

POLICY DOCUMENT

COLLECTION DEVELOPMENT POLICY

1 Purpose and Scope

The purpose of the ACPE library collection is to:

- support the curricula, teaching, learning and research activities of the College
- support the attainment of student learning outcomes
- meet new and emerging curricula, information and research needs
- advance the culture of academic scholarship and lifelong learning
- provide timely, seamless access to electronic and physical library resources
- facilitate resource - based learning which enables users of the collection to learn from their own reflection and investigation of resources.

This policy is a guide for the acquisition, development and maintenance of library resources to ensure the ACPE library remains fit for purpose. The collection comprises all physical and electronic resources that support the curricula, teaching, learning, and research activities of ACPE in the areas of dance, health, movement, education, fitness, sports business, coaching and cognate fields.

This policy will be periodically reviewed to reflect changing needs.

The Collection Development Policy supports the library and the College's higher education objectives and strategic plan.

2 Policy Statement

2.1 Library Mission Statement

The library's mission is to support the curricula, teaching, learning and research activities of the College through the provision of excellence in information resources, programs and services.

2.2 Goals & Objectives

The library will achieve its mission by:

- curating all resources on unit/curricula outlines
- curating relevant resources on cognate areas
- engaging with students, staff and other clients to understand and meet their information needs
- striving for continuous improvement in the delivery of quality resources, services and programs
- augmenting and embedding the library's information literacy program in curricula in collaboration with academic staff
- monitoring and enhancing responsiveness to clients' needs
- developing staff committed to the achievement of the library's mission.

2.3 Users of the Collection

- Students
- Staff
- Alumni
- Other libraries
- Members of other library services.
- Community members

2.4 Selection guidelines

Students are encouraged to purchase prescribed readings and these resources are published on the College website as the ACPE textbook list.

- Unit/curricula outlines - resources on the outlines are core selection priorities and are categorized as prescribed, required or recommended.
- Access to prescribed, required, recommended and cognate resources will be provided either electronically or in library. Resources will be located in the reserve, TEA, lending collection, online or via the LMS. The TEA is a TEAcher resource collection purchased for academics when semester loans are required. The library assists academics with the readings and checks for updated editions, electronic versions and out of print.
- For prescribed – One copy will be available in the reserve and one copy in the lending collection and if available also, an electronic copy (unlimited

user licence preferred). Multiple copies of works may be warranted if demand exist

- For required and recommended - one copy will be available either electronically or in the library
- New degree programs require a library impact statement and degree reaccreditations require library resource checks.
- Research, cognate and literary learning areas for background and wider reading
- Staff and student requests and recommendations are encouraged.

Preference is given to:

- Electronic versions – but this is dependent on availability, compatibility, platforms, access and licence requirements.
- Scholarly authors and publishers
- Works by ACPE staff, alumni and student authors
- Latest editions
- Seminal works
- Paperbacks due to cost

Consideration is given to:

- Time constraints – Interlibrary loans and reciprocal borrowing is available for urgent requests or cost efficiencies.
- Collaborative purchasing agreements with Consortiums
- Student cohort numbers
- Existing collections strengths
- Donations – accepted but will be disposed of by recycling or offering to clients if the collection criteria are not met.
- Multiple copies of works may be warranted if demand exists.

2.5 Selection Aids

- Unit/curricula outlines
- Catalogues and alerts from publishers and vendors
- Staff and student requests and recommendations
- Subscribed databases
- Visits and roadshows by vendors

- Professional literature

2.6 Information Resource formats

The library's collection development budget is allocated between physical and electronic resources in a range of formats to support trans-literacy, including:

- Audio - visual, including DVD's
- pBooks and eBooks
- Kits
- pPeriodicals and ePeriodicals
- Realia Ephemera
- Archival
- Models
- Electronic databases
- Streamed video and audio
- Apps, software and library network memberships

2.7 De-acquisition policy

Resources will be withdrawn from the collection by library staff or, in some cases after consultation with academic staff, a resource may be withdrawn if:

- its content has been superseded by a new edition or by other works;
- its content has no current or future research value;
- there are multiple copies of former textbooks which are outdated or are no longer used as texts;
- it is damaged beyond repair;
- it is in an outdated, technically redundant format.

Discards may be offered gratis to other libraries and clients or offered as part of a book sale. Last copies of Australian titles will be retained.

3 Definitions

N/A

4 Related Documents

- Staff Library Policy
- External Lending Policy
- Student Library Rules Policy
- Student Library Loans and Resource Access Policy
- Student Use of Equipment Policy

Legislation:

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

5 Document Administration

Policy Name & Code:			Collection Development Policy (POL-26)
Policy Owner:			Head Librarian
Approval Authority:			Academic Board
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
Oct 2003	Jan 2016	1	Document approved by Dr. Brian Nook, Dean and Head of College, ACPE.
28 May 19	29 May 19	1.5	Revision dates: 19 March 2019 <ul style="list-style-type: none"> • Format changed in line with the new document template for ACPE policies and procedures. • Related Documents section added to include list of related policies, procedures, and other documents. • Job titles updated to reflect current practices. Library and borrowing rules revised, in line with procedures. • Policy content checked against HES 2.1 and 3.3.1; and National Code Standard 11.2.5, for compliance. • Key stakeholder consultation: ACPE Information Services Librarian and Library Officer.
11 Aug 20	26 Nov 20	2	Revision date: 26 October 2020. <ul style="list-style-type: none"> • Content updated to reflect recent internal practices,