

## POLICY DOCUMENT

# COLLECTION DEVELOPMENT POLICY

## 1 Purpose and Scope

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The purpose of the ACPE library collection is to:

- support the curricular, 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 curricular, 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

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### 2.1 Library Mission Statement

The library's mission is to support the curricular, 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/curricular 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 curricular 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/curricular outlines - resources on the outlines are core selection priorities and are categorized as prescribed, required or recommended.
- The library will provide access to prescribed, required and recommended resources either electronically or in the library and resources will be located in the reserve, TEA, lending collection or online. The TEA is a teacher resource collection.
- The library assists academics with the readings and checks for updated editions, electronic versions and out of print.
- For prescribed - one copy 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 available either electronically or in the library
- New degree programs and reaccreditations – requires a library impact statement
- 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/curricular outlines
- Catalogues and alerts from publishers and vendors
- Academic requests and recommendations
- Databases of new titles searchable by a number of access points.
- Visits and roadshows by relevant 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
- Regalia
- Ephemera
- Archival

- Models
- Electronic database
- Streamed video and audio
- Apps, software and library network memberships

## 2.5 De-acquisition policy

Resources will be withdrawn from the collection by library staff or 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 format.
- Discards may be offered to other libraries or clients. Last copies of Australian titles will be retained

## 3 Definitions

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N/A

## 4 Related Documents

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- 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

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