

## Operational Policy

### Library & Learning Centre - Collection Development and Information Access

<b>1. Policy Statement</b>	The Library & Learning Centre (LLC) supports the teaching, learning, and research of students and staff at SAE Institute by acquiring and providing access to information resources in a variety of formats.
<b>2. Purpose</b>	To detail the process of selection and acquisition of resources for the LLC collection. The LLC aims to provide access to resources used by students across multiple disciplines. Its collections are intended to balance the needs of learning and teaching.
<b>3. Scope</b>	The process of selection, acquisition and organisation of LLC materials is a cooperative venture between faculty and LLC staff. Recommendations for information resources are encouraged from staff and students of the Institute. Final decisions for the purchase of all LLC materials rests with the manager of the LLC.
<b>4. Associated Policies and Procedures</b>	This policy should be read in conjunction with the following documentation; Library & Learning Centre - Conditions of Use Policy
<b>5. Associated Documents</b>	This policy should be read in conjunction with the following documentation: NIL
<b>6. Policy</b>	<p><b>6.1 Guiding Principles</b></p> <p>The LLC seeks to meet the information needs of SAE students and staff through the purchase of resources, provision of subscriptions, and the promotion of free and open source resources.</p> <ul style="list-style-type: none"> <li>• Online versions of information resources are acquired in preference to those in print or other physical form.</li> <li>• Print and other physical versions are made available where these remain the only format available or where a compelling case can be made for a physical format.</li> <li>• Unlimited and multi-user access licences are preferred over more restricted licences.</li> <li>• Students are expected to purchase textbooks.</li> <li>• The purchase, acquisition and provision of access to information resources is limited by legal and technological constraints as well as by available funding. The LLC will not usually acquire resources:             <ul style="list-style-type: none"> <li>○ in obsolete formats</li> <li>○ where access is unduly limited by copyright or licence</li> <li>○ available only as software limited to installation on stand-alone computers.</li> </ul> </li> <li>• Specialist information needs may be met through Document Delivery and Inter-library Loan.</li> </ul> <p><b>6.2 Selection Criteria</b></p> <p>Selection is a cooperative activity undertaken by faculty, LLC staff and library users. There are general criteria for selection of print and interactive media resources:</p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Audience</li> <li>• Scope</li> <li>• Presentation</li> <li>• Price</li> <li>• Currency of information</li> <li>• Ease of use and accessibility</li> <li>• Choice of format</li> <li>• Authority (relative standing as resource and that of its publisher)</li> <li>• Likely level of use (particularly relative to cost)</li> <li>• Availability from other sources</li> </ul>

Prepared by C. Paroz | Library & Learning Centre – Collection Development and Information Access

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This is not a controlled document when printed



- Competing products (including those already held)
- Coverage/inclusion in discovery systems

**6.3 Multiple copies**

The LLC will normally order only one copy of physical resources due to space and budget limitations. Textbooks and prescribed readings are an exception.

**Textbooks, prescribed and recommended readings**

In support of teaching, priority goes to the purchase of textbooks and other resources on course reading lists.

A digital multi-user version of a textbook or reading is acquired in preference to print format. In the case where only a print version is available, the number of copies ordered for the collection is based on a formula. This formula takes into account the number of students enrolled in the course at each campus, and the likely demand for the resource.

Textbooks	Prescribed Readings	Recommended Readings
1 copy for lecturer use	1 copy for reserve	1 copy
1 copy for reserve	1 copy	
1 copy per 25 students		
Maximum of 5 copies		

Students are expected to purchase textbooks. The availability of copies through the LLC ensures equitable access for students under financial pressure.

**6.4 Short-term & non-borrowing collections**

Physical resources in heavy demand such as textbooks and prescribed readings may be placed in the 'Reserve' and 'On Campus' collections. The first copy of a textbook or prescribed reading will normally be assigned to the Reserve collection for in-library use only. A second, lending for 1 day, may be assigned to the 'On Campus' collection. Subsequent copies will be designated 'Reserve', 'On Campus' or general loan according to demand.

**6.5 Subscriptions**

Subscriptions to databases, journals and magazines are an ongoing expense, often increasing in price each year. To ensure the continuing value of these resources, LLC and key academic staff annually review subscription renewals and requests for new subscriptions.

Where possible, subscriptions are obtained digitally to facilitate access by users. Titles are not duplicated when in physical format unless justified by demand.

**6.6 Digital resources**

Materials are selected in a wide range of formats. Decisions on format are based on ease of use, the need for simultaneous users, preservation, storage and price.

The LLC will not purchase titles in print where an online version is available unless there is a strong justification from relevant academic staff.

Where practical the LLC replaces print titles with the online version.

Materials will not be purchased or subscribed to where acceptable licence terms cannot be negotiated.

Selection of digital resources is similar to physical resources with additional factors including:

- Client software
- Authentication options
  - IP
  - Password
  - Ability to use EZproxy
- Quality of the interface to the resource
- Different costing methods, e.g. site licence, per simultaneous user, loan, access
- Expected number of users
- Licensing conditions, including
  - Definition of user
  - Location of users
- Training costs for both library staff and users
- Whether access to information is possible if the subscription is cancelled; long-term archiving policies.

### 6.7 Licences

The LLC will negotiate licensing agreements with providers. All such agreements must be approved by the manager of the LLC and signed by the necessary delegated representative. Usage of resources is carefully monitored to ensure that the LLC takes advantage of the most cost effective license.

### 6.8 Access

The LLC will maximise access to electronic resources by:

- Negotiating licence and access conditions that permit all current staff and students access to resources in a timely manner and in a location of their choice
- Selecting the preferred software platform in instances where a choice is offered
- Cataloguing and updating records and links as required
- Provision and maintenance of necessary software and hardware
- Actively pursuing and coordinating access to appropriate free electronic resources
- Actively pursuing and coordinating access to appropriate web sites and gateways

### 6.9 Electronic books

The selection of electronic books is in part judged upon a titles options for delivery, format and pricing. The LLC prefers to acquire the following types of e-books:

- Web-based
- Site licence
- Purchase rather than subscription or pay-per-view

### 6.10 Interactive media

The LLC's general principles of selection apply equally to interactive media. The availability of suitable equipment, both within the LLC and by LLC users, is an additional consideration.

### 6.11 Out of print material

Out of print resources are difficult and costly to acquire. Purchase only occurs in detailed, well justified cases.

### 6.12 Lost or Damaged Materials

Consideration to replace lost or damaged materials is based on availability, significance to the collection and previous use.

### 6.13 Donations

The LLC accepts gifts of books and other materials with the understanding that material will be added to the collection only if it is considered appropriate and needed.

**6.14 Weeding**

The LLC's collections are periodically reviewed to identify inappropriate or outdated materials. This is a cooperative effort between LLC staff and faculty. Faculty have responsibility for weeding outdated or inaccurate materials in their area of expertise. LLC staff are responsible for removing multiple copies, multiple editions, outdated materials, and worn or damaged materials. Worn or damaged materials are evaluated for preservation, replacement, or removal. Items not appropriate to the collection are discarded or sold.

Version	Date	Approval
160502	2 <sup>nd</sup> May 2016	L. Aitken
200206	6 <sup>th</sup> February 2020	Matthew Evans, General Manager – SAE Australasia