

LIBRARY COLLECTION POLICY

Section 1 - Purpose and Scope

Purpose

- (1) This Policy sets out:
 - (a) the principles underpinning the selection, management and de-acquisition of Library resources across all formats; and
 - (b) the responsibilities of Library users.
- (2) This Policy should be read in conjunction with the Library and Resources Access Procedure.

Scope

- (3) This Policy applies to all staff, students and other users of the College's Library and its resources.

Section 2 – Definitions

- (4) In this Policy:
 - (a) **Learning outcomes** means a statement of what students will be able to do, know, understand or value at the completion of a class, unit or course.
 - (b) **Library collection (or resources)** comprises the resources across different formats (including physical, audio visual and electronic) that support the curricula, teaching, learning, and research activities of the College in the areas of dance, health, movement, education, fitness, sports business, coaching and cognate fields.

Section 3 – Policy Statement

Principles

- (5) The Library acquires and provides access to relevant, authoritative and up-to-date resources aligned with the College's learning, teaching, and research activities.
- (6) The purpose of the Library collection is to:
 - (a) support the College's teaching, learning and research activities;
 - (b) be accessible and support students achieve their Learning outcomes;
 - (c) meet new and emerging curricula, information and research needs; and
 - (d) advance the culture of academic scholarship and lifelong learning.
- (7) The Library selects resources that are:

- (a) appropriate to the level of study, the Learning outcomes and different modes of student participation; and
- (b) accessible when needed (including for individuals with special needs); and
- (c) aimed at facilitating scholarship and knowledge.

Selection

- (8) Library resources will be selected where they are fit for purpose, cost-effective, discoverable, and easily accessible. The Library gives preference to:
 - (a) Electronic versions – subject to availability, compatibility, platforms, access and licence requirements.
 - (b) Scholarly authors and publishers.
 - (c) Works by ACPE staff, alumni and student authors.
 - (d) Latest editions.
 - (e) Seminal works.
 - (f) Paperbacks (due to cost).
- (9) While the Library seeks to provide access to prescribed learning resources for students, the Library is not required to provide a copy of prescribed textbooks to every student.
 - (a) Students may acquire their own copy of prescribed textbooks or other resources; however, this it is not mandatory.

De-acquisition

- (10) Library staff continuously review electronic and physical library resources and maintain only active and relevant collections that advance the College's curricula, learning, teaching, and research activities. Professional accreditation requirements, financial and physical space constraints are also factors affecting the collections.
- (11) The Library may withdraw a resource if:
 - (a) its content has been superseded by a new edition or by other works;
 - (b) its content has no current or future research or teaching value;
 - (c) there are multiple copies of former textbooks which are outdated or are no longer used as texts;
 - (d) it is damaged beyond repair; or
 - (e) it is in an outdated, technically redundant format.
- (12) The Library will retain last copies of Australian titles.

Responsibilities

- (13) The Library is responsible, within its allocated budget, for:

- (a) purchasing, curating, subscribing or providing access to Library resources in accessible formats;
 - (b) providing and maintaining systems, to enable access to open, licensed and copyright information resources;
 - (c) engaging with staff and students to meet their information needs and be responsive to changing requirements;
 - (d) setting borrowing privileges for library users; and
 - (e) issuing fines for overdue loans or other breaches of conditions of use.
- (14) Staff, students and other users are responsible for:
- (a) accessing, using and attributing information resources in ways that comply with the Copyright Act 1968 and license conditions. Advice may be sought from Library staff about copyright matters and the College's Copyright Policy; and
 - (b) accessing, using, and returning physical and other items according to the Library's borrowing conditions as set out in the Library and Resources Access Procedure.

Section 4 – Procedures

- (15) Library and Resources Access Procedure

Related documents

This Policy should be read in conjunction with but is not limited to:

- Library and Resources Access Procedure
- Copyright Policy

Legislation:

- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)
- Copyright Act 1968 (Cth)

Reference:

- Southern Cross University, *Library Collection Policy* (March 2023) accessed August 2023

Document Administration

Policy Name	Library Collection Policy
Policy Owner	Head Librarian
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Amendment history	
Versions 1 and 2:	The Library Collection Development Policy was first approved in 2016 (V1); with updates in 2019 and 2020 (V2).
Version 3:	The Library Collection Policy references the original policy, and is updated into the new template. This V3 Library Collection Policy accompanies a new Procedure incorporating relevant matters from six library-related policies, which have now been removed (combined and incorporated into one document).

Unless otherwise indicated, this Policy will still apply beyond the Review date