

## Division of Library Services Collection Development Policy

---

<b>Version</b>	1.3
<b>TRIM file number</b>	11/XXXX
<b>DLS Document Number</b>	POLCOL03
<b>Short description</b>	A policy on collection development for the acquisition of materials for the library collection.
<b>Relevant to</b>	Section Manager, Collection Services, Librarian, Acquisitions, Collection Services staff, Director, Client Services, Executive Director
<b>Authority</b>	This Policy has been approved by the Executive Director, Division of Library Services in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 12, LIB4.
<b>Responsible officer</b>	Manager, Collection Services
<b>Responsible office</b>	Collection Services
<b>Date introduced</b>	9 June 2010
<b>Date(s) modified</b>	9 March 2012
<b>Next scheduled review date</b>	June 2013
<b>Related Library documents</b>	<a href="#">Division of Library Services. Gift and Donation policy</a> <a href="#">Division of Library Services Mission Statement</a>
<b>Related external documents</b>	<a href="#">ALIA Free access to information</a>
<b>Key words</b>	Policy. Collection Development. Acquisitions.

## 1 PURPOSE

1.1 This document sets out Division of Library Services (DLS) policy on Collection Development and Acquisitions.

1.2 The objectives of the policy are to:

- (a) Provide guidance and focus for the Acquisitions process
- (b) Ensure procedures create a fit for purpose collection

1.3 The Collection Development Policy is a public document describing the principles used by the Library to:

- (a) give direction and focus to the selection, retention, and weeding process for CSU's Library collection
- (b) develop a fit for purpose collection that supports the teaching, learning and research needs of the University
- (c) respond to changes in teaching and research programmes, in consultation with academic staff
- (d) support the philosophy of the University Library on intellectual freedom

## 2 SCOPE

This policy applies to all Library staff, especially Collection Services staff, and to academic staff initiating acquisition requests to the Library.

This document applies to all resources selected for inclusion in the Charles Sturt University Library collections, regardless of format.

## 3 DEFINITIONS

3.1 **CRO** - CSU Institutional Repository

3.2 **EFTSL** - Effective Full Time Student Load

3.3 **Portico** - Portico provides a permanent archive of scholarly literature published in electronic form.

3.4 **UNILINC** - UNILINC is a collaborative network for innovative Library solutions. UNILINC provides these services to CSU as part of the consortium.

## 4 LIBRARY SERVICES VISION AND MISSION

The Library is an integral partner in the University's teaching, learning and research through excellence in the provision of innovative Library services, accessible anywhere, anytime.

The Library uses its professional expertise to provide the University with intuitive, reliable and timely access to quality collections, information and services to support the University.

## 5 RESPONSIBILITIES

### **Section Manager, Collection Services**

is responsible for the development and management of the collection: acquisitions, cataloguing, subscription services, datasets management

### **Manager, Acquisitions**

is responsible for acquisition processes of non-subscription resources in all formats across all campuses of the University.

### **Librarian Subscriptions,**

is responsible for coordinating the system-based activities, payments and evaluation of subscription performance.

### **Datasets Co-ordinator**

coordinates the negotiation, acquisition, maintenance and performance of the Library's subscription databases and licensed electronic resources

### **Acquisitions and Subscriptions staff**

Are responsible for completing the processes required to select, order and invoice new resources in any format.

## 6 BACKGROUND TO THE COLLECTION

The collection originates from a number of previous institutions.

The Bathurst collection is from the Bathurst Teachers' College (1951-1969) and Mitchell College of Advanced Education (1970-1989).

The Wagga Wagga collection originates from the collections of the Wagga Wagga Agricultural College and its predecessors (1892-1974) plus the Wagga Wagga Teachers' College (1947-1971), Riverina CAE (1972-1985) and Riverina-Murray Institute of Higher Education (1985-1989).

The Albury collection grew to support the Albury Study Centre of RCAE (1972-1984), and Murray Campus of RMIHE. It was served by the RCAE/RMIHE/CSU-Wagga Library until 1990. Some elements of the former RCAE (Goulburn) collection were moved to Albury in 1984. The balance was retained in the collection in Goulburn.

The depth of the early collection both in level and subject spread reflected the functions and specialisations of the various libraries prior to 1990.

## 7 CLIENT

The Library is committed to equitable access for the entire CSU user group within the limitations of licensing conditions for some resources. Other groups may access the collection as far as Charles Sturt University (CSU) licensing conditions permit.

## **8 BUDGET**

The Library materials budget for acquisitions is provided annually from central funds of the University. The responsibility for allocation and management of the Library materials budget resides with the Section Manager, Collection Services, with advice from the Manager, Acquisitions and the Manager, Subscriptions.

- The ongoing commitment of funds for Library wide subscriptions is honoured before any other allocations are made
- Annual supplementation of funds for St Marks and the United Theological College are also set aside before further allocation.
- The remaining Library materials budget is divided by School, in direct proportion to EFTSL, taking into account the average cost of materials for a discipline, and new or discontinued subjects and courses.

## **9 LOCATION OF AND ACCESS TO LIBRARY RESOURCES**

- The Library aims to locate resources at the site where they are most likely to be needed, regardless of the origin of the order request.
- Where subjects are taught at multiple campuses and/or by external mode, resources will be purchased in electronic format wherever possible, to ensure the greatest access for all users
- The vast majority of the Library collection is available on open access and in most cases clients may borrow or request items at any CSU Library location.
- Certain materials may have limited access due to the physical nature or value of the resource, or licensing stipulations.
- All material that is purchased by University Library funds, and intended for use by the University community, is held in the Library.

## **10 PRINCIPLES**

- The Library's acquisition activities aim to build a collection that supports the purpose and priorities of the University in teaching, learning and research.
- Requests for new subscriptions usually come from academic staff and are subject to ongoing funds being available. The Library budget is effectively static, so it may be necessary for the Library to request that a subscription, of similar value and from the same School, be cancelled to fund the purchase.
- The priority for the non-serial budget is prescribed and recommended texts, plus resource support for designated research areas. Support is also provided for undergraduate reading and research groups.
- At every opportunity the Library will purchase electronic versions of material in preference to print / hardcopy.
- The Library collection will support the research programmes of the University; however specialist research needs may be met through the Document Delivery Service instead of by purchase.
- University Schools do not purchase large internal Library collections, but can purchase office or faculty copies from their School funds. The Library acquisitions system is used to order these purchases for Schools.

## **11 SELECTION PRINCIPLES**

### **11.1 General**

Library staff, academic staff and students may be involved in the selection of new titles for the Library. All staff and students are encouraged to recommend titles for purchase.

New Acquisitions are generally evaluated with consideration to:

- Relevance to the teaching or research needs of the University
- Accuracy and quality
- Appropriate level of content
- Expected usage
- Appropriate format of the material
- Currency: recent edition preferred unless required for research
- Reasonable cost

The Library supports the statement on free access to information, prepared by the Australian Library and Information Association

### **11.2 Electronic preferred**

- The Library policy is to purchase networked electronic resources in preference to the print equivalent, for all new resources.
- Existing print materials in high demand will be replaced by purchase of electronic resources wherever possible, in preference to the purchase of extra copies.
- Electronic resources will only be purchased where licence terms permit access for the entire CSU community.

### **11.3 Research**

The Library:

- Is committed to developing its collection to support the growing research program of the University
- Will liaise with the faculties, schools, institutes, and research centres to provide for the needs of academics and students
- Will evaluate the relative merits of document delivery and purchase, to support the individual researcher or to supply expensive requests

### **11.4 Duplication**

The Library policy is to manage the collection as a single entity rather than a group of separate, campus based collections.

As a general principle, duplication of non-core or background resources is avoided. The Library will, wherever possible, provide electronic access to items in high demand.

If a unit is taught at multiple locations, the prescribed texts for that unit will be available at each location.

The Library identifies texts requested for purchasing as:

*Prescribed texts*

These are the textbooks required for the course. Each student is expected to purchase their own copy. The Library purchases a single copy for each site in most circumstances. After investigation, the Acquisitions staff may purchase extra copies if the text is necessary for other courses.

*Recommended reading*

This is additional but essential reading for the course as recommended by subject reading lists. Copies may/may not be required at more than one site. Acquisitions staff use their knowledge of the budget, demonstrated demand, and availability of copies held at any CSU campus, to make informed decisions about the number of copies, where an electronic resource is not available.

*Background reading or Non-core resources*

This is neither prescribed nor recommended reading but resources, including recreational reading, that provide depth, breadth and balance to the collection, and afford the opportunity to read more broadly.

Journal titles in print format are not generally duplicated.

## 11.5 Limitations

- Material in languages other than English is not usually collected, except for materials specifically required for foreign language studies.
- The Library does not purchase applications software.
- The Library does not purchase consumable items (eg. single-use forms) for educational and psychological tests.

## 12 DONATIONS

Donations will be accepted for inclusion in the Library collection on the basis of relevance to the University's teaching and research programs, and in accordance with the selection guidelines set out in this policy.

The Library reserves the right to decline or dispose of donated materials that do not meet selection criteria.

See Division of Library Services Gift and Donation policy

## 13 FORMAT

Electronic format is preferred for all Library resources.

Trials are set up to assess the suitability of an electronic resource. Feedback from the CSU community is sought via the form on the database trials page.

In general there is a preference for Consortia purchases through the Council of Australian University Librarians (CAUL) and UNILINC.

## **Electronic Resources Selection Principles**

### **13.1 General**

In addition to the General Selection Principles, electronic resources, including some audiovisual material, will be purchased when:

- associated licences permit networking to the entire CSU user group
- Ezproxy or other suitable authentication can be used for remote users
- they are accessed via the Web
- perpetual access to purchased content is guaranteed by the vendor or included in an archive service such as Portico.
- length of purchase agreement negotiable and opt-out options available in the licence

### **13.2 Electronic journals**

Electronic journals will not normally be purchased where:

- Licence terms are unacceptable to CSU and cannot be negotiated.
- It is not cost effective to replace print subscriptions with electronic formats. In these cases the print format will be kept at one campus Library and copies of articles distributed to other campuses or individuals through the intercampus loan system.
- Low usage and high costs are involved. The Library will track usage statistics for electronic resources during the subscription period, with a view to cancelling resources with low usage.

Journal subscriptions are an on-going commitment, and the cost rises each year. For this reason, the Library will review serial subscriptions at the close of a subscription period, in consultation with academic staff and in the context of funding and usage. Priority is given to titles relevant to the university teaching and research program to create the most appropriate serial collection.

In order to purchase new subscriptions, it may be necessary to cancel a title of similar value.

Additional print subscriptions usually are cancelled for serials available online.

The Library will duplicate print resources with fee-based electronic resources where:

- archiving the electronic format is not guaranteed
- the electronic content is variable

### **13.3 Electronic books or audiovisual material**

Electronic resources will not normally be purchased where:

- they require special readers
- are pay-per-view
- are installed on a single workstation

### **13.4 Web sites**

The Library will catalogue relevant web sites that meet General Selection Principles and the following extra criteria:

## **Authority**

- source (author/owner) is authoritative, accurate and clearly indicated
- prefer sites accredited by professional bodies
- sources for information are provided where necessary
- site does not violate copyright statutes or other laws

## **Content**

- purpose is clear, and content reflects its purpose
- provides credible, unbiased, current and accurate information
- updates regularly, with date clearly indicated
- direct access to information is provided
- commercial websites will not be catalogued when the purpose of the link is the promotion of the site's commercial services
- content is freely available and user is not required to supply personal data

## **Navigation and design**

- site is user friendly, easily navigated with an intuitive design
- pages load in a reasonable time
- site is consistently available
- browser requirements and necessary “plug-ins” are listed on the main page
- can be viewed using latest CSU standard browser

### **13.5 Newspapers**

Appropriate print newspaper subscriptions are held at each campus for a short period of time and then discarded. To replace the print, an online resource with full image is preferred.

## **14 THESES**

The University receives a print copy of each CSU thesis accepted for higher degrees by research. The copy is housed on the relevant campus and is available to all students and staff for use within any of the campus libraries. Digital versions of higher degree research and professional doctorate theses, submitted from 2009 onwards, are included in the CSU institutional repository, CRO.

## **15 FREE ISSUE SCHEME**

Materials received as part of this government scheme are shared across campuses according to perceived needs.

## **16 UNSOLICITED MATERIAL**

Unsolicited print material, such as reports or newsletters, is accepted for inclusion in the collection on the basis of relevance to the University's teaching and research programmes and in accordance with the selection criteria.

## 17 SPECIAL COLLECTIONS

CSU collects resources that have significance to inland NSW regions, and on the basis of relevance to the University's teaching and research programs.

### Bathurst

- Chapman Collection. Chinese artefacts left to Bathurst Teachers' College
- Lindsay Smith Collection - 1300 items left to Mitchell CAE. This is strong in Australian politics and affairs, including planning of new towns, and is on open access.
- Closed access collection. Rare or fragile material, including original editions of Mitchell and Sturt's explorations.
- Oliver Fiala Collection. 500 Drama Education items and is on open access.
- Music score collection, vocal and instrumental. This is on closed access
- Band Music Collection on closed access
- LP record collection - 5000 LP records

### Wagga

- Margaret Carnegie Collection - of about 15,000 items was formerly the property of Mrs Margaret Carnegie. It consists mainly of Australian art, literature and history and is basically a closed collection.
- Wagga Special (WS) collection contains materials similar to Margaret Carnegie, as well as material considered valuable or vulnerable (Closed access)
- Howard Daniel Collection - European art history, with strengths in Third Reich aesthetics. (Closed access)
- Campbell Collection - agriculture. (Open access)
- Material relating to Mary Gilmore, Miles Franklin and Rolf Boldrewood

## 18 CO-OPERATIVE RELATIONSHIPS

The Library accepts that no university Library can purchase all of the materials required. The Library is active in inter-Library loan agreements to provide additional resources. The principal co-operative activity of the Library is membership of the UNILINC network. The Library also uses CAUL for purchasing of electronic resources.

## 19 DOCUMENT DELIVERY

Access to materials not in the collection is provided through Document Delivery and Inter Library Loan services for staff and student clients. The level of service provision varies according to patron category. Some document supply services are free to students and staff.

The Library is active in national reciprocal use and InterLibrary loan agreements.

## 20 COLLECTION MAINTENANCE

### Preservation

Any material that is unusable in its current format may be replaced with a usable format.

### Stocktaking

A rolling stock take is undertaken, preferably completed over three years.

### Weeding (Deselection)

As previously stated, Library policy is to manage the collection as a single entity rather than a group of separate, campus based collections and deselection decisions follow the same principle. While staff from all sections may undertake deselection in accordance with approved guidelines, Collection Services staff, in consultation with academics and liaison staff where appropriate, are responsible for final decisions on deselection.

The following guidelines are to be applied in all decisions on deselection of non-serial material from the Library collection:

Retain the last copy of any title (as a means of preserving potential research material). If necessary transfer the last copy to the most appropriate campus.

Remove:

- Items that have not been borrowed in the last five years
- Unnecessary duplicate copies
- Items not likely to be of use in the future direction of the teaching or research programmes.
- Items superseded by a later edition. Note that in some cases, one copy of each superseded edition is retained for historical research purposes.
- Non-English language items
- Items that are damaged beyond repair
- Incomplete sets of works (which cannot be used if they are not complete)
- Discredited material of no historical or research value – in consultation with academics.

### Journals

Remove:

- Print journals if archival access to electronic journals is guaranteed,
- Brief holdings of a journal that is of no value to the collection

## 21 REVIEW

This policy will be reviewed annually or be reviewed due to changes in the University's mission that would have an impact on the collection development.

## 22 DOCUMENT CONTROL

### A. DOCUMENT HISTORY

<b>Version number</b>	<b>Date issued</b>	<b>Author</b>	<b>Short description of amendment</b>
1.0	May 2009	Irene Evans	Translate to new format and update content
1.1	9 June 2010	KHadley	Changed Operations to Client Services
1.2	04 November 2011	Andrew Press	Changed CSU logo and updated broken links
1.3	9 March 2012	Cheryl Boulton	Corrected Numbering at 3, 11, 13

### B. DOCUMENT AUTHORISATION

<b>Authorising officer</b>	<b>(Acting) Executive Director, Library Services</b>
<b>Name</b>	Alice K Ferguson
<b>Date</b>	8 November 2011