

# G: COLLECTION DEVELOPMENT POLICY

<b>Date approved:</b>	2011	<b>Date Policy will take effect:</b>	2011	<b>Date of Next Review:</b>	2012
<b>Approved by:</b>	University Librarian				
<b>Custodian title &amp; e-mail address:</b>	Associate Librarian, Resources				
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<b>Responsible Faculty/ Division &amp; Unit:</b>	University Library/Resources Division				
<b>Supporting documents, procedures &amp; forms of this policy:</b>	<p><i>This framework supersedes the former policies:</i></p> <p><i>G1 Donations</i>  <i>G2 University Publications</i>  <i>G3 Theses</i>  <i>G4 Document delivery and interlibrary Loans</i>  <i>G5 Information Access (last updated July 2008)</i>  <i>G5A Access to Free Electronic Resources</i>  <i>G9 Weeding &amp; Disposal</i>  <i>G10 Core Monograph Material-Purchase (last updated July 2008)</i>  <i>G12 Journal Subscriptions</i>  <i>G13 Selection</i></p>				
<b>References &amp; Legislation:</b>	N/A				
<b>Audience:</b>	External/Internal				
<b>Expiry Date of Policy:</b>	N/A				

## Contents...

1	Purpose .....	2
2	Definition.....	2
3	Application & Scope .....	2
4	Principles .....	2
5	Intellectual Freedom.....	3
6	Selection.....	3
7	Conspectus.....	5

9	Access Options and Document Delivery Service.....	6
10	Collection Management.....	6
11	Version Control and Change History.....	6

## 1 Purpose

This policy provides a framework for the development and maintenance of library collections at the University of Wollongong. The Collection Development Policy reflects the Library's mission to *enable access to quality resources and services for excellence in research, teaching and learning* by outlining the agreed means of purchasing or providing access to relevant print and electronic information resources.

The purpose of the policy is to:

- guide the selection, acquisition, maintenance and provision of access to scholarly content for the UOW community
- inform and guide Library and academic staff in the selection of resources
- ensure that the selection and management of resources meets the learning and teaching and research needs of the university
- achieve optimal value for money from UOW Information Resources Fund (IRF)

## 2 Definition

Word/Term	Definition
Collection Development	Collection development is the process by which the Library assesses, selects and deselects information resources.

## 3 Application & scope

This framework applies to all University of Wollongong Libraries and collections.

## 4 Principles

General principles guiding collection development activities include:

- 4.1 The University of Wollongong Library collections are steady state collections, in recognition that maintenance of the finite physical space and intake of new print material must be offset with deselection of resources to ensure currency and relevance
- 4.2 Resources are acquired in a digital format, where available, rather than in hard copy, to facilitate access regardless of location
- 4.3 Resources are selected to support the vision, purpose, and priorities of the University in its research, teaching and learning endeavours
- 4.5 Recognition that, in some circumstances, access options and document delivery services may be more appropriate and cost-effective than purchase for the collection
- 4.6 Whilst the Library consults the University community on the acquisition of resources, the final decision on resource selection and deselection is the responsibility of the University Librarian
- 4.7 UOW Library recognises its obligations to provide equitable access to needed resources for staff and students with a disability

4.8 UOW Library is committed to preserving and providing access to UOW collections

## 5 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.

## 6 Selection

Selection requests must support University teaching, learning and research priorities. The Library will purchase electronic versions of material in preference to print/hard copy, whilst taking into consideration the suitability of this format for particular discipline areas.

### 6.1 Responsibilities

UOW Library is responsible for the state and content of its collection. The Library actively engages with the academic community in developing the collection to ensure it reflects changing teaching and research needs. Liaison Librarians work closely with academic staff to advise on reading lists and to 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

It is not possible for the UOW Library to purchase all scholarly material requested; particular criteria adopt greater or lesser importance depending on the type of material being considered, current available resources and alignment to UOW priorities. Library selectors, therefore, apply the following criteria to inform selection decisions for the purchase of scholarly information in areas pertinent to University programs:

- Relevance to UOW teaching and research priorities
- Edition
- Currency
- Existing collection strength
- Academic review
- Number of potential users
- Number of locations required
- Cost and value for money. Where better priced alternatives exist UOW Library will pursue this alternative
- The primary language of the UOW collection is English. In certain areas content will be purchased in other languages to support the curriculum
- Quality is evaluated by collectively assessing several factors: level and authority of scholarship, reputation of the author and publisher, geographical scope, timeliness of topic and appropriateness of format

Purchase of digital formats is encouraged to enable access to resources at any time and from any place. The following additional criteria are considered for selection of digital material:

- Ease of use/accessibility
- Authentication requirements for on-campus and off-shore clients
- License conditions regarding user access and use of content
- Archived/permanent long term access
- Hardware and operating system requirements
- Currency, i.e., electronic formats should be as current as print equivalents

The Library does not purchase computer training courseware or class sets of material intended for teaching purposes.

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

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. The Library will purchase electronic copies of books in preference to print, where available. If an electronic version of a title is not available and where student numbers are large or a title is in heavy demand, additional copies may be purchased as follows: texts – 1 copy per 25 students, to a maximum of 4 copies; recommended readings – 1 copy per 25 students, to a maximum of 3 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. The following principles and activities guide the management of journal and database subscriptions:

- 6.4.1** To support client access any-place any-time, electronic full text subscriptions are preferred over print subscriptions.
- 6.4.2** The Library participates in the Council of Australia University Librarians' consortium, where appropriate, in order to take advantage of reduced pricing made possible under contractual licensing. Whilst recognizing that contractual arrangements mean individual database titles cannot be cancelled, this strategy is preferred in order to achieve the most cost-effective provision of resources.
- 6.4.3** Subscriptions are reviewed annually in consultation with faculties. Decisions on titles to be subscribed, cancelled, or maintained, are made in consultation with faculties on the basis of usage and continued relevance to teaching and research.
- 6.4.4** Print titles available electronically are not maintained unless the title meets one or more of the following criteria:
  - i) illustrations which are an essential component of the text cannot be replicated to the same level of quality in electronic format
  - ii) graphics, indexes, tables and historical versions that are considered essential for study and research, are absent from the electronic format
  - iii) it is a heavily browsed resource, e.g. some newspapers and weeklies
- 6.4.5** Document delivery is preferred as an alternative to subscription in cases where the subscription is of high cost or potentially low usage. Titles that are consistently requested via Document Delivery are assessed for further subscription purchase.
- 6.4.6** Trials of new products and demonstrations by vendors are provided to academic staff and postgraduates, and feedback is sought to determine relevance and ease of use before committing to purchase.

### **6.5 Archives**

The University Archives collection is housed and administered by the University Library. A University Archives policy, <http://www.uow.edu.au/about/policy/UOW026948.html> was adopted by the University Council in 1975.

A small and varied collection of rare books, pamphlets and ephemera, numbering more than 1000 individual items dating from 1582, is housed in the Archives Reading Room.

### **6.6 Deposit University publications**

To assist with documenting the publication efforts of the University and its members, the University Council passed resolution 95/212 on 7 April 1995 resolving to:

(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”

Appropriate research material published by University members will be added to the Research Online institutional repository and made freely available on the Internet.

### **Theses**

As of 2011 the university has endorsed the electronic submission of UOW theses. The original files will be stored in the UOW Universal Records Management (URM) system and where possible will be made available via the university repository, Research Online at:

<http://ro.uow.edu.au/>

The Library will hold one print or digital 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.

### **Exam papers**

The Library will permanently archive one copy of each exam paper released to the Library. Exam papers that have been released in the last 3 years are made available in digital format.

## **6.7 Approval Plans**

The Library has in place approval plans with major monograph vendors for the supply of Australian and international published books and undergraduate level works based on faculty new book profiles with these suppliers. In addition, two standing orders are in place – one for a range of Australian legal publications and the other for art exhibition catalogues from major Australian galleries. All plans are reviewed annually to ensure their ongoing relevance to client needs.

## **6.8 Donations**

Donated material is considered for inclusion, using the same criteria as that used to evaluate 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 decline material if it is not aligned with University research, teaching and learning programs.

## **7 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.

## **8 Access Options and Document Delivery Service**

### **Document Delivery**

The Document Delivery 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 suitable monograph material are purchased, where available, rather than loaned and placed within the collection for use by UOW clients.

### **Resource Sharing**

Clients have access to the University Library Australia (ULA) and Resource Sharing borrowing schemes (for example, BONUS+), which enable clients to access material held in other University Library collections.

## **9 Collection Management**

### **9.1 Budget**

In general, information resource funds are apportioned as follows:

- i. 80% **Journal and Database subscriptions** (recurrent expenditure) – focusing on current undergraduate and postgraduate needs as well as research strengths
- ii. 20% **Monographs** - Texts, recommended readings, academic and Library selections, student suggestions, new course/new and revised subjects, new strategic directions, reference, collection management

### 9.2 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.

### 9.3 Deselection

Deselection takes place to ensure continued relevance, currency and condition of the collection and to provide sufficient space for the addition of new material. Criteria for deselection include:

- Material which does not meet the learning, teaching and research needs of the university
- Outdated or incorrect material e.g. incorrect or outdated medical or IT information
- Multiple copies of previous editions where the newer edition is held
- Materials in obsolete format or for which no access equipment is available
- Material in poor physical condition and beyond repair

## 10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	2000	University Librarian	N/A
2	June 2008	University Librarian	
3	July 2008	University Librarian	
4	March 2011		<ol style="list-style-type: none"> <li>1. Renamed G ----- combines previous policies G etc</li> <li>2. Migrated to UOW Policy Template format</li> </ol>