

## UOW LIBRARY - MANAGEMENT HANDBOOK

<b>Chapter:</b>	G COLLECTION POLICES AND PROCEDURES
<b>Section:</b>	G5 Information Access
<b>Approved by:</b>	University Librarian <b>Last Reviewed:</b> June 2008
<b>Date Effective:</b>	2000
<b>Contact Person:</b>	Associate Librarian Resources
<b>Related Policies:</b>	G5A Access to Free E-Resources – Request to create a bibliographic Record G10 Core Monograph Material - Purchase G12 Journal Subscriptions G11 University Archives
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### 1 **INTRODUCTION**

The Information Access policy reflects the Library's mission to *facilitate access to quality resources and services for excellence in research, teaching and learning* by documenting the agreed means of purchasing or providing access to print and electronic information resources.

### 2 **PURPOSE**

- assist with planning the ongoing development of the collection
- inform and guide Library and academic staff in the selection of resources
- provide a tool for responding to client information resource needs
- meet University requirements for financial accountability

### 3 **PRINCIPLES**

General principles on which the policy is based include:

- resources are intended to supplement student purchase of textbooks
- resources are selected to support key research, teaching and learning areas
- selection decisions are guided by need and use
- expenditure on information resources is no less than 40% of the recurrent budget
- resources purchased or obtained are housed in the Library collection or in the case of electronic resources, via a Library or supplier's server
- unnecessary duplication of resources is avoided
- recognition that, in some circumstances, access options and document delivery services may be more appropriate and cost-effective than purchase for the collection

### 4 **INTELLECTUAL FREEDOM**

Aligned with the Australian Library and Information Association's *Statement on Freedom to Read* the Library does not exercise censorship in acquiring or providing access to resources which may be considered controversial. Selections which support University research and teaching programs are not rejected on the basis of moral, political, racial or religious grounds.

### 5 **CHALLENGES**

Whilst global economics, changes in the higher education sector and rapid developments in information technology impact on all aspects of Library services, the following factors are particularly significant for provision of, and access to, information resources:

- University priorities and strategic direction
- client expectations and corresponding changes in educational design and delivery

- government policy on information and knowledge
- information and communications technology
- funding constraints
- changes in scholarly communication

## 6 **SELECTION**

Selection requests must support University teaching and research priorities. The Library does not purchase computer training courseware or class sets of material intended for teaching purposes.

### 6.1 **Responsibility**

Whilst the Library has overall responsibility for budget management and development of the collection, selection is a collaborative activity between the University community and Library staff. All clients are encouraged to submit selection requests for material which supports key teaching, research and learning programs. Faculty Librarians work closely with Academic staff to advise on reading lists and select resources which support their particular discipline and research. General works and reference resources as well as those which support multidisciplinary studies are predominantly selected by Library staff.

### 6.2 **Criteria**

To inform selection decisions which support University teaching and research priorities, the following criteria are used in evaluating requests:

- Purpose
- Level
- Format
- Authority
- Edition
- Language
- Geographical scope
- Timeliness
- Publisher reputation
- Publication date
- Cost
- Existing collection strength
- Academic review
- Number of potential users
- Number of locations required

The Library does not purchase class sets of material or computer training courseware intended for teaching purposes. Electronic formats that cannot be supported in a library environment because of license conditions, will not be purchased.

### 6.3 **Texts and Recommended Readings**

As documented in the *Core Monograph Material – Purchase policy*:

<http://www.library.uow.edu.au/content/groups/public/@web/@lib/documents/doc/uow026947.pdf>

the Library aims to hold, or provide access to, one copy of each prescribed text and recommended reading at the campus library or access centre where the subject is taught. Where a title is verified as Out of Print, every effort will be made to provide a digitised copy. Where student numbers are large or a title is in heavy demand, additional copies may be purchased as follows: texts – 1 copy per 30 students, to a maximum of 3 copies; recommended readings – 1 copy per 30 students, to a maximum of 4 copies.

## 6.4 **Journals and Databases**

Journal and database subscriptions are an ongoing financial commitment requiring complex decision-making in terms of selection and management. Subscriptions are reviewed annually in consultation with academic staff to confirm the relevance of current titles and requirements for new titles. As outlined in the *Journal Subscriptions Policy*: <http://www.library.uow.edu.au/content/groups/public/@web/@lib/documents/doc/uow026949.pdf> preference is given to electronic versions and to full text databases. In collaboration with the Council of Australian University Librarians Electronic Information Resources Committee, trials of new databases are arranged. Feedback is sought from academic staff. Evaluation criteria include ease of access, subject coverage, searching strategies as well as licensing and software requirements.

## 6.5 **Archives**

An Archives policy, <http://www.library.uow.edu.au/archives/index.html> was adopted by the University Council in 1982. Its purpose is to collect and preserve the records of individuals, and of private and public organisations for use in present and future teaching and research programs of the University. The collection includes a wide range of materials with an emphasis on labour history and politics. Material which is of a corporate nature pertaining to the University is housed in the Archives. Examples include the University annual report, strategic plan and calendar.

## 6.6 **Rare Books**

A small and varied collection of rare books, pamphlets and ephemera, numbering some 900 individual items and dating from 1582, is housed in the Archives Reading Room.

## 6.7 **Deposit**

### University publications

University Council resolution 95/212 (4 April 1995) states that Council:

(ii) "request all members of the University to provide a copy of all material (print, audiovisual, manuscript or electronic) produced as a contribution to teaching, both on and off campus, or research in their discipline or area of responsibility, for presentation to Council and, donation to the University Library collection"

### HERDC (Higher Education Research Data Collection)

Publications submitted to the Data Collection which contain a chapter or significant part written by a Member of the University, will be purchased for the Library collection

### Theses

The Library retains one print copy of each University of Wollongong research thesis completed at Masters level and above, including PhDs and Doctor of Psychology (Clinical). Honours theses are retained if they pertain to the Illawarra region, or are recommended for inclusion by an academic staff member. In collaboration with the Research and Innovation Division (RaID), the Library is participating in the Australian Digital Theses Program which allows access to full text versions of theses via the web.

### Exam papers

Exam papers that have been released in the last 3 years are made available through the Electronic Readings Service.

### Government publications

As a member of AusInfo's Library Deposit and Free Issue Scheme, the Library receives free of charge, one print copy of each Australian Government publication. Discretion is allowed in discarding titles which are not aligned to University research, teaching and learning or that may be available as a free electronic title via the Internet. The Library includes some free electronic titles in the catalogue as determined by agreed criteria.

### Australian Bureau of Statistics Confidential Unit Record Files

Under an agreement between the Australian Vice Chancellors' Committee and the Australian Bureau of Statistics, the Library administers research access to unidentifiable record data from the Bureau's critical social surveys.

## **6.8 Standing Orders**

Although these are efficient in terms of reducing the raising of orders, standing orders are not considered a preferred collection development method, due to the uncertain impact on annual information resource funds. Only two standing orders are in place – one for a range of legal publishers and the other for art exhibition catalogues from major Australian galleries. Both are reviewed regularly to ensure their ongoing relevance to client needs.

## **6.9 Donations**

Donated material is considered for inclusion, using the same criteria as that used to evaluate of purchased information resources including the resource implications of processing and storage. The Library reserves the right to determine retention, disposal and location issues and to reject material if it is not aligned with University research, teaching and learning programs. Bookplates are used for significant donations as decided by the Associate Librarian Resources.

## **7 DIGITAL MATERIAL**

Purchase of digital formats is encouraged to enable access to resources at any time and from any place. Access is provided in one of the following ways:

- Purchased or licensed: - specific rights to use material are acquired on behalf of Library clients. Material is not “owned” in the same way that a printed book or journal is owned.
- Web Links: – pointers to Internet information resources of significant value to University teaching and research programs are added to the Library's web pages.

In addition to selection criteria for print, selection of digital material also includes the following considerations:

- Ease of use/accessibility
- Authentication requirements for on-campus and off-shore clients
- License conditions
- Server location
- Hardware and operating system requirements
- Stability
- Infrastructure costs eg networks and printers

### **7.1 Full-Text Databases**

The Library aims to provide access to a range of full-text databases, both general and discipline-specific when this is the most cost-effective means of information access. Trend data demonstrates high and increasing use of databases.

### **7.2 Electronic Journals**

Access is provided to high quality electronic journals from respected publishers, wherever possible. In accordance with the Library's mission to enable retrieval of resources, irrespective of a client's study mode, print journals are replaced with available electronic formats as documented in the *Journal Subscriptions Policy*.

### **7.3 Electronic Books**

Books may be accessed through outright purchase providing permanent digital rights or subscription providing annual access with the option of renewal. Some electronic books are made available as resources additional to the purchase of a database. Development of this format and its application for a library environment has resulted in a significant increase in the number of titles purchased. It is anticipated that this trend will continue.

#### **7.4 Free Electronic Resources**

In the main, free e resources are made accessible from the Library website through the “Resources by Topic”, Resources by Faculty/Course” and “How to *guides*” pages. However, where there is a need to provide access through the catalogue, predetermined criteria must be met. These criteria are contained within the *Access to Free E-resources-Request to create a bibliographic record* form.

#### **8 CONSPECTUS**

The Library does not use a conspectus tool to develop and manage the collection. Material is selected based on relevance, University priorities and academic review.

#### **9 INTER LIBRARY LOAN AND DOCUMENT DELIVERY SERVICE**

This service supplements the collection by providing access to material not held. As the focus of this service is to support research, eligible clients are academic staff, postgraduate students and general staff with research needs. Requests for monograph material which has been published within the last year are usually processed for purchase rather than loan and placed within the collection for use by the researcher.

Clients also have access to material not held, through the University Library Australia (ULA) borrowing scheme. ULA allows staff and students employed or enrolled at a participating university to register as library borrowers at other participating institutions. A fee for this service may apply, dependent on individual universities’ policies.

#### **10 COLLECTION MANAGEMENT**

##### **10.1 Budget**

Information resource funds are apportioned in the following way:

- i) 70% Journal and Database subscriptions (recurrent expenditure) – focusing on current undergraduate and postgraduate needs as well as research strengths and Interlibrary Loans and Document Delivery – designed to supplement the collection and in particular to support research and Binding- to ensure maintenance of print journals
- ii) 25% Texts, recommended readings, academic & library selections, student suggestions and collection maintenance
- iii) 5% Development – new courses/new & revised subjects, new strategic directions, reference, collection development

##### **10.2 Valuation and Depreciation**

Collection valuation and depreciation reporting is undertaken to meet the requirements of Australian Accounting Standard AAS29 “Financial Reporting by Government Departments”. This process recognises the collection as a valuable and measurable University asset.

### 10.3 **Weeding**

Weeding takes place to ensure continued relevance, currency and appearance of the collection and to provide sufficient space for addition of new material. Low-use material is held in compact shelving to maximise storage capacity. Reasons for deselection include:

- Lack of relevance to research and teaching programs
- Misleading or obsolete information
- Superseded editions
- Surplus multiple copies
- Deterioration in physical condition

#### Items with bookplates

Bookplated items from the Passmore, Pollock and Linnaean Society should not be discarded. Weeding of other bookplated items is at the discretion of the Associate Librarian Resources.

### 10.4 **Stocktake**

Annual stocktakes are conducted of targeted subject areas. Replacement of titles deemed missing from a stocktake, is based on continued relevance to teaching and research programs.

### 10.5 **Replacements**

As part of day-to-day operations, material which is required by a client and formally identified as missing, is replaced as a matter of urgency.

### 10.6 **Binding/Repair**

In-house repairs are kept to a minimum, focusing on heavily used material which cannot be re-purchased. Electronic journals have decreased the requirement to bind journal titles and will continue to do so. Currently, the majority of print journals are bound.

### 10.7 **Bibliographic Control**

Item and bibliographic records related to missing material are removed from the catalogue and the National Bibliographic Database – Libraries Australia - on a systematic basis in order to ensure accurate reflection of Library holdings.

## 11 **ACCESS**

The majority of the collection is available on open access. A small number of special collection formats is kept under restricted access, as noted in the catalogue. A compactus houses low use material.

Access to the collection is provided through a number of facilities:

- Library Catalogue for books, journals and audiovisual formats  
<http://library.uow.edu.au/>
- Library Web Page for databases <http://www.library.uow.edu.au/databases/index.html>
- Archives Web Page <http://www.library.uow.edu.au/archives/index.html>
- Libraries Australia, the National Bibliographic Database for books and print journals  
<http://librariesaustralia.nla.gov.au/apps/kss>
- Australian Libraries Gateway, a directory of Australian libraries holdings  
<http://www.nla.gov.au/libraries/>