Curtin University Sydney Library: Collection Development policy

1. Introduction

The Curtin University Sydney Library is the primary provider of scholarly information resources for the Sydney Campus of Curtin University of Technology.

The purpose of this policy is to:

- Provide the Sydney Campus community with an overview of the principles that are used in developing and maintaining the Sydney Campus Library collection
- Provide guidelines to Library staff for the development of processes and procedures related to the development and management of the Library collection.

2. Collection Development principles

2.1. Collection Development:

- Supports teaching and learning through the provision of appropriate learning materials
- Reflects the requirements of Library clients
- Ensures that resources are available in the most appropriate format for use by clients

2.2. The Collection

The Library collection has been developed since the Library opened in November 2006.

In March 2014, the collection consisted of approximately:
- 4339 non-journal titles (mainly consisting of print titles)

The Library also has full access to all electronic material available via the main Curtin University Library.

According to the Curtin University Library Collection Development Principles (2013, p.2) in March 2013, the collection consisted of approximately:
- 330,000 E-books
- 600 scholarly electronic databases
The subject content of the collection reflects the current teaching interests of the Sydney Campus.

The Library collects material in the following subject areas: Computer Science, Economics, Management, Accounting, Law, Mathematics, Marketing. All subject areas that are taught as current units at the Sydney Campus are covered in the Library collection.

2.3. Access to the Collection

The Library makes the collection available to the Campus community by placing print collections on open access and by providing access to all electronic materials via the Library.

Access to the Library’s resources, including computer access, is restricted to current students and staff. Registered library clients may borrow and/or request most items in the collection.

3. Collections

3.1. espace@Curtin
The Curtin University Bentley Library has developed an eprint repository for the University. espace@Curtin provides access to research produced by Curtin University of Technology staff and postgraduate students.

Making material accessible to institutions and researchers internationally complements existing patterns of scholarly communication, and enhances Curtin’s overall research goal.
espace@Curtin – http://espace.lis.curtin.edu.au

3.2. Reserve collection / 2 hour loans
The Library has a closed reserve / 2 hour loan section. This collection contains materials that are extensively used in each unit taught and any other print materials that are recommended by academics.

The Library also promotes the use of the E-reserve collection which incorporates an electronic collection of scanned book chapters, journal articles and conference papers.

3.3. Past exam papers
Past exam papers are available to all students via the Library website.

3.4. Reference Collections
The Library has a print reference collection. The reference collection contains various sources of information, such as subject specialist dictionaries, English dictionaries, thesaurus and other specialist resources. These items are not available for loan.
4. Collection development principles

4.1. Selection

Criteria for selection: The following selection criteria may be used by the Library to prioritise recommendations:

- Relevance to the existing or anticipated needs of the university’s research and teaching profiles
- Nature and extent of the existing collection within a subject area
- Currency
- Quality
- Price
- Format
- Language
- Demand
- Ongoing commitment and maintenance (e.g. repairs, binding.)
- Availability of access via alternative methods (e.g. electronic access, inter-library loans)

Items are generally purchased in the format that best meets the needs of the Library clientele.

Library staff consult regularly with teaching staff to ensure that the collection continues to meet the needs of the University community.

4.2. Budget

The acquisitions budget is determined as part of the approved capital expenditure for the Library from the University’s annual allocation. The Campus Director and Academic Program Manager with direction from the Librarian are responsible for allocating the budget total for acquisitions. The Librarian is responsible for managing the acquisitions budget and alerting the Academic Program Manager to potential problems.

In allocating the acquisitions budget priority is given to:
- Ongoing commitments and subscriptions
- Support for teaching and the acquisition of textbooks and recommended readings for all units taught at the University
- Material that supports subject areas taught by the University

Approximately 80% of the Library acquisitions budget is allocated to compulsory texts, recommended readings and one-off purchases in specific subject areas.

Approximately 20% of the Library acquisitions budget is allocated to ongoing commitments and subscriptions.
4.3. **Responsibility for selection**
The Librarian has responsibility for the selection process, in consultation with Library staff, academic staff and the Academic Program Manager. All library staff and clients are able to recommend the purchase of relevant scholarly resources.

Academic staff are encouraged to be involved in the selection of library materials.

Academic staff are expected to recommend the scholarly information resources needed to support units for which they are responsible.

4.4. **Electronic resources**
Currently, all electronic resources are allocated by the Curtin University Bentley Library and all staff and students of the campus have allocated access. This includes:
- Electronic journals
- Indexing journals
- Full-text databases
- E-book collections
- Electronic items for the reference collection. (i.e. e-reserve)

4.5. **One-off purchases**
One-off purchases may include:
- Books and e-Books
- Audio-visual material
- Print for the Reference Collection

4.6. **Multiple Copies**
The formula the library follows for purchasing textbooks and recommended readings, is that for each unit taught, the library will provide in the first instance:
- One copy of a textbook for every twenty students, to a maximum of seven copies

In addition, the Library monitors usage, recalls and requests and if required, additional copies of high-demand items may be provided.

5. **Gratis material**

5.1. **Donations**
The Library appreciates the benefits of donations in enriching our collections to support the teaching of the University.
Donations will be accepted for inclusion in the collections on the basis of relevance to the University’s teaching and in accordance with the library’s criteria for selection. Donations will usually be incorporated into the Library’s Main Collection.

The Library reserves the right to decline or dispose of donations.

5.2. Internet resources
Library staff in consultation with academic staff may select freely available, quality Internet resources for inclusion in the Library catalogue.

Internet resources / E-books are generally accepted for inclusion in the Library catalogue on the basis of relevance to the University’s teaching and in accordance with the Library’s criteria for selection.

5.3. Unsolicited print material
Unsolicited print material may include:
- Newsletters
- Free journals
- Annual reports
- Trade publications

Library staff in consultation with academic staff may select unsolicited print material for inclusion in the collection.

Unsolicited print material is generally accepted for inclusion in the collection on the basis of relevance to the University’s teaching programs and in accordance with the Library’s criteria for selection.

Unsolicited gratis material that is not added to the collection will be discarded.

6. Collection Maintenance

6.1. Collection valuation
In compliance with the introduction of a University risk management requirement, the Library collection will be assessed and then continually evaluated.

6.2. Preservation
The Library will maintain the physical collection in good condition, with appropriate processes for replacement, binding and repair.

The Library will maintain reliable, ongoing access to electronic resources, by anticipating and planning for technological change.
6.3. **Replacement**
If a copy of an item has been lost or has been damaged beyond repair, it needs to be replaced. The following factors are used by the Library to prioritise replacements:

- The level of use of the item by Library clients
- Availability of another copy of the item to purchase
- Availability of access via alternative methods
- The option of scanning an item and adding it to the collection for out of print items

6.4. **De-selection and Storage**
Library staff, in consultation with academic staff, are responsible for decisions on de-selection and storage of material.

As a guiding principle, the Library will retain access to at least one copy, either print or electronic, of all significant items catalogued into the collection. In strict circumstances the last copy may be deselected if the content and/or format are deemed to be inappropriate for the teaching and research needs of the university.

In individual instances, decisions about the retention of print copies where there is an electronic equivalent will be based on considerations such as:

- Frequency of use
- Guaranteed access to an archived electronic copy which is the equivalent to print in terms of legibility, content and quality of graphic images
- Maintenance of equity of access
- If the print copies are to be retained, storage may be considered as an option.

*Curtin University Sydney would like to thank and formally acknowledge the Curtin University Bentley Library and their Collection Development Principles in providing the format and the majority of content for the Library Collection Development Policy.*