

UOW LIBRARY - MANAGEMENT HANDBOOK	
Chapter:	G COLLECTION POLICIES AND PROCEDURES
Section:	G10 Core Monograph Material - Purchase
Approved by:	University Librarian
Date Effective:	2000
Contact Person:	Associate Librarian, Resources
Related Policies:	
Modification History:	May 2003, Revised 2/7/04, 13/7/04, July 2008 Make available on Library web site

1 **INTRODUCTION**

1.1 The Library aims to hold at least one copy of all prescribed texts and recommended readings listed on the subject reading list, at each location where the subject is taught.

2 **DEFINITIONS**

2.1 ***Core monograph material*** can be described as prescribed texts and/or recommended readings as listed on the subject's reading list

2.2 ***Prescribed texts*** are items that students are expected to purchase. Refer also to 3.3

2.3 ***Recommended Readings*** are items that students are expected to read for tutorials or background information, but not necessarily purchase.

3 **IDENTIFYING AND ACQUIRING CORE MATERIAL**

3.1 Academic staff identify prescribed texts and recommended reading for their subjects and liaise with the UniCentre Bookshop to purchase the required stock prior to the commencement of the subject.

3.2 An agreement negotiated with the UniCentre Bookshop ensures the required number of Library copies are automatically purchased.

3.3 Prescribed texts and recommended readings are purchased using the following formula:

- prescribed texts – 1 copy per 30 students, to a maximum of 3 copies.
- prescribed texts required for multiple subjects – 1 copy per 30 students, to a maximum of 4 copies.

Further copies may be purchased at the discretion of the Associate Librarian, Resources and on the recommendation of the Shoalhaven Campus Librarian for satellite sites - Shoalhaven, Bega, Batemans Bay, MossVale and Loftus

- recommended reading - 1 copy per 30 students, to a maximum of 4 copies

3.4 The latest edition is purchased.

3.5 Core material is processed as a priority, ensuring it is available when the subject commences.

4 **EQUITY OF ACCESS**

4.1 One copy of each prescribed text is placed in Short Loans for two- hour or overnight loan.

4.2 Additional copies (refer 3.3) are usually placed in open access. Alternatively, additional copies of heavily used core monograph items may be placed in Short Loans or on one week loan to maximise access:

- at the request of academic staff
- if the UniCentre Bookshop supplies are inadequate to meet student demand
- excessive demand is brought to the attention of Library staff

5 **WEEDING**

5.1 Superseded editions of prescribed texts are considered for discard and dealt with according to the Weeding and Disposal Policy.

6 **RELATED POLICIES**

6.1 Weeding and Disposal policy (G9 Management Handbook).