

Library Collection Development Policy and Procedure

1. Purpose

The purpose of this Library Collection Development Policy and Procedure is to:

- Establish a framework for the selection, acquisition, and format date of publication, intellectual level and de-selection of the libraries' information resources.
- Assist library staff to develop processes and procedures related to the management and maintenance of the library collections at the various campuses of RGIT.
- Provides the RGIT community with an overview of the principles which are used to develop and maintain the libraries of the various campuses.
- Informs clients and other libraries of the nature and scope of the collections.

1.1 Collection Development Principles

- Supports the teaching and learning of the RGIT community through the provision of relevant and appropriate learning materials.
- Responsive to the library clients' information requirements.
- Provides resources in an appropriate format to suit client needs, with electronic being the preferred format, when available.
- A means to account for and monitor the use made of the funds entrusted to the Library.

2. Scope

This Library Collection Development Policy and Procedure covers the libraries at all RGIT campuses.

3. Responsibility

The Librarian will work closely with the Academic Staff, the Academic Head – VET and Higher Education, Director of Studies – English and the Library Committee to determine the information needs of the RGIT community. Head of Departments are expected to maintain currency in the relevant literature for their department through meeting with publishing representatives. Academic staff members are expected to recommend resources to support the units for which they are responsible. Ultimately, the Librarian is responsible for the development of the library collection, including acquisitions, cataloguing and subscription services, including electronic databases, within the selection guidelines stated below. The Librarian is also responsible for ensuring that all staff and students adhere to the RGIT Library Collection Development Policy and Procedure in terms of developing the collection of resources to be available in all of the RGIT libraries.

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4. Policy

4.1 Introduction

The RGIT library provides on – campus and online spaces, resources and services to realise its Vision and Mission.

4.1.1 Library Vision Statement

To provide a strong, collaborative, partnership with RGIT'S learning and teaching community, to significantly contribute to the educational mission of RGIT.

4.1.2 Library Mission Statement

To empower the teachers and students to realise their educational goals through the provision and promotion of excellence in relevant, flexible library and information services.

4.2 Community of Users

The community of users includes all the staff and students at all the RGIT campuses with a primary focus on the trainers and students.

The library is a member of the UNILINC Network, and uses and contributes towards shared Library system, including the Inter-Library loan program.

4.3 Collection

The Collection Development Policy is based on the collection levels developed by the National Library of Australia as part of its *Conspectus* program. The collection strengths are assessed and developed according to the Conspectus Model (see [Appendix Two](#)).

4.3.1 Programmes the library collection serves

The library provides resources within its collection to support the following areas within RGIT:

- Professional development for staff
- Computer Science
- Health Sciences
 - Early Childhood Education
 - Individual Support
 - Community Services
- Hospitality
- Accounting
- Business
- Marketing
- Management
- English Language, including a small relevant fiction collection

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- Other current course areas as they are added to the college's prospectus

4.3.2 Collection Profile

The collection currently holds approximately 2,800 items with the majority being at the 'Out of scope' Level 0 (see [Appendix Two](#)) where the items fall outside the selection guidelines of this policy. The remainder of the collection ranges between Level 1 where few items are beyond introductory or very basic material up to Level 2 where the Health Sciences contains some up-to-date items sufficient to support some Diploma, Advanced Diploma and Undergraduate instruction. It is intended to develop the RGIT collection to the Intermediate Level 3 to include a 'broad range of resources which adequately support undergraduate instruction, independent study, and work-based interests and maintains knowledge of a subject at less than research level (see [Appendix Two](#)).

4.4 Budget Overview

Currently, there is no library budget. Purchases are approved by the Academic Head – VET and Higher Education and Director of Studies – English, depending on the collection category. It is anticipated that following the initial development of the library collection to include the prescribed and recommended texts to cover the course areas, that an ongoing library budget allocation will be determined. The Librarian would then be responsible for managing the Library budget in liaison with the Library Committee.

4.4.1 Budget Allocation

- In allocating the library budget, it is expected that approximately 80% would be allocated to prescribed texts, recommended readings and one-off purchases, such as books, e-books, audio-visual material and print reference items in the subject areas outlined above.
- The remainder would be allocated to ongoing subscriptions, including electronic database subscriptions.
- The ongoing subscriptions would be prioritised ahead of other allocations.
- The remaining amount would be allocated as evenly as possible between the programs in the college, taking into account the building of new collection areas to support newly accredited programmes taking precedence.
- Subject allocation takes into account the existing collection strengths, the currency of the collection and the changes in the curriculum. Student numbers enrolled in the units are also taken into consideration.

4.5 Selection

The RGIT library collects and provides materials in a variety of formats in the particular subject areas stated in [5.1](#) to support the learning and teaching needs of the college.

The Library policy is to manage the collection as a whole entity rather than as a group of separate campus library collections.

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The library collects items from a variety of opinions and perspectives in accordance with the principles of intellectual freedom offered in the Statement on Free Access to Information (see [Appendix One](#)).

4.5.1 General Selection Guidelines

Possible new items are considered for acquisition against these criteria:

- 4.5.1.1 Relevance to the current and emerging teaching and learning needs of the college.
- 4.5.1.2 Accuracy and quality of content.
- 4.5.1.3 Appropriate level of content for the defined client group.
- 4.5.1.4 Expected usage.
- 4.5.1.5 Format.
- 4.5.1.6 Currency of content – recent edition preferred unless required in the learning materials.
- 4.5.1.7 Reasonable cost – initial and ongoing.
- 4.5.1.8 Compliance with legal, contractual or compliance obligations.
- 4.5.1.9 Meets demand.
- 4.5.1.10 Nature and extent of the existing collection within a subject area:
- 4.5.1.11 Source of funding
- 4.5.1.12 Language
- 4.5.1.13 Accessibility considerations
- 4.5.1.14 Space and storage issues

4.5.2 Electronic Resources Selection Guidelines

Additional selection guidelines for electronic resources include the following criteria:

- 4.5.2.1 Availability of information from other sources.
- 4.5.2.2 Format (full-text or citation only).
- 4.5.2.3 Equity of access.
- 4.5.2.4 Technological considerations, such as platform and interface.
- 4.5.2.5 Compatibility with RGIT's library management search, retrieval and discovery systems.
- 4.5.2.6 Access to electronic resources need to be via the Internet.
- 4.5.2.7 Purchase of an electronic resource is subject to the vendor guaranteeing perpetual access.

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- 4.5.2.8 Electronic resources will only be purchased where Ezproxy, or another suitable authentication program, can be used, so that all users, including remote users, can have access.
- 4.5.2.9 Electronic resources will only be purchased where the licence permits access on all campuses.
- 4.5.2.10 Length of the purchase agreement needs to be negotiable and include opt-out options within the licence.
- 4.5.2.11 Trials are set up to assess the suitability for an electronic resource. Feedback is sought from the RGIT community to contribute to the choice to purchase.
- 4.5.2.12 Electronic resources will not be purchased where they:
 - 4.5.2.12.1 Require special equipment
 - 4.5.2.12.2 Are pay-per-view
 - 4.5.2.12.3 Are installed on a single workstation
- 4.5.2.13 Usage statistics show whether the electronic resource is value for money. The library will track usage of an electronic resource during the subscription period, with a view to cancelling if there is low usage.

4.5.3 Requests for Purchase

All staff and students are encouraged to recommend titles for purchase. Preference will be given to items supporting the units taught in the college and will need to fall into the categories presented in [5.1](#).

Any department may request to purchase items for the library. The Library will purchase and process the items into the library collection. When it is agreed to purchase an item, the order will be processed within five working days. It is understood that it can take up to six weeks from the initial request to the item being available on the shelf.

4.6 Formats Collected

4.6.1 Electronic

- 4.6.1.1 The library prefers to purchase networked electronic resources where possible in preference to their print equivalent, as long as they fit the [selection criteria](#) above.
- 4.6.1.2 At least one print copy of prescribed and recommended texts, for courses which are taught at that campus, will always be available for those users who prefer print to electronic access.
- 4.6.1.3 Existing print materials in high demand will be replaced by the purchase of an electronic copy, where possible, in preference to the purchase of extra print copies.

4.6.2 Duplication

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- 4.6.2.1 Duplication of non-prescribed or recommended items is avoided where possible with a preference for the purchase of an electronic copy, if available, for items in high demand.
- 4.6.2.2 When a resource becomes available in an electronic format with permanent access, only one print copy will be retained.
- 4.6.2.3 When a unit is taught in multiple locations, the prescribed and recommended texts will be made available in each location where that unit is taught.
- 4.6.2.4 Journal or magazine titles are not usually duplicated, although one copy of the titles relevant to the courses at each campus will be purchased.
- 4.6.2.5 Once the service reason for a resource has passed (the unit has been superseded and no longer relevant to training and RGIT no longer needs the item), any duplicates will be removed.

4.6.3 Textbooks

- 4.6.3.1 Prescribed texts are those that are required in the written material for the unit. It is expected that the students purchase their own copy. There will be one copy purchased for the teacher and one copy for every twenty students enrolled in the unit. There will be a maximum of four print copies provided and where an electronic copy is available; there will be a maximum of only three print copies in each campus where the unit is taught.
- 4.6.3.2 Recommended texts are those that are essential reading, but not required for the unit. There will be one copy purchased for each campus and when a high demand is demonstrated another copy may be purchased if there is no electronic access available.
- 4.6.3.3 Additional or Resource texts are those texts that the writer of the unit includes to provide depth, breadth and balance to a learner's understanding of the subject. Generally, one copy will be purchased for each campus where the unit is taught and where budget allows it. At least one copy will be purchased for the main campus, and if requested by a user at another campus, may be supplied by Inter-Library loan from another campus of RGIT or another college with whom we have an Inter-Library loan arrangement via UNILINC.

4.6.4 Non-book Materials

CD's and DVDs relevant to the teaching needs of the English Language community are included in the collection. These are provided on request.

4.6.5 Serials

- 4.6.5.1 The library purchases a number of relevant serial subscriptions for magazines and newspapers in print. The magazines are kept for one year and newspapers are held for a month, and then offered to the teachers to use with their classes. The specialist

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business and hospitality sections of the newspapers are kept for six months and then discarded.

- 4.6.5.2 A licence to access electronic journals will only be purchased when:
 - 4.6.5.2.1 The licence can be negotiated.
 - 4.6.5.2.2 It is cost effective in opposition to a print copy.
 - 4.6.5.3 As ongoing subscriptions to electronic journals are expensive and the cost rises annually, there will be a review of each resource at the completion of the subscription period. Relevant academic staff and students will be invited to assist with the review in relation to usage, relevance and comparison with similar resources in terms of value for money. It may be required to cancel one subscription to purchase one in the same discipline of a similar value.

4.6.6 Web sites

The Library will include relevant web sites on its Online Library where they meet the General Selection principles and the following extra criteria:

4.6.6.1 Authority

- 4.6.6.1.1 Source (authority/owner) is authoritative, accurate and clearly indicated.
- 4.6.6.1.2 Prefer sites accredited by professional bodies.
- 4.6.6.1.3 Sources for information are provided where necessary.
- 4.6.6.1.4 Site does not violate copyright statutes or other laws.

4.6.6.2 Content

- 4.6.6.2.1 Purpose is clear, and content reflects its purpose.
- 4.6.6.2.2 Provides credible, unbiased, current and accurate information.
- 4.6.6.2.3 Updates regularly, with date clearly indicated.
- 4.6.6.2.4 Direct access to information is provided.
- 4.6.6.2.5 Content is freely available and user is not required to supply personal information.
- 4.6.6.2.6 Commercial websites will not be included when the purpose of the link is the promotion of the site's commercial services.

4.6.6.3 Navigation and design

- 4.6.6.3.1 Site is user friendly and easily navigated with an intuitive design.
- 4.6.6.3.2 Pages load in a reasonable time.

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4.6.6.3.3 Site is consistently available.

4.6.6.3.4 Browser requirements and necessary 'plug-ins' are listed on the main page.

4.6.6.3.5 Can be viewed using the latest RGIT standard browser.

4.6.7 Limitations

4.6.7.1 Materials in languages other than English are not usually collected.

4.7 Donations

Donations are accepted as long as the items are in good condition and fall within the [criteria for selection](#) outlined in this policy.

The Library reserves the right to refuse donations and to dispose of donated items that do not meet the selection criteria. It is not a condition of acceptance that items remain permanently in the collection.

4.8 Collection Maintenance

The RGIT library collection needs to continually evolve to match the current curriculum, learning and teaching needs of the community.

4.8.1 Replacement

Any item that is broken beyond repair, or in a condition that makes it no longer usable, may be replaced with a usable format, if it still lies within the current [selection criteria](#).

4.8.2 Stocktaking

A rolling stocktaking is undertaken, focussing on areas as required. It should be performed in each subject area at least every three years.

4.8.3 Withdrawal

In order to keep the collection up to date with the information as accurate as possible and also to preserve shelf space, regular weeding of the collection is required.

The Librarian liaises with the Academic staff to decide whether to keep resources in accordance with the de-selection guidelines below. When the Librarian is in doubt they will consult the relevant academic staff member for advice. If no feedback is received within two weeks, the item will be withdrawn from the collection.

Items which have been withdrawn are offered firstly to the staff and students of RGIT. After two weeks, the remainder of the items are offered to second hand book stores.

The RGIT library items are to be checked by each campus prior to total withdrawal in regards to duplicate removal.

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All items which fulfil the following De-selection guidelines are assessed against the texts required in units being currently taught in the college. When a resource is still required in a current unit, it is retained in the collection.

4.8.4 De-selection Guidelines

To withdraw an item from the RGIT library collection, it must fall within the following deselection guidelines:

- 4.8.4.1 Unnecessary duplicate copies (see [Duplication](#) above).
- 4.8.4.2 Superseded editions of items, where we hold the latest edition and the earlier edition is not still required in the unit materials.
- 4.8.4.3 Outdated materials:
 - 4.8.4.3.1 Computer science older than 5 years (except for UNIX, Open VMS, Cobol, Fortran) To check with Syed.
 - 4.8.4.3.2 Science after 10 years except for History of Science
 - 4.8.4.3.3 Occupational Guides and resume guides older than 5 years.
 - 4.8.4.3.4 Financial Management guides older than 5 years.
 - 4.8.4.3.5 Travel books older than 10 years.
 - 4.8.4.3.6 Health, Medicine, Nutrition and Pharmacology older than 5 years.
 - 4.8.4.3.7 Psychology older than 10 years except for History or Biography of Psychology.
 - 4.8.4.3.8 Physical Education older than 10 years.
 - 4.8.4.3.9 Badly damaged items (See [replacement](#)).
 - 4.8.4.3.10 Atlases older than 10 years.
 - 4.8.4.3.11 Items which no longer support the curriculum.
 - 4.8.4.3.12 Items not borrowed in more than five years.
 - 4.8.4.3.13 Incomplete sets of works which are unusable in this state.
 - 4.8.4.3.14 Discredited material – in consultation with academic staff.

4.9 Access to the Collection

Access to the RGIT library collections will be via the Library catalogue which will include a federated search to access journal articles from the subscribed electronic databases. RGIT is responsible to ensure that learning resources for the units taught at each campus are available to support student learning in that unit. Where units are taught in a number of campuses, an appropriate collection of library resources should be available either electronically or developed in print on each site.

Access is limited to current students and staff of RGIT.

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4.9.1 Electronic Access

Electronic access will be via the Online Library. Links will be provided from the Student's home page, the Unit's page and the RGIT website.

4.9.2 Physical Access

Access to the physical collection will be within the opening hours of each campus library.

4.9.3 Bibliographic Access

RGIT libraries participate in the reciprocal borrowing program between the participating libraries included in the UNILINC network. Inter – Library loan between the members provides our community with access to resources from the member libraries. The holdings of the UNILINC shared library system are included in the Libraries Australia database and harvested into OCLCs World Cat based in the USA.

4.9.4 Transfer of Library Resources between Campuses

Print resources may be transferred between campuses to meet demand. When a resource is required, and is not held by the library at that RGIT campus, and is held and not in demand at another campus, it will be provided by mail. If only a chapter or 10% of the resource is required, it will be scanned and the PDF copy will be sent to the requester by email as a document delivery service.

4.10 Complaints and Controversial Material

Complaints about the inclusion or exclusion of resources are to be made in writing to the Librarian. The complaint will be considered by the Library Committee and an answer provided to the complaint in writing which would be considered to resolve the matter. If this process does not resolve the matter, the complaint will be forwarded to the Operations and Compliance Manager who will deal with it according to the RGIT [Complaints and Appeals Policy](#).

4.11 Review of Collection Development Policy

The Library Collection Development Policy will be periodically reviewed and updated to reflect changes in courses being offered or existing programs being re-accredited, and the changing needs of the RGIT libraries' users.

5. Associated Documents

Appendix One: Statement on free access to information

Appendix Two: Conspectus Collection Depth Indicator Definitions

Appendix One: Statement on free access to information

Australia Library and Information Association (ALIA) objects addressed

To promote the free flow of information and ideas in the interests of all Australians, and a thriving culture and democracy.

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Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believe that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Source: <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statementfree-access-information> Accessed 6th August, 2015.

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Appendix Two: Conspectus Collection Depth Indicator Definitions

0 Out of Scope

The Library does not intentionally collect materials in any format for this subject.

1 Minimal Information Level

Collections that support minimal inquiries about this subject and include:

- A very limited collection of general materials, including monographs and reference works.
- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of Information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2 Basic Information Level

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

3 Study or Instructional Support Level

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialised monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialised periodicals.
- Limited collections of appropriate foreign language materials, e.g. foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German.
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.

Defined access to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. The collection should be systematically reviewed for currency of information and for assurance that essential and

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important information is retained, including significant numbers of classic retrospective materials.

4 Research Level

A collection that contains the major published source materials required for doctoral study and independent research includes:

- A very extensive collection of general and specialised monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate foreign language materials.
- Extensive collections of the works of well-known authors as well as lesser-known author.
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.
- Older material that is retained and systematically preserved to serve the needs of historical research.

5 Comprehensive Level

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., a "special collection"), in all applicable languages includes:

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.

A comprehensive level collection may serve as a national or international resource.

1 Defined access means more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library or institution's home page, etc. which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collections, for e.g., from limited to extensive to very extensive access to collections of electronic information.

Source: <http://www.ifla.org/publications/guidelines-for-a-collection-development-policy-using-the-conspectus-model> Accessed 6th August, 2015.