

Library Collections Management Procedures

INTRODUCTION

The University 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.

COMPLIANCE

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

INTENT

The intention of this document is to:

- Provide an understanding of the different types of collections currently available at the University through its various libraries;
- To outline the University Library's information resource selection procedures;
- To outline the University Library's collection development practices; and
- To outline the preservation and de-selection procedures utilised in the University Library.

RELEVANT DEFINITIONS

In the context of this document

Campus library refers to the physical libraries located on University campuses;

Client 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;

De-selection means the process of withdrawing and discarding items from the Library's collections;

eSpace means the University Institutional Repository;

Free resources mean information resources that are freely available with no need for a contract to access or purchase. Some examples of free resources are open access research materials published under creative commons licences and materials communicated from government websites where the right to copy them is explicitly given;

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

Information Resources Allocation (IRA) means the annual budget provided by the University to the Office of Library Services for the purchase and/or the provision of access to Information Resources;

Last Copy means an item is the last copy listed with Libraries Australia (the national bibliographic database operated by the National Library of Australia). If an item is listed as Last Copy it is presumed no other copies exist in Australia;

Liaison Librarians means qualified library staff responsible for selecting information resources appropriate for a particular subject area in collaboration with academic staff;

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

Library member means staff and students of the University, and other clients who have registered as members of the Library;

Library Resources and Technology (RT) team means the technical services and technology support staff within the Office of Library Services;

Library Services Executive means the senior management group of the Office of Library Services and comprises the Director, Associate Director Client Services, and Associate Director Resources and Technology;

Licensed resources means online resources where an agreement is in place that states how a particular resource is allowed to be used, for instance, by University staff and students only, or within Australia only etc.;

Library management team comprises members of Library Services Executive and Coordinators within the Office of Library Services;

Online resource means information resources in digital form that are accessed online via the Internet. A login may be required to access such resources;

Periodical means items with a distinctive title that are published on a regular basis, such as journals, magazines, and newspapers;

Physical resource means information resources in physical form, e.g. books, print journals, CD-ROMs, DVDs, microforms etc;

Prescribed texts means texts that students are required to have in order to fulfil the requirements of a particular unit of study. It is expected that students will purchase their own copies from the University Bookshop;

Recommended Texts means texts that students should be able to consult for further reading on a particular topic;

Research Collections are collections that contain material to a research level;

Research Level refers to the National Library of Australia's Collecting Level Indicators. For a collection to be considered research level, both current and retrospective resources with historical resources are retained. All appropriate formats and languages are collected, including original material and ephemera, all important reference works, a wide selection of specialised monographs, a very extensive collection of journals and immediate access to bibliographies, indexing and abstracting services in the field, materials containing research findings and non-bibliographic databases;

Restricted refers to items that have had access restrictions placed on them for either commercial-in-confidence or cultural reasons;

RIS means staff of the Reference and Information Services Team within the Office of Library Services; and

University Community means all staff, students and authorised visitors

COLLECTIONS DEFINITIONS

(Definitions of the various collections within the Library)

East Timor Collection (ETC) is a physical collection consisting of 1640 titles covering the Portuguese period in East Timor. The core of the collection contains materials (books, articles and conference papers) published in Portuguese during the Salarzarist dictatorship from 1926 to 1974. There is also some material published in the nineteenth and early twentieth centuries. A small component of the collection has been digitised as part of AraDA; the Arafura Digital Archive;

Easy Reading Collection is the collection of easy readers in print form to support the English as a Second Language program located at Casuarina Campus Library;

eBooks refers to electronic or digital books, i.e. book-length publications in digital form produced on, published through, and readable on computers and other electronic devices, such as eBook readers, smartphones, tablet PCs etc;

eReserve is an online collection of scanned high demand course reading materials and excerpts available to staff and students of the University via the library web pages on the University website in accordance with Copyright Law;

eTitles is an online collection of PDF documents with licence conditions that require access to be limited to staff and students of the University. These titles are listed in the Library's catalogue and accessible via eSpace;

Examination Papers Collection is an online collection of past examination papers that are scanned and made available for University students and staff to access once all relevant examinations are closed;

Law Collection consists of printed and online legal texts, primary law materials and journals. Primary law material includes legislation and law reports;

Main Collection consists of print books and single physical resources in various formats, e.g. Microfilms, CDs etc. that are available for loan to all library members;

Periodicals Collection consists of print and online periodicals; print titles may or may not be for loan. Little used back- runs of print periodicals may be stored off site and made available upon request;

Rare Books Collection (RBC) is a physical collection comprising rare and restricted items, restricted from general use due to age or fragility or irreplaceable nature of the material or to adhere to cultural and other embargoes. Items in RBC can be retrieved by a library staff member upon request and may only be used within the Library and under the supervision of a library staff member. Resources in the RBC are not available for loan via document delivery or for intercampus loans;

Reference Collection is a print and online collection that provides access to authoritative, specific and current information e.g. dictionaries, encyclopaedias, handbooks and guides. Items in the printed Reference Collection are not normally available for loan;

Research Outputs Collection is an online collection of the outputs of research conducted by University researchers. It comprises scholarly publications (books, journal articles, reports), information on the data used to support the research outcomes, and unpublished reports. The collection is openly accessible via the University's institutional repository, eSpace. The full text of scholarly publications will be available if allowed under Copyright law or publisher agreements;

Short Term Loan Collection consists of loanable physical resources that are in high demand, e.g. prescribed texts. Items in STL are loanable to University staff and students only for a limited loan period;

Special Collection is a physical, closed access collection consisting of published and unpublished materials dealing with Northern Australia and contiguous maritime and land areas. It will also consist of material of special significance to University research interests and/or the Northern Territory community. A significant component includes Indigenous content. Items in Special Collection can be retrieved by a library staff member upon request and are available for use within the Library only. Resources in Special Collection are not available for loan via document delivery or for intercampus loans;

Teaching and Learning Collection is a physical collection that comprises novels, picture books, kits, big books and puppets and is housed in the Alice Springs Campus library. Historically this collection evolved from a Department of Education and Training collection in the Alice Springs region. It is used extensively by teachers and education students to enhance classroom resources, but is available to all library users;

Theses Collection consists of print and electronic theses written by University higher degree by research (HDR) students that have been accepted by the University in partial or full requirements for a research degree. Honours and coursework Masters theses may be included in this collection upon recommendation by a relevant academic;

University Research Archive consists of donated original material in various formats (files, correspondence, articles, notebooks, etc.) used to support past research projects, or the record of an organisation of research interest to the University.

PROCEDURES

Collection Development Practices - Selection General

The Library encourages all members to recommend information resources for selection.

Liaison Librarians, in consultation with relevant academic staff are responsible for:

- Ensuring the Library collections reflect and support the learning, teaching and research needs of the University; and
- Monitoring the expenditure of the Information Resources Allocation (IRA) within their assigned areas.

Donations

Donated resources will be assessed for addition to the collection by the relevant Liaison Librarian, as supporting the learning, teaching or research needs of the University, and/or of special significance to the

University or the Northern Territory. Donations are accepted with the condition that the Library reserves the right to retain or dispose of them as appropriate.

Donated material will be accepted if relevant to the Library collections and where the donor has signed the donations 'Waiver Form' permitting the Library to retain or dispose of the material as it sees fit. All such donors will receive an acknowledgment letter from the Director, Office of Library Services.

Material received via arrangements such as the Library Extension Program (LEP) from the Australian Bureau of Statistics will be assessed for relevance to the University learning, teaching and research interests by the Liaison Librarians before processing for addition to the Library's collection.

Expensive Resources

When committing more than \$1000 for a single one-off purchase, the relevant Liaison Librarian will discuss further with the relevant academic staff member to ensure they are aware of the cost and make a recommendation to purchase or not, based on the outcome of that discussion.

Free Resources

Free resources are able to be selected by the Liaison Librarians with no need for further consultation. Such items will be made accessible either via the Library catalogue, or other discovery layers. When the Library provides access to free resources, it will undertake reasonable steps to ensure that the resource is the authoritative version and that access is provided within copyright laws and any other embargoes and restrictions that might apply.

Legal Deposit

The Library is not bound by any Legal Deposit agreements. The Library may work cooperatively with other organisations such as the Northern Territory Library to assist them to meet their legal deposit obligations.

Prescribed and recommended text books

Students are expected to obtain their own copies of prescribed texts. The Library will purchase two (2) copies of the prescribed text for each unit. Purchase of additional copies will be recommended for purchase by the relevant Liaison Librarian taking into consideration the number of students enrolled in the unit, demand, delivery mode and budget constraints. Prescribed texts in high demand may be placed in Short Term Loan.

The Library will purchase one copy of recommended texts for each campus library where the unit is delivered on campus. More copies may be recommended for purchase by the relevant Liaison Librarian if there is high demand.

Where University courses are delivered on the premises of a third party provider, it is expected that a collection of prescribed and recommended text books for those courses will be made available by the third party provider.

As more textbooks become available electronically, this will be the preferred format for textbooks.

Reference collection

Where reference resources are only available in print format, copies for each campus Library will be purchased as necessary.

Research Collections

The Library is committed to collecting material to a research level in the following areas that are of particular interest to the University:

- Eastern Indonesia. The Library previously had an agreement with the National Library of Australia to collect all material to do with Eastern Indonesia and will continue to collect material in this area as the opportunity arises with the long-term aim of having a research level collection;
- East Timor. The East Timor Collection, containing significant historical material around the Portuguese occupation of East Timor, was purchased by the Library in 1990 and is located at the Casuarina Campus Library. The Library will continue to collect material as the opportunity arises with the long-term aim of having a research-level collection;
- Indigenous Studies. As Indigenous studies are a major teaching and research area for the University, the Library will collect in this area with the aim of having a research-level collection. Specific areas of focus include Indigenous Education, Indigenous Knowledges, and Northern Territory related issues;
- Northern Territory. As the Northern Territory is a major teaching and research area for the University, the Library will continue to collect material on the Northern Territory with the long-term aim of having a research-level collection. Specific areas of focus include History, Politics, Current Affairs, Society and Culture, Environment, Education, Health, Law, Tourism and Hospitality. However, it is acknowledged that the Northern Territory Government’s Northern Territory Library has a mandate to collect all material published about the Northern Territory;
- Tropical and Desert Knowledge. TDK is a major teaching and research interest for the University and encompasses biology, ecology, and health. The Library will collect in these areas with the aim of having a research-level collection in the long-term;
- Special Collection. When ordering material for Special Collection, consideration may be given to purchasing a second copy to be located in the Main Collection to facilitate borrowing and to protect the Special Collection copy; and
- University Research Output Collection. Individual academics are encouraged to electronically self-submit their own scholarly publications and research reports into eSpace, the University’s institutional repository. Deposit procedures will be outlined in the University eSpace Policy.

Collection Development Practices – Expenditure

The Library will expend funds for information resource acquisition in subject areas recognising the level of need.

The Library will maintain an appropriate balance between resources expenditure on periodicals (journals) and monographs (books), and on print and electronic collections. Normally the amount spent on periodicals will not exceed 70% of the total budget.

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

All requests for expenditure on new periodicals and online resource subscriptions will be submitted to the Library management team by the relevant Liaison Librarian accompanied by supporting documentation explaining the rationale for selection.

If any University academic or library staff member wishes to purchase material directly, for subsequent reimbursement by the Library, prior approval must be obtained from the Director, Office of Library Services, who may delegate this responsibility to an appropriate officer.

As the following expenditure points are met or exceeded for a School account, the relevant Liaison Librarian should be advised:

- 50% expended;
- 75% expended; and
- 100% expended.

Collection Development Practices - Preservation General

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

The Library may choose to preserve resources by donation or sale to appropriate cultural organisations provided they are demonstrably able to ensure their preservation.

Binding

Print periodical volumes identified by Library management teams as suitable for binding, may be bound after all volume issues have been received, depending on the availability of funds.

Damaged Physical Resources

The Liaison Librarians will appraise physically damaged resources and recommend suitable action:

- Replacement: for relevant and commercially available resources;
- Repair: for relevant material not commercially available;
- Copy: obtain a copy from another library for relevant material as allowed by copyright legislation, e.g. when not commercially available within a reasonable time, etc.; or
- Removal: for low-use or low-relevance physical resources.

Examination Papers

The Library will send a biannual reminder to faculty members to submit past examination papers in electronic format to the Library. The previous four (4) years of examination papers will be accessible online with earlier copies being archived for preservation purposes.

Licensed Resources

Licensed Resources identified by the Library management team as suitable for long-term access, will have perpetual access clauses negotiated in licensing agreements. Assurance of security of long-term access by participation in organised preservation schemes such as Portico, LOCKSS, and CLOCKSS will be highly regarded.

Missing Physical Resources

The Liaison Librarians will appraise resources listed as missing and recommend a suitable course of action:

- Replacement: for relevant and commercially available resources;
- Copy: obtained from another library as allowed by copyright law: for items not commercially available within a reasonable time, etc; or
- Removal: for low-use or low-relevance physical resources.

University Research Outputs

University research papers and other published and unpublished research outputs will be preserved for long-term access in eSpace and made available to the international research community where copyright and access restrictions permit.

Salvage Priority List

In the event of a disaster affecting the Library's collections, the following order of priority has been established, based on ability to replace, monetary value, and high-usage or demand, and will be used to guide salvage planning:

- Rare Books Collection;
- East Timor Collection;
- Artworks on loan from University Art Collection;
- Photograph Collection;
- Theses in Print Form;
- Special Collection;
- Last Copies Collection;
- Short Term Loan Collection;
- Main Collection in the following priorities:
 - NT History (994....)
 - NT Geography (919....)
 - Education (370s)
 - Medicine and Nursing (including Flinders University books) (610s)
 - Tropical Environment (333s....)
 - Indigenous (items marked as such – 360s, 301s, 750s)
 - Other
- Microforms – including Colonial Microfiche;
- Framed Map Collection;
- Newspapers;
- Periodicals as per above; and
- Newly acquired items

Theses

The Library will only accept theses where the University's HDR - Presentation of Thesis Procedures have been followed.

The HDR - Presentation of Thesis Procedures document outlines that the Library shall receive two (2) copies of theses from the Office of Research and Innovation, one (1) bound print copy on acid-free paper and another on CD Rom. The Library will manage and provide access to University theses in print and/or electronic formats.

Bachelor (Honours) theses will be added to the Theses Collection, when a request from the relevant academic to the relevant Liaison Librarian is received.

A thesis may have an embargo placed on it by the author restricting access. The Library will respect any such embargo on theses and ensure appropriate access control is provided.

Theses held by the Library will be placed in eSpace and made available to the international research community via the National Library of Australia's Trove service where copyright and access restrictions permit.

Theses are normally candidates for long-term preservation and the Library will endeavour to ensure appropriate preservation regimes are in place.

Collection Development Practices – De-Selection General

Liaison Librarians, in consultation with relevant academic staff, are primarily responsible for evaluating and maintaining quality of the collection and recommending resources for de-selection.

Liaison Librarians in consultation with academic staff are able to de-select all information resources except licensed resources.

The Library management team is responsible for considering and recommending to the Library Services Executive the de-selection of any licensed resources.

Resources which cannot be repaired or rebound or for which the cost of preservation exceeds the value of the information contained, may be de-selected in consultation with relevant academic staff.

Any client can recommend a resource be considered for de-selection, and the request will be directed to the appropriate Liaison Librarian for consideration.

Books and Single Physical Resources

At the discretion of the Director, Office of Library Services a single, 'last copy' (according to Libraries Australia) of print physical resources eligible for removal, may be retained.

Superseded editions of physical print resources may be de-selected unless they continue to provide valuable, relevant information.

Out-dated editions of, for example, guidebooks, handbooks, almanacs and directories will normally be de-selected on receipt of a new issue.

Physical resources that:

- Have usage statistics available;
- Have not been used for five (5) years or more;
- Do not fall into the research collection areas; and
- Are not "last copy".

may be de-selected by the Liaison Librarians without further consultation.

Print Periodicals

Those print periodical titles identified as only useful in the short-term, such as newsletters and trade magazines may have automatic de-selection patterns established such as "current year only".

To save space, those print periodical resources which are replaced by microfilm, or stable online versions, may be de-selected.

Print periodicals may be recommended to the Library management team for de-selection due to budget constraints.

Licensed Resources

Licensed resources with low-usage data may be recommended to the Library management team for de-selection.

Licensed resources may be recommended to Library management team for de-selection due to budget constraints.

One copy or older versions of licensed resources, may be recommended to the Library management team for de-selection due to duplication of access via suppliers.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Library Collections Management Policy](#)

[HDR - Presentation of Thesis Procedures](#)

Library Donations Waiver Form (available from libraries)

External

[Copyright Act 1968](#) (Commonwealth)

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