

Library Collections Policy

INTRODUCTION

The Library is the primary provider of collections of information resources for teaching, learning and research of the University community

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

INTENT

This Policy provides a framework for the development and management of the University's Library collections.

RELEVANT DEFINITIONS

In the context of this document

Clients means a user of library services available to the University community as defined on the Library website;

Collection means information resources in any format, physical or online, that the Library acquires, manages or provides access to. A current list of the Library's collections is available on the University's Library website;

Information resources means a scholarly and training resource in any format that is selected by the Library to meet client information need;

Library means of the University's Library Services unit and comprises the staff and services it delivers;

Open scholarship means open access, open data, open educational resources, and all other forms of openness in the scholarly and research environment and is changing how knowledge is created and shared; and

University community means any member of staff, students, alumni, contractors, authorised visitors, and members of the public who have a relationship with the University, including the University's regional campuses and partner teaching locations.

POLICY

The University acquires, preserves and provide access to collections of information resources for the University community to support learning, teaching and research.

Whilst the Library consults the University community on the acquisition of resources the final decision on resource selection and deselection is the responsibility of the Director, Library Services.

Selection

The Library will discover and acquire information resources to develop collections.

The Library will purchase electronic versions of material in preference to physical copies to support 24/7 online access and delivery.

The Library will promote the selection of materials that support Open Scholarship wherever possible and appropriate.

The Library may accept donations to collections where relevant to current University teaching, learning and research focus, and/or of special significance to the University or the Northern Territory.

Acquisition

The Library will expend funds for information resource acquisition with due consideration to need, currency, usage format and cost.

The Library will actively participate in collaborative resources sharing consortia and networks both nationally and internationally wherever these provide benefit to the University.

Preservation

The Library will ensure that information resources in all forms that are of special significance to the University appropriate preservation and access measures in place.

The library will apply standard industry practices for the preservation of information resources.

Access

The Library will provide equal and equitable access for clients to information resources in compliance with the University's [Equal Opportunity Policy](#) and the [Higher Education Standards Framework \(Thresholds Standards\) 2015](#) and other relevant legislation.

The Library will support and sustain the free flow of information and ideas by:

- Providing resources in electronic formats wherever possible;
- Providing walk-in access for clients to all information resources as well as appropriate access for clients with special needs wherever possible;
- Facilitating seamless information resource discovery and access;
- Making University research publications openly accessible wherever possible in accordance with the [Australian Code for the Responsible Conduct of Research 2018](#) and the University's [Open Access Policy](#);
- Ensuring the University's research data is preserved and accessible in accordance with University policy.

The Library recognises that it may be necessary to restrict access due to:

- Embargos or restrictions placed by copyright owners;

- Culturally sensitive materials;
- Contractual limitations;
- Legislation or other legal governance requirements; and/or
- Preservation requirements.

Deselection

The Library will review collections to ensure continued relevance to the University's learning, teaching and research, and may remove information resources when required.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Equal Opportunity Policy](#)

[Open Access Policy](#)

External

[Australian Code for the Responsible Conduct of Research 2007](#)

[Higher Education Support Act 2003](#)

[Higher Education Standards Framework \(Thresholds Standards\) 2015](#)

Document History and Version Control

Last amendment:	Dec 2019	Next Review:	Dec 2022
Sponsor:	Pro Vice-Chancellor Student Engagement and Success		
Contact Officer:	Director, Library Services		

Version	Date Approved	Approved by	Brief Description
1.00	28 Nov 2012	Vice Chancellor	Creation of original document and upload to CDU website.
1.01	11 Feb 2013	Governance	<ul style="list-style-type: none"> • Updated and added hyperlinks • Assigned document number
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding • Updated hyperlinks • Amended Sponsor from the Vice-Chancellor to the Deputy Vice-Chancellor, Operations • Amended Contact Officer for Director, Office of Library Services to Director, Library Services
2.00	11 Dec 2019	Vice-Chancellor	<ul style="list-style-type: none"> • Comprehensive review of policy • Amended Sponsor from the Deputy Vice-Chancellor, Operations to PVC Student Engagement and Success