Policy Title: Library Collection

Policy Owner: **University Librarian**

Keywords: **Copyright, Online High-Use Collection, Unit Materials**

Policy Code: **PL040 [ac067]**

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1. INTENT

The Library Collection Development Policy of Edith Cowan University enables staff to make purchasing and related decisions about material to be added to the library collection. This policy ensures that the Library allocates collection funds in a consistent, structured and cost-effective manner.

2. ORGANISATIONAL SCOPE

This policy affects staff and students of the University who use or manage the library collection.

3. DEFINITIONS

TERM	DEFINITION
Application Software	A computer program used for a particular task e.g. Microsoft Word, Excel, and Statistical Package for the Social Sciences (SPSS)
Collaborative Purchasing	Those initiatives operated by the Council of Australian University Librarians and West Australian Group of University Librarians to purchase materials for a group of member Libraries.
Collection	The physical and online resources available to Library clients to support the teaching, learning and research activities of the University.
Core University Library Collections	That part of the Library collection that is not related to any specific subject, or for any particular group, but is for the use of all students, staff and community of Edith Cowan University.

Information Resources	Material in any format providing access to information which enables teaching, learning and research.
Monograph	An item which is published or unpublished as a single stand alone item, including books, music scores and conference papers.
Serial	An item (published or unpublished) which is issued on a recurring basis.
Subscription	An item which requires an ongoing payment for access and/or is delivered in volumes, or periodically (such as a **serial** or an electronic book)
Text Book	A text book is a published book listed on the unit book list available at ECU bookshops.

4. POLICY CONTENT

4.1 Budget Allocation

The budget allocation for collection development will be allocated to purchase information resources in the following manner:

i. From the Library's budget allocation all "core university library collections" resources are funded;
ii. All previously negotiated University obligations for ongoing subscriptions are funded if an ongoing need is identified ;
iii. The balance will be allocated to faculties and schools according to the previous year's EFTSL by faculty and school. These funds are available for monograph and subscription expenditure throughout the year.

Funds received for specific purposes will be allocated according to the requirements of the donor or provider.

4.2 Selection

The Library "collection" will support teaching, learning and research, providing the learning material required by students through:

- A maximum of one "text book" per 50 students in each unit per campus, up to a maximum of five copies.
- Supporting material (both monographs and serials) suitable to enable students to read more widely and prepare their assignment topics.

The Library will add research level material to the collection in the University's identified areas of research strength.

4.3 Donations

Donations are accepted at the discretion of the University Librarian providing limitations or conditions are not placed on their use or disposal and they fall within the selection criteria of this policy.

4.4 Discard of Collection Materials

When disposing of assets from the library collection, library staff will consult with academic staff and collectively make decisions to remove and discard items. All items discarded shall be disposed of in accordance with Policy: ad053 - Asset Management – Recording, Tracking and Disposal

4.5 Information Resource Formats

Suggestions for purchase are evaluated against the following criteria before orders are placed. The Library will purchase:

- The electronic versions of information resources by default, in preference over electronic formats. Where specific circumstances, such as licensing restrictions or technical complications exist, the Library will provide alternative formats;
- the language edition of texts to support academic programs that are delivered wholly in the identified language; this is mostly English;
- according to the availability of information either on the Internet or through local, national or international libraries or other document supply services;
- material in compliance with Australian Copyright Law (see also Policy ad051 Copyright-Online High-Use Collection Policy);
- the latest available edition unless a contrary need is agreed.

The Library will not acquire **"**application software" for the collection.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

University Librarian

The University Librarian has overall responsibility for the content of this policy and its operation in ECU.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- (ad051) Copyright Online High-Use Collection Policy

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	University Librarian
All Enquiries Contact:	Associate University Librarian
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	9 October 2007
Date last modified:	01 November 2016
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