

# Library Collections Management Policy

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## INTRODUCTION

The Library is the primary resource provider of scholarly and training information resources for the University community. The Library provides and promotes access to information resources and services integral to the teaching, learning and research endeavours of students, staff and researchers of the University, the community and the region.

Libraries in the tertiary education sector in Australia all have similar challenges: increasing demands on limited budgets; effectively managing the move from print to digital; the dynamic scholarly publications environment; the rise of the eTextbook market; and juggling the demands for a variety of student learning spaces and access to little used, but highly valuable and unique physical collections. The University Library has the additional challenges of managing print in a tropical environment and the associated issues of controlling humidity levels and dealing with inevitable mould outbreaks and cyclones. The Library Collections Management Policy and procedures are designed to assist in dealing with all of those challenges.

## 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

The Library Collections Management Policy guides the selection, purchase, deselection, preservation of, and provision of access to, relevant information resources directly supporting the learning, teaching, and research endeavours of the University.

## RELEVANT DEFINITIONS

In the context of this document

**Clients** means users of library services. Clients include staff and students of the University, registered library members, other libraries and walk-in users from the general public;

**Information resources** means assets, printed or electronic, that contain information that can be accessed to answer an information need; and

**Library** means the organisational unit of the University, being the Office of Library Services (OLS), and comprises the staff and services delivered from the three (3) campus libraries at Casuarina, Palmerston and Alice Springs and services delivered electronically.

## **POLICY**

### **Selection**

The Library discovers, solicits, acquires, preserves and provides access to information to meet client needs, both on-campus and off-campus.

The Library resists attempts to restrict access to information and ideas while at the same time recognising the powers of censorship are legally vested in State and Federal governments.

The development of the Library collections, in all formats, is an inclusive process as much as possible involving University staff and student users. The Library upholds the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socio-economic status, sexual preference, lifestyle choice, political allegiance or social viewpoint.

The Library will only accept donations to the collections that are considered relevant to current University teaching, learning and research endeavours, and/or of special significance to the University or the Northern Territory.

### **Expenditure**

The Library will expend funds for information resource acquisition in subject areas recognising the level of need, and will maintain an appropriate balance between resource expenditure on periodicals (journals) and monographs (books), and on print and electronic collections.

The Library will expend funds on some tools and services that simplify and streamline discovery and access to resources as well as expenditure in information content alone.

The Library is able to participate in collaborative and collective arrangements with other library services, vendors, publishers, government or industry partners where these further the interests of the University.

### **Deselection**

The Library collections need to reflect and support the learning, teaching and research activities of the University, and as these change, so will the collection. The transient nature of much of the Library's collection is evident and understood. Recognising this, resources that are superfluous to the University's learning, teaching and research activities will be removed from the collections, after appropriate consultation with relevant academic staff.

The Library will ensure appropriate methods of disposal of information resources designated for discard are used.

### **Preservation**

The Library will endeavour to ensure that resources in all forms that are of special significance to the University and/or the Northern Territory community have appropriate preservation and access measures in place.

### **Access**

Print and electronic collections will be made accessible to all clients wherever possible. In some cases embargoes, preservation requirements, copyright, licence agreements and other legal restrictions may

restrict access to resources. The Library will not sign any licence agreements where it is unable to enforce the conditions of the licence.

In recognition of the growing number of clients based off-campus, the Library will, where possible and appropriate, offer online access to resources in preference to providing print resources.

The Library plays a significant role in ensuring the University's research outcomes are both preserved and accessible. This not only includes the publications that are a result of the research process, but also the data that supports the research outcomes in accordance with the [Australian Code for the Responsible Conduct of Research 2007](#). University research publications will be made accessible via the University's Institutional Repository (eSpace) on Open Access wherever possible in response to the increasing expectation for openness from funding agencies.

The Library will aim to provide walk-in access for clients to all information resources where possible.

The Library will endeavour to provide appropriate access to Library resources for clients with special needs.

The Library will make information resource discovery and access as simple and user-friendly as possible.

Upon request, the Library will provide document delivery of items not currently held in the Library collections, and this service may be limited to specific clients.

The Library will participate in local and national inter-lending agreements with other libraries where it is appropriate.

## **ESSENTIAL SUPPORTING INFORMATION**

### **Internal**

[Library Collections Management Procedures](#)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Nov 2015
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	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"> <li>• Updated and added hyperlinks</li> <li>• Assigned document number</li> </ul>
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated hyperlinks</li> <li>• Amended Sponsor from the Vice-Chancellor to the Deputy Vice-Chancellor, Operations</li> <li>• Amended Contact Officer for Director, Office of Library Services to Director, Library Services</li> </ul>