GUIDELINE:
UNIVERSITY LIBRARY COLLECTION DEVELOPMENT

Purpose: These guidelines exist to give direction and focus to the collection development practices of the University Library

Responsible Executive: Senior Deputy Vice Chancellor
Responsible Office: University Library
Effective Date: 1.5.16
Last edited: 1.5.16
Review Date: 31.12.18
1 Purpose

1.1 These guidelines exist to give direction and focus to the collection development practices of the University Library (henceforth ‘the Library’).

2 Scope

2.1 These guidelines encompass the development of the content of the Library’s collections and include all the material and format types the Library will collect.

2.2 The management of their collections and the provision of access to these collections are outside the scope of this document.

2.3 These guidelines apply nationally.

3 Definitions

3.1 eResources – individual titles or packages of scholarly information that are presented in digital format, obtained by acquisition, subscription or as an open access resource. These include individual titles, or collections of eBooks and digital videos, eJournal packages, multi-format collections, abstracting and indexing services, as well as tools that could be used in professional practice (e.g. diagnostic decision-making tools). The definition does not include software packages or subscriptions to software

3.2 Scholarly information – Published information and collections used by our scholars to inform their learning, teaching and research

3.3 Teaching resources – resources and equipment used in teaching and curriculum based activities

3.4 Theses – the Library will use the relevant course regulations to determine what constitutes a thesis for collection development purposes

3.5 Research outputs – the Library will use the Research Office’s definition of what constitutes a research output for collection development purposes

3.6 Individual journals – the Library will classify a journal as an individual title where we subscribe to it outside of an aggregation or collection, regardless of whether it is available within an aggregation or collection
4 Principles

4.1 The Library:

- partners with staff and students to develop collections of information resources that support the University’s teaching programmes and research interests nationally, and acknowledges that disciplines may require access to both scholarly and non-scholarly information resources
- makes resource selections base on expected or, where possible, evidence-based use
- generally purchases or subscribes to resources which optimise access for all Library users, rather than resources which are restricted to specific Library users or groups or users
- initiates and maintains subscriptions on the basis of both demonstrated relevance to teaching and research, and expected or demonstrated usage
- seeks to maximise the space available for people using our libraries and therefore prefers the collection of resources in a digital format, expect in designated collection specialisations
- seeks to maximise the breadth of the collections and therefore
  - does not purchase duplicate copies of items unless high demand is anticipated
  - prefers digital formats with multi-user licenses so as to ensure national, shared access to content
- prefers digital formats/resources that include assistive technologies or features
- seeks to meet specialist information needs which cannot be met within our own collections through regional, national and international resource sharing arrangements.
5 Responsibilities

5.1 University staff and students are encouraged to:

- Use the mechanisms provided by the Library to recommend the acquisition of or subscription to information resources to support their research and practitioner interests.

5.2 The Liaison Librarians will:

- Determine profiles and guidelines under which monographs and reference items available will be acquired.
- Determine which monographs and reference items will be retained and for how long.
- Investigate potential new subscriptions, review current subscriptions, and make recommendations for both renewals and new subscriptions.

5.3 The Manager Research Services will:

- Consider and approve recommendations for print subscriptions at their campus.

5.4 The Collection Development Working Group (CDWG) will:

- Consider recommendations for subscriptions to online resources.
- Consider recommendations for purchase of collections of online resources.
- Consider recommendation for inclusion of open access resources in Library discovery services.

5.5 The Manager Access Services will:

- Exercise final responsibility for the inclusion of open access resources in Library discovery services.
- Review subscription recommendations to ensure they will be discoverable.

5.6 The University Librarian will:

- Exercise final responsibility for the purchase and subscription of all Library resources.
6 General Selection Criteria

Decisions regarding selection of information resources, whether by subscription or acquisition, will take account of the relevance, quality, currency, format and price of these resources.

6.1 Collecting Books and eBooks.

The Library acquires books, including but not limited to textbooks, encyclopaedias and dictionaries, that support the teaching and research activities of the University. The Library favours eBooks except where a digital format is unavailable, is unsuitable for the type of content sought in the book (e.g. illustrations, or other visual presentations of data), is prohibitively expensive, or where the book is being collected as part of a designated collection specialisation (see below).

Specifically, the Library acquires

- Course textbooks once they have been formally ordered as textbooks with the University’s bookshop. For both physical and digital textbook the Library will order one copy for each 25 students in a cohort, up to a maximum of 4 copies.
- Recommended readings from academic staff, including via course unit outlines.
- Supplementary readings and general titles either on the basis of recommendation from academic staff or on the decision of the relevant Liaison Librarian.
- Reference resources on the decision of the Liaison Librarians.

6.2 Collecting Audio Visual (AV) or Multimedia Resources

The Library acquires and subscribes to the AV and multimedia resources that support the teaching and research activities of the University. These resources may be acquired or subscribed to on the basis of recommendation from the relevant academic staff or at the discretion of the Liaison Libraries.

DVDs and streaming technology are the preferred formats for AV content.

6.3 Collecting Print Newspapers

Newspapers are subscribed to in order to provide coverage of current affairs and popular media perspectives of academic subject matter.

Newspaper titles may be subscribed to either on the basis of recommendation from the relevant academic staff or at the discretion of the Liaison Librarians.

Copies will generally only be retain for a month.
6.4 Collecting Theses

With permission of the author, the Library will collect a digital copy of every Higher Degree by Research (HDR) thesis submitted to the University and will maintain a print collection of any HDR theses which are not able to be digitalised.

Digital theses will be published in the University’s research repository in accordance with the wishes of the author.

Print theses will be collected at the Campus at which they are submitted and will not be made available for loan outside of the Library which holds the thesis, including in response to external requests.

Theses completed by coursework students may be added in digital format to the University’s research repository at the request of the relevant school but will not be collected in print.

6.5 Collecting University Research Outputs

Reportable University research outputs will be determined from the University research management system and published in full text in the University institutional repository where publisher or other agreements allow for such publication or in the case of monographs purchased and added to the University Library collections.

6.6 Collecting eResource Collections

eResource collection will either be subscribed to, acquired, or made accessible where freely available online, according to the expected relevance of the content, the ease with which they can be discovered and the likely return on the investment of University funds in making these resources accessible.

While commercial eResource collections provide the Library with limited or sometimes no control over the specific content and presentation of the collections, preference will be given to eResources which:

- are discoverable with the Library’s resource discovery service;
- contain either high ratios of full text scholarly journal content, non-scholarly content useful to professional practitioners or researchers, or high quality scholarly citations and associated data;
- maximise the amount of Australian content available
- minimise the amount of content duplication between services; and
- allow for effective user authentication processes.

The Collection Development Working Group (CDWG) will consider and endorse recommendations for eResource collection subscriptions. The University Librarian will approve subscriptions taking account of advice from the Manager Research Services about access to these resources.
Short trials of eResource collections may be implemented by the CDWG from time to time to determine the relevance, quality, currency and format of new resources and to compare these against existing collections. By implementing a trial the Library neither implicitly or explicitly undertakes to subscribe or acquire the resource at the completion of the trial.

Decisions to make freely available eResource collections accessible via Library services will be based on the expected value of these resources, the perceived stability of the services and the degree to which they can be made accessible in ways that are consistent with the Library’s accessibility standards.

6.7 Collecting Individual Journals

6.7.1 Online Subscriptions
The Library prefers to subscribe to journal content in digital formats to maximise staff and student access to this content nationally. The Collection Development Working Group (CDWG) will consider and endorse recommendations for individual online journal subscriptions. The University Librarian will approve subscriptions taking account of advice from the Manager Research Services about access to these resources.

6.7.2 Print Subscriptions
The Manager Research Services will determine which print subscriptions will be received in the collections they develop. Where a print subscription includes the option of a combined print and electronic subscription, electronic access should be obtained in order to make this content as widely available as possible.

The Manager Research Services will determine how long to retain copies of print subscriptions, taking into account the enduring value of the titles. Titles might be considered to be obsolete or redundant where:

- the content is out of date and retains no historical or research value;
- the item is irreparably damaged; or
- an adequate full text version of the title is freely available on the web or via one of our subscriptions services in perpetuity.

6.8 Donations

The conditions under which donations are accepted are explained in the document Policy: University Library Donations.

The decision on whether resources are consistent with the University’s teaching and research activities will be made by the liaison librarian specialising in that subject area or by the relevant Manager Research Service. The University Librarian will be consulted about donations of large or significant collections and any collections which involve a significant direct cost to the University. Decisions to accept donations will take account of the costs to the Library, including but not limited to, cataloguing, processing and storage.
6.9 Retention

Resources are generally held as long as they remain useful and useable. Regular de-selection projects will be run in each library and during these exercises resources may be withdrawn for the following reasons:

- the content is out of date and retains no historical or research value;
- we hold excess copies of the item;
- the item is irreparably damaged; or
- an adequate full text version of the title is freely available on the web and the copy has no inherent value (e.g. donated by a significant donor, collectible, valuable, etc).

Items that meet these criteria may be retained by the relevant liaison librarian where the items are unique within the national collection (based on the National Library of Australia holdings statement) or where they are relevant to one of the Library’s stated Collection Specialisations (see below).

6.10 Collection Specialisations

The Library identifies some disciplines as collection specialisations. These specialisations are in disciplines which are strategically important to the University and as a consequence of this collecting practices for resources relating to these disciplines are different from other disciplines. Broadly speaking, the differences in collection processes might include but are not limited to:

- Acquiring resources in a print format
- Acquiring non scholarly resources which illuminate the discipline
- Retaining superseded resources
- Retaining multiple copies of hard to obtain resources to ensure ongoing access to these resources
- Retaining preserved and repaired fragile items which may otherwise be discarded
- Retaining resources indefinitely (see Collection Management Guidelines)

Identified Specialisations are:

- The history of the University
- The history of the Catholic Church and its various organisations in Australia
- Church teaching documents
- Broome local history
- Social Justice
- Ethics
- Philosophy
- Theology
- Indigenous culture and society
- University staff publications