the General Collection and the Collections of Periodicals, Reference, Digital, Rare Books, Special Works, Multimedia, International Organizations, Technical Standards and Deposited Collection, or long-term loan.

The Library of the Chamber of Deputies is part of the Virtual Libraries Web Net - National Congress (BVBI), a cooperative network of libraries which have the participation of executive, judiciary and legislative agencies.

The Pedro Aleixo Library's mission is to provide informational support to legislative activities, surveillance and representation of the Chamber of Deputies' members and their representative bodies, as well as the activities of technical and administrative support.

The previous Collection Development Policy was made in 2000 and the Library needed to go through a general review for the inclusion of new parameters and adopt a new methodology.

After a literature review on the subject and an analysis of the collection development policy of many libraries, the application of the *Conspectus* methodology was implemented in order to update the collection development policy of the Pedro Aleixo Library.

Conspectus Methodology

The *Conspectus* methodology consists basically of establishing a subject matrix, which is a subject list combined with a point scale (depth indicator, collection level or other indicators). This matrix directs how each subject should be developed within the collection so that the library achieves its institutional mission.

Since the *Conspectus* methodology aims at, in the first place, reflecting the institution's and library's mission, it enables a more coherent and balanced acquisition and evaluation of informational material, in a way that it could be used in any type of library and collections.

Methodology adaptation

After studying the guiding principles of the methodology, and analyzing its use in parliamentary libraries in many countries, a work project was set up, consisting of two steps:

- 1) Establishing the levels of depth of the collection and the matrix of subjects

The levels of depth are numeric values used to describe how the subject will be developed in the collection.

We adapted the six levels of depth indicated by the *Conspectus methodology* to the specificities of the Chamber of Deputies. The issues relating to support, language, assessment and update were previously defined, as it can be seen in the table below.

Level	Name	Description	Evaluation	Language
0	Out of collection	Informational materials on the subject are not acquired.		
1	Minimum level	General and reference works or works aiming at meeting a specific and momentary demand.	To prove its relevance.	Only in Portuguese
2	Basic level	Basic works in an introductory level to define and conceptualize the subject. A collection of journals that come from reputable institutions which are reference in the subject can be present.	To prove its relevance and verify the possibility of preserving the classic or retrospective materials.	Preferably in Portuguese
3	Institutional support	Basic works in an introductory level that define the subject and meet the needs of the management area of the Chamber. A collection of journals that are reference on the subject can be present.	To prove its relevance, avoid errors and verify the possibility of preserving the classic or retrospective materials.	Preferably in Portuguese
4	Level of investigation	Works with higher level of specificity related to the areas of the Standing Committees of the Chamber of Deputies, and focused on the legislative process. It is necessary to set up a significant collection of journals and electronic materials.	To prove its relevance and establish a fund for historical research.	Portuguese, Spanish or English and, in specific cases, at the discretion of the Selection Committee, in other languages.
5	Complete level of information	Works on the subject are fully acquired. It is necessary to set up an extensive collection of journals and electronic materials.	It is not subject to revision.	Works in any language

When developing a list of subjects that would represent the interests of the House we created a list containing issues on:

- thematic areas of the 20 standing committees and the two joint committees established by the Internal Rules of the Chamber of Deputies;
- thematic areas of Legislative Consulting as well as Budget and Finance Control Consulting;
- areas of the organic structure of the Chamber of Deputies present in the institutional website;

- Universal Decimal Classification Code (UDC) class and subclasses of Social Sciences.

The covered and related subjects have been translated into authorized terms described in the Basic Controlled Vocabulary - VCB used by the content indexing service of the library. The matrix of subject was built and established as follows:

- Issues common to the Commission and one of the areas of Consulting had a score of 4;
- Matters relating to the management activities of the House or to Consulting only had a score of 3;
- The remaining subjects received a score of 2, 1 or 0 according to the alignment with the legislative process;
- The theory and practice of the legislative process and the history of the Chamber of Deputies had the highest score, i.e, 5.

The matrix of subjects is, therefore, the weighting of subjects, considering their relevance to the development of legislative, administrative and parliamentary activities of the Chamber of Deputies.

The Matrix of Subjects of Pedro Aleixo Library was referred to a group of librarians for a preliminary validation. Here below are extracts of the Matrix of Subjects.

Subject	Level	Aspects to be observed
Mathematics - Astronomy	0	
Theory and Philosophy of History	0	
Metaphysics	1	
Anthropology	1	
General philosophy	2	Classical and modern philosophical basis
Roman Law	2	
Scientific methodology	3	Works on specific scientific methodology in social sciences and humanities to cater primarily for Cefor's post-graduation courses.
Strategic planning	3	In public administration. Theoretical and practical aspects
Personnel Administration	3	In public administration. Theoretical and practical aspects
Science policy	4	Technological development as a public policy
Theory of the State	4	Historical, social and theoretical aspects
Electoral law	4	Comments, doctrine, situation in other countries, comparative law and its specific features, with a more theoretical than practical focus.
Chamber of Deputies	5	History and studies on the Chamber.
Legislative process	5	Within the Chamber of Deputies. Theory, practice and feedback.

2) Preparation of acquisition rules for each collection that is part of the Library.

There was a study of each collection that is part of the archive, where the collections' specificities were analyzed and selection guidelines that sought to unite the matrix of subjects with the peculiarities of each collection were defined.

Thus, Score Sheets and Specific Guidelines for each collection were elaborated. The Score Sheets are forms with the mathematical calculations of the criteria that represent the common features of the Collections, whose sum indicates the immediate acquisition, the submission to a plenary decision or the rejection of a work, as exemplified below

GENERAL COLLECTION SELECTION OF NEW TITLES	
Criterion	Score
Level of the subject in the Matrix	
Level 4	8
Level 3	6
Level 2	4
Level 1	2
Percentage of titles already selected on the same subject in the year	
Low	3
Medium	2
High	1
Authority	
Renowned	3
Known	2
Unknown	1
Existing title in other libraries	
No library has the title	4
Existing title in up to 30% of the libraries of the Web Net	3
Existing title in up to 60% of the libraries of Web Net	2
Existing title in more than 60% of the libraries of the Web Net	1

JOURNAL COLLECTION SELECTION OF NEW TITLES	
Score	Decision
19 to 21	It is acquired
12 to 18	It is submitted to the Selection Committee
8 to 11	It is rejected

Final Considerations

The final text of the Collection Development Policy is in the process of validation by a group of librarians who work in many areas, and members of the project. At this stage some points will be adjusted to then be validated by the policy direction of the Chamber of Deputies, when it will be fully adopted.

With this project it is possible to confirm that the *Conspectus methodology* adequately meets the proposed objectives, since it allows the preparation of a collection development policy that responds effectively to the needs of a legislative library.

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