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## POLICY DOCUMENT

### E6.4 COLLECTION DEVELOPMENT POLICY

## 1 Policy

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The primary function of the library collection is to support the teaching, learning and research activities of the students and staff at ACPE and ACPE Academy.

## 2 Purpose and Scope

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### 2.1 Library Vision Statement

Our vision is to:

- i. be a significant contributor to the educational and research mission of the College and Academy;
- ii. achieve prominence as a provider of quality educational experiences for students; and
- iii. be recognized as a centre of excellence for dance, health and physical education and for sports and sports related fields of knowledge.

### 2.2 Library Mission Statement

The library's mission is to advance the teaching, learning and research functions of the College and Academy through the promotion of excellence in information resource, program and service provision.

### 2.3 Goals & Objectives

The library will achieve its mission by:

- i. being recognised for excellence in the provision of quality services and programs for all clients;
- ii. becoming a substantive intellectual resource across all relevant subjects;
- iii. augmenting the library's information literacy program in collaboration with academic staff;
- iv. maintaining and enhancing responsiveness to student, College and Academy needs;
- v. providing both physical and virtual spaces to support learning and reflection;
- vi. maintaining continuous improvements in core business activities; and

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- vii. developing and encouraging staff committed to the achievement of the library's mission.

## 2.4 The Library Collection Development Policy

The library Collection Development Policy is a guide for academic and library staff in developing and maintaining the collection. Its objectives are to:

- i. guide academic and library staff in developing and maintaining the library collection;
- ii. provide details of the types of materials which will be collected - collection strengths are
- iii. assessed and developed according to College and Academy needs;
- iv. be a document which will be periodically reviewed to reflect changing needs.
- v. provide a framework to support resource based learning – a methodology that allows users
- vi. of the collection to learn from their own investigation of information resources.

## 2.5 Users of the Collection

The library's resources are intended for the use of:

- i. Academic staff;
- ii. Students and alumni;
- iii. Administrative and technical staff of the College and Academy
- iv. Community members
- v. Other libraries; and
- vi. Members of other library services.

## 2.6 Collection Levels

The library Collection Development Policy is based on the collection levels developed by the National Library of Australia as part of its *Conspectus* program. The collection of the ACPE library has been developed to Conspectus Level 3, with a slowly developing collection at Conspectus Level 4.

These collection levels are as follows:

### **Level 0: Out of Scope**

The library does not collect in this subject area.

### **Level 1: Minimal**

Few selections are made beyond introductory or very basic material.

### **Level 2: Basic Information**

Collections at this level contain up-to-date materials which introduce and define a subject and indicate the variety of information available elsewhere. Such a collection may include dictionaries, encyclopaedias, appropriate bibliographic databases, standard and significant works, handbooks, manuals, films, sound recordings and a few popular or major serials.

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A Level 2 Collection can support general enquiries, school and some undergraduate instruction, and information at a popular level, but it is not sufficiently intensive to support advanced undergraduate courses.

### **Level 3: Intermediate**

Collections at this level contain a broad range of resources which adequately support undergraduate and most graduate instruction, sustained independent study, work-based interests or specialised enquiries. Such a collection imparts and maintains knowledge of a subject at less than research level intensity.

A Level 3 Collection will include a wide range of basic works, fundamental reference works and bibliographical works, significant numbers of classic retrospective titles, complete collections of works of the more important authors, selections from the works of secondary writers, a selection of representative periodicals and access to the appropriate full text and abstracting databases.

### **Level 4: Research**

Collections at this level will contain both current and retrospective resources and will retain historical materials. Such collections will provide materials in all appropriate formats and languages including original material and ephemera, all important reference works, a wide selection of specialised monographs, a very extensive collection of journals, immediate access to bibliographies, abstracting and indexing services in the field, materials containing research findings and non-bibliographic databases.

A Conspectus level 4 collection will support postgraduate and independent research and will include all the major published source materials required.

### **Level 5: Comprehensive**

Collections at this level will include, as far as is reasonably possible, all significant works of recorded knowledge (publications, manuscripts and other information sources) in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity will maintain a special collection; the aim, if not the achievement, will be the exhaustive coverage of a specific subject area or discipline

## **2.7 Collection Profile**

### **2.7.1 Overview**

The library is a member of the GRATIS [Australian Health Library Network], the AUSPIN [Australasian Sports Library Network], and the UNILINC network. Interlibrary loans and reciprocal borrowing are available through these networks. Academic staff and Honours students have access to the interlibrary loan service from both Australian and overseas libraries to support their research and teaching.

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Academic staff and students may also use other university libraries within Sydney for borrowing however this is at the normal annual subscription rate for community library borrowers.

## 2.8 Information Resources Budget

The library's collection development budget is allocated between physical and online resources in a range of formats to support multi-literacy. These resources are spread across the library's collections and multiple copies of selected titles are purchased to support teaching programmes.

Physical resources include:

- i. Books
- ii. Kits
- iii. DVD and CDs
- iv. Print journals
- v. Realia
- vi. Ephemera
- vii. Posters/promotional/display

Online resources include:

- i. Full text databases and reference works
- ii. Electronic books
- iii. Subscription journals
- iv. Streamed video and audio
- v. Apps & software

### 2.8.1 Budget Allocation

Subject allocations take into account existing collection strengths, the currency of the collection and changes in the curriculum. Student numbers enrolled in individual courses are also a consideration. Allocation is also made for building collections to support new degree programs as they are accredited and subsequently implemented.

### 2.8.2 Requests for Purchase

The library welcomes requests from academic staff and students for purchase of resources.

## 2.9 Selection Principles

When selecting items for the library, the following principles are considered:

- i. The item should support the learning, teaching and/or research functions of the College and Academy.
- ii. Titles may also be purchased to support the work of administrative staff. Recreational reading that augments literary learning to support the learning, teaching and/or research functions will also be included.
- iii. Technical considerations such as compatibility, platforms, access and licence requirements.
- iv. Recently published works or the most recent edition of a work will be purchased, unless an item is considered a seminal work.
- v. One copy of a work will normally be purchased unless the anticipated level of demand warrants the purchase of multiple copies. Multiple copies of works may

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- be more warranted due to content overlap between existing and newly accredited degrees.
- vi. At least one copy of unit texts, unit readings and references must be available either electronically or in the library. One copy of course texts will be located in the Reserve collection or available electronically.
  - vii. The library is committed to the use of technology to enhance educational quality and access to information. Preference is given to the purchase of electronic texts, if available.
  - viii. Any material format may be recommended for purchase providing the equipment and software requirements are supported by the College and Academy IT infrastructure. Consideration will be given to compatibility, platforms, access and licence requirements.
  - ix. Hard copy print resources may be purchased for preservation purposes but generally paperbacks are purchased due to cost considerations.
  - x. Academic resources vary widely in cost and this is a consideration in the recommendation of items for the collection. Some items may be rejected due to their cost, or academic staff may be asked to re-evaluate the need for the work. Journal subscriptions are reviewed annually for relevance because of the continuing increase in subscription costs.
  - xi. Donations are accepted at the library's discretion and if selection criteria are met integrated into the collection. Items accepted will be recognised with a donor statement (where agreed by the donor) and relevant information added in item records. Items not meeting selection criteria will be disposed of, for example by offering these to library patrons.

The library also seeks to collect items in the following special areas:

- i. Monographs and theses published by ACPE staff and students.
- ii. Ephemera and realia of interest to the College and Academy and/or their teaching and learning aims.
- iii. ACPE College and Academy historical resources, archives and relevant ephemera as primary information sources.

## 2.10 Selection Aids

The following sample aids are available to assist with the selection of library materials:

### 2.10.1 Subject catalogues

Received from relevant academic publishers

### 2.10.2 Online resources

- i. Supplier websites;
- ii. New title information received from suppliers in response to predetermined collection profiles;
- iii. Online databases of new titles (eg Global Books in Print) searchable by a number of access points.

### 2.10.3 Visits

- i. Visits to local booksellers
- ii. Visits by relevant library suppliers/publishers

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### 2.11 Weeding Policy

Materials will be withdrawn from the collection only after evaluation by library staff or after consultation with appropriate academic staff members.

An item may be withdrawn if:

- i. its content has been superseded by a new edition or by other works;
- ii. its content has no current or future research value;
- iii. there are multiple copies of former textbooks which are outdated or are no longer used as texts.
- iv. it is damaged beyond repair.
- v. it is in an outdated format.

In some cases, one copy of superseded editions may be retained for historical research purposes.

Items identified for discard will be evaluated for potential general research value and may be offered as a donation to the National Library of Australia, State Library of NSW or Special Libraries. Last copies of titles will be retained. Weeded items may be offered free to library patrons.

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## 3 Direct Implementation Responsibility

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Information Services Librarian.

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## 4 Policy Administration

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### 4.1 Approval and Review

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Information Officer	Information Services Librarian		
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Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	