



## Library Collection Management and Access Policy

<b>Policy number</b>	USP 1.01
<b>Policy name</b>	Library Collection Management and Access Policy (Issue Four)
<b>Applicability</b>	All Staff and Students
<b>Contact person</b>	Director, Information Services
<b>Policy status</b>	Approved Policy
<b>Date of approval</b>	31 March 2006
<b>Date last amended</b>	20 May 2011
<b>Date last exposed</b>	22 July 2011
<b>Date of next review</b>	3 October 2014
<b>Related policies</b>	<a href="#">USP 1.02 Bond University Archives Policy</a> <a href="#">USP 1.03 University Repository (e-publications@bond) Policy</a> <a href="#">TLR 6.01 Copyright Policy</a>

### 1. Overview

The Library was established prior to the opening of Bond University in May 1989. Now known as the John & Alison Kearney Library, the service points are the Main and Law libraries together with the Library website. The Library is managed by Information Services which is committed to delivering reliable and responsive services through innovative technology and information resources to enhance the Bond experience.

The Library Collection Management and Access Policy has a twofold purpose as it:

- 1) Sets out responsibilities and priorities for the provision of information to Library users; and
- 2) Provides a general framework for the development and management of Library collections for Information Services staff involved in the selection, preservation and deselection of library materials.

The Library Collection Management and Access Policy (CMAP) supports the [vision](#) and [mission](#) of Bond University. The content of the collection reflects the current and past teaching/curriculum and research needs of the University.

### 2. Definitions

- AV** Audio-visual materials in formats such as BluRay Disc, Digital Video Disc (DVD), Compact Disc (CD) and older formats such as Video Home System (VHS) cassettes.
- DRR** The Digital Resources Register (DRR) is a copyright compliance register for all course material that is requested by academic staff to be reproduced and placed in the electronic reserve collection (e-reserve) or iLearn.

<b>E-Reserve</b>	The Electronic Reserve collection contains copyright compliant scanned material, requested by academic staff for teaching purposes, that is not available via licensed subscription services or freely on the Internet.
<b>Electronic Resources</b>	Bibliographic databases, electronic texts, e-book sites and collections of e-journals subscribed to by Information Services
<b>iLearn</b>	The name of Bond University's 'Blackboard' learning management system
<b>Journal</b>	A scholarly/academic periodical usually published in quarterly, bimonthly or monthly issues
<b>Monograph</b>	A detailed treatise on a particular subject usually published in the form of a book

### 3. The Policy

#### 3.1 Purpose

The purpose of the Library Collection Management and Access Policy is to:

- Provide an overview of the principles that are used in developing and maintaining the Library collection.
- Guide the selection, acquisition, maintenance and provision of access to information resources by Information Services.
- Provide a tool for evaluating and monitoring the resources acquired or accessed in order to ensure continuing relevance.
- Ensure that the selection and management of library resources meet the learning, teaching and research needs of the University.
- Offer academic staff a practical guide when requesting resources for new courses and subjects and when approving research topics for higher degrees.

#### 3.2 Collection Development Principles

The primary aim of collection development, management and access at Bond University is to support the teaching, learning and research needs of staff and students. This includes the acquisition of material, subscriptions to electronic information resources and also cooperative arrangements both national and international. A key principle of collection development is appropriate consultation with Faculties.

#### 3.3 Scope of collections and access

- The John and Alison Kearney Library is an integrated collection of print and electronic resources. The Library does not support the development of Faculty/School or Centre based collections or libraries (see 3.6.1).
- The Main Library includes books, journals, newspapers, and access to electronic resources in areas which support the university curriculum, across a variety of disciplines.
- The Law Library includes a collection of printed law materials and access to electronic resources, including a wide range of primary and secondary materials for Australia and other countries.

- In consultation with Faculties as appropriate, Information Services is responsible for the acquisition, cataloguing, end processing and deselection of all library material in a range of formats.
- Deselection is regularly carried out to ensure that collections are relevant and current and with due consideration for current and future research needs.
- The Director, Information Services is a member of the Council of Australian University Librarians (CAUL). Membership of CAUL entitles the Library to participate in consortial purchasing of electronic information resources through the CAUL Electronic Information Resources Committee (CEIRC).
- As far as possible under licence terms and conditions, electronic resources are available to all students and staff.
- Use of the Library collection is available to students and staff of Bond University and other eligible community members
- Staff and students are eligible to borrow from other Australian university libraries through membership of the ULA (University Libraries Australia) scheme, a CAUL initiative. The Library is also a member of QULOC (Queensland University Libraries Office of Cooperation) which provides staff development opportunities and cooperative activities resulting in information, knowledge and expertise sharing among staff at all member institutions.
- The Library provides walk-in access to the facilities and to print materials for members of the community. Community members can also register to borrow print material for an annual fee.

### **3.4 Library Materials Budget**

Funding for the development of the Library collection is via the University's budget process. The collection may also be developed using funding that may become available from other sources.

The Library materials budget for books and other physical media is allocated by a formula based on student and staff numbers, average book prices, and the reliance of some disciplines on particular material formats.

Expenditure for journals and electronic databases is based on forward estimates for titles under current subscription and additional funds for new subjects/disciplines.

Additional funds are allocated to Document Delivery to facilitate borrowing and obtaining materials from other libraries.

### **3.5 Library Materials Selection Criteria**

The Library acquires resources that support the teaching, learning and research needs of staff and students.

The following is considered when selecting materials:

- Staff and student recommendations and requests
- Relevance
- Quality
- Currency

- Suitability
- Demand (Borrowing, usage and document delivery statistics are used to monitor items. Multiple copies are purchased on the basis of demand)
- Duplication (As the resources in both libraries are available to the whole Bond community, resources across the two libraries are not duplicated)
- Format - the Library collects in a wide variety of formats with consideration given to:
  - a) Space and storage requirements
  - b) Preservation issues
  - c) Requirements for special equipment for access and use
  - d) Licence conditions
- Cost (initial and ongoing)
- Source of funding
- Language (English is the preferred language except for material to support the teaching of other languages or where scholarly considerations indicate that a language other than English is required)
- Accreditation requirements

### **3.6 Collection Development**

The Library comprises an integrated collection of print, audiovisual and electronic information resources.

Electronic format is generally preferred over print because of ease of use, wider access and more timely updates.

Collection evaluation and review is an ongoing process to ensure that the Library is fulfilling its mission to provide materials in a timely manner to meet customers' interests and needs.

Liaison Librarians regularly consult with academic staff and use input from all primary Library customers.

New title alerts and subject profiling are provided to aid selection of current materials.

The regular administration of surveys assists in the gathering of feedback for expanding and improving the collection.

Statistical tools such as loan reports and collection turnover rates are used to determine how the collection is being used and how it should be modified if required to address changing needs.

Requests to purchase monograph/AV items can be made by all Bond staff and students in line with the Policy. Electronic resource databases and serials as well as other purchases which have an ongoing financial commitment are treated separately.

Requests for new electronic resources and subscriptions are made to the appropriate Liaison Librarian and are then managed by the Information Resources Librarian in line with the electronic resource evaluation process and the serials renewal/cancellation process, and in consideration of the annual budget.

Faculties work with the Library to identify resources in order to complete the application for new subjects or programs. This document is then signed off by the Director, Information Services. In general, resources (print and electronic) for any new School or Program will be funded by the relevant Faculty for an initial duration of 3 to 5 years. New subjects are generally funded from the Library budget.

### 3.6.1 Library Collections in Faculties

- Faculty funds should not be used to create collections of books, journals, multimedia and digital resources except in special circumstances as outlined in this policy. Faculty Library collections duplicate the services, facilities and resources provided by the Library and lead to considerable inefficiencies for the University by duplicating staff time and effort to purchase, organise and manage the resources, as well as storage costs. Faculty collections also limit availability of the resources across the University.
- Faculties may collect the following independently of the Library:
  - a) Manuals for laboratories, etc
  - b) Personal collections of books and journals purchased by individual academics
  - c) Materials for use by particular staff and students and/or material with specific access arrangements such as psychology tests which are only available to qualified psychologists are held in the Faculty of Humanities and Social Sciences. (Such materials should be purchased, housed and managed by the relevant Faculty.)

### 3.7 Monographs

Monographs are generally purchased on a one-off basis. This applies to books in print, electronic or other formats.

A single copy of a book will be purchased for the collection unless actual or potential high use warrants multiple copies – see 3.8.

Paperback is the preferred format.

Shelf ready services are utilised with selected vendors.

Access to electronic books is provided when appropriate. E-Books are acquired when suitable titles and packages are available at reasonable cost using acceptable licencing and access models.

### 3.8 Course materials

The Library purchases at least two copies of prescribed course materials and/or textbooks for all subjects, with additional copies as required depending on demand. One copy of current textbooks is generally held in the Reserve Collection. One copy of a recommended text is purchased for the General Collection.

#### 3.8.1 Reserve Collection

- a) The Reserve Collection in both libraries contains materials that are in high demand to support courses offered during the current semester.
- b) This collection includes the following: generally one copy of a textbook, other material as requested by academic staff, video/computer games, course materials and private (lecturers') copies.
- c) Private copies of lecturers' books are held in the closed reserve part of the Reserve Collection in a secure location until a Library copy is purchased if available. The private copy is then returned to the lecturer.
- d) All materials are removed at the end of each semester and returned to their original location.

### **3.8.2 Online course materials - E-Reserve and iLearn**

E-Reserve provides 24x7 online access to journal articles, book chapters, conference papers and web resources nominated as Course Reserve readings in the Library Catalogue. These readings are centrally recorded and stored in the DRR and can also be accessed through iLearn via hyperlinks. All requests for items to be included in e-Reserve and iLearn are assessed for copyright compliance before electronic copies are made available.

### **3.9 Multimedia and AV**

The Library collects and provides access to a wide-range of multimedia for teaching and research purposes. Multimedia includes digital video discs (DVDs) including off-air recordings and computer games. The general principles of selection also apply to multimedia. The availability of suitable equipment, both within the Library and by the Library's customers, is an additional consideration. Multimedia resources are purchased from the funds allocated to each Faculty and the Library as appropriate. Licence conditions, where they exist, must apply to libraries (and not just individuals).

Audiovisual material is generally acquired in the most common current format: e.g. DVD or BluRay Disc rather than VHS. Televised programs required for teaching and research (Off-Air Recordings) are obtained from appropriate library vendors, under the University's Screenrights Licence.

Feature films and television series (FTV) are located in the AV Lounge of the Main Library.

### **3.10 Foreign language instruction multimedia**

The Library acquires a limited range of multimedia for instruction in foreign languages of primary interest to the University. The emphasis is on languages that are formally taught as a component in the academic program and can incorporate different forms of multimedia.

### **3.11 Journals**

Access to print and electronic journals relevant to teaching and research is provided as a core service.

#### **3.11.1 Electronic:**

Electronic format is preferred.

The relevancy of print and electronic journals is reviewed annually in consultation with academic staff to determine whether subscriptions to certain titles need to be renewed.

Titles are purchased in electronic format unless they are:

- a) Already available on a full text publisher database to which the library subscribes
- b) Already available on two or more aggregator's full text databases to which the library subscribes

In some cases there may be a requirement to subscribe to a combined 'print and electronic' option because of a restriction of purchasing the journal only in electronic format.

Current print titles which are available on a full text publisher database to which the library subscribes, or available on two or more aggregator's full text databases to which the library subscribes will be cancelled as appropriate.

### **3.11.2 Print:**

A print subscription may be maintained and/or purchased if it meets one or more of the following criteria:

- No electronic availability or incomplete coverage
- Graphic/image quality is a significant factor, and it cannot be supported to the level of the print copy
- Browsing title, e.g. newspapers and publications such as *Time*.
- Unacceptable restrictions, e.g. licensing and/or technical
- Legally authorised version, e.g. case law and legislation

### **3.12 Newspapers**

Copies of current daily Australian newspapers identified as major titles critical to the teaching and research at the University are obtained each working day and housed in the Library in original print format for six months. The paper copies are then discarded.

Subscriptions to databases provide full-text article access to major Australian metropolitan and regional newspapers and a wide range of international newspapers.

### **3.13 Deposit and Exchange Material**

#### **3.13.1 Major Theses**

##### Electronic

The following requirement applies to Bond research higher degree students (i.e. Doctoral or Masters by research) under the University Degree Regulations:

*The candidate forwards an electronic copy of the thesis in PDF format to the library. ([Submitting a Thesis Research Guide](#))*

The Library will accept Bond higher degree theses (i.e. Doctoral or Masters by research) theses in electronic form, to be placed in the University's digital repository [e-publications@bond](mailto:e-publications@bond). The Library may participate in the Australian Digital Thesis Project and allow full text access to Bond University theses through this interface. Electronic copies must be submitted with a Copyright Declaration. Some theses will have access restrictions. The restriction period will be as stated in the higher degree rules, and provided to the Library.

##### Print

The Bond University Library is the mandatory deposit repository for receipt of both a properly bound print copy of Masters Research and Doctoral theses awarded by the University. Candidates' instructions regarding availability of theses must accompany the print copy. All higher degree theses are kept in a secure location for archival purposes.

Details regarding submission of theses are available on the University website.

### **3.13.2 Minor theses**

The Faculty will forward to the Library in print format only those theses judged to be exemplary, or of a very high standard. They are retained for a period of 3 years, and then returned to the Faculty. Theses are not available for loan and must be used in the Library

### **3.13.3 Bond Law Review/Revenue Law Review**

Exchange arrangements exist with other institutions for the above serial titles published by the Law Faculty.

## **3.14 Electronic resources (databases)**

Electronic resources include full-text datasets and abstracting and indexing databases. Prior to signing an agreement for a new subscription, a trial is normally undertaken.

In addition to the Selection Criteria set out in section 3.6, selection of electronic resources includes the following factors:

- Authentication
  - IP and/or password
  - Ability to use EZproxy
- Quality of the interface to the resource
- Different costing methods, e.g. per simultaneous user and site licence
- The expected number of users
- Licensing conditions, including
  - definition of user
  - location of users
- Whether access to data is possible if the subscription is cancelled
- Long-term archiving policies

For major electronic resources a comparison (as per the IS Electronic Resources Evaluation Checklist) is made of similar resources based on the above criteria as well as:

- coverage
- frequency of updates
- usage statistics—where available
- availability of MARC records
- alumni and walk-in access rights
- ability to include in course/digital reserve
- branding availability
- linking to journal collection
- relevancy to Faculties/students
- general interface
- For databases, web delivery is the preferred medium, with IP access on campus and EZProxy access off campus.

## **3.15 Purchase and Renewal of Electronic Resources**

Where applicable to electronic resources, the Library will negotiate licensing agreements with the data owners. Signing of licences is carried out in accordance with the University Contract Checklist. Site licences are preferred for titles that are heavily used. Usage of databases is carefully monitored to ensure that the Library takes advantage of the most cost-effective model.

### **3.16 Special collections**

The Library houses a number of special collections. On the basis of professional advice received some material has been designated as being culturally sensitive, or legally restricted to access by adults and is housed under conditions of restricted access, e.g. the Australian Aboriginal collection.

#### **3.16.1 Bond Collection**

The Library collects material produced by and about Bond University and its staff, which is housed in the Library compactus. Some of this material, such as historical photographs of Bond University, is stored in a digital repository.

#### **3.16.2 Bond Research Output**

##### **Hardcopy**

Any monograph publication which would be included under the Higher Education Research Data Collection (HERDC) and Excellence in Research Australia Initiative (ERA) is particularly sought, but all publications by Bond University authors will be collected. The Library will purchase two copies and either place both in the general collection, or one in the general collection and one in the restricted 'ERA' collection (kept in the Compactus) as required.

##### **Electronic**

[e-publications@bond](mailto:e-publications@bond) is a repository of research and scholarly output of researchers at Bond University maintained by Information Services. Faculty, researchers and students associated with Bond University are invited to deposit digital materials for long-term preservation and world-wide electronic accessibility.

### **3.17 Collection Access**

The Library's role is not only to acquire information but also to make it accessible by its customers in a timely and equitable manner, and to maintain and preserve it for future use.

#### **3.17.1 Library collection access**

Access to the Library's collections is provided via the Library website utilising a range of resource discovery tools and portals.

#### **3.17.2 National Bibliographic Database**

Bond University holdings are regularly loaded to ANBD (Australian National Bibliographic Database) accessible via Libraries Australia and Trove, which facilitates resource sharing and document delivery among Australian libraries. All staff and students have access to the search interface, Trove.

#### **3.17.3 Access to print and multi-media resources**

Subject to their security and vulnerability, collections are housed on open access wherever possible.

#### **3.17.4 Access to electronic resources**

The Library enables staff and students to gain unmediated access to its collections both on and off campus. Assistance and training in accessing all collections, especially electronic resources, are available for all members of the University community.

#### **3.17.5 Remote access**

Access from off-campus to electronic information resources for staff and students is authenticated via a Bond University email account username and password.

#### **3.17.6 Document Delivery**

The Library supplements the wide range of journal articles, books and other types of materials accessible through the Library's collections with a Document Delivery service.

This service is provided free of charge to staff and students seeking materials unavailable at Bond for research or study purposes in accordance with the Australian Interlibrary Resource Sharing (ILRS) Code and the *Copyright Act 1968*. Material is obtained from external sources such as academic libraries and commercial vendors.

#### **3.17.7 Limited Access Materials**

Some materials require extra security and for this reason are not housed on the open shelves in the general collection. This includes:

- Higher Degree theses and Rare Books held in the Compactus
- A selection of second copies of Law Higher Degree theses and Rare Books housed in the Rare Books cabinets in the Law Library.
- Some past exam papers are held in the Reserve Collection area, but most Faculties place past exam papers on iLearn.
- Some TEVALS on CD are provided to the Library by Faculty and made available in Reserve. Print TEVALS are not received.
- Bond staff and students can request material from the compactus by filling out a Compactus Retrieval Request form available from the Library & Computing Service Desk.

### **3.18 Material acquisition**

#### **3.18.1 Purchase**

Purchases are made from the funds allocated to the Library by the University, as outlined in Section 3.5 of this Policy. All material purchased by and for the Library becomes the property of the University.

#### **3.18.2 Gifts and donations**

Unsolicited gifts are received from a wide range of sources. They are accepted only on the understanding that the Library has complete control over what is kept and what is discarded, and where retained material is to be located. All donations are evaluated for inclusion based on selection criteria in the University's Collection Management and Access Policy.

Gifts of money are normally spent after consultation with the donor; however, the final choice of what is purchased rests with the Library. The Library reserves the right to dispose of any unwanted donations by the most appropriate means.

### **3.18.3 Exchange**

To a limited extent, the Library is prepared to enter into exchange agreements, recurrent or non-recurrent, with other institutions. Material exchanged should be of comparable value on each side. Material received in exchange becomes the property of the University.

### **3.18.4 Deposit scheme**

The Library does not normally enter into agreements to accept material on indefinite deposit.

## **3.19 Material Deselection**

Deselection (or weeding) is an ongoing process carried out to remove obsolete, low use and superseded materials from the collection. Consultation with academic staff by Liaison Librarians takes place where appropriate. The Library regularly withdraws from the collection:

- Out of date materials including duplicates and old editions
- Materials no longer relevant to subjects taught at Bond University
- Items for which there have been few or no loans over a five year period
- Materials in formats no longer supported – e.g. VHS, floppy discs

An ongoing process of identifying potential items for de-selection takes place utilising collection reports run from the ILMS (Integrated Library Management System).

Multiple copies of superseded editions of set texts are not generally retained in the collection. Single copies of editions of set texts older than the immediate previous edition are considered for removal. The decision to retain single copies will depend on factors such as on-going use and the relative importance of older texts to the particular academic discipline.

### **3.19.1 De-selection of material for discarding**

Materials which will normally **not** be retained include those items which are:

- Damaged
- Not supporting current Bond curricula
- Out of date videos
- Out of date text books
- Backsets of journals already available in electronic format
- Runs of journals not relevant or useful to Bond's teaching and research needs

Potentially useful materials are donated to institutions identified through university-supported donation programs, e.g. local charities and institutions in developing countries.

Items which are of no use are destroyed, i.e. sent for recycling/shredding.

### **3.19.2 Conservation, restoration and preservation**

In order to preserve the Library's collections, newly acquired material is purchased ready to withstand normal wear and tear. Repair and maintenance of material in the collections is carried out on a regular basis.

### **3.19.3 In-house repairs/binding**

Minor repairs are carried out in-house according to established procedures. Minor repairs include:

- Gluing book spines
- Replacing loose pages
- Taping torn pages
- Covering paperback items to reinforce weak covers

When an item is damaged beyond minor repair, it is referred to the relevant Liaison Librarian for a decision regarding replacement. Replacement should only be considered when the title is expected to have long-term usefulness.

Binding of print issues into annual volumes may take place as required.

Under normal circumstances monographs are not rebound.

### **3.20 Copyright, censorship and intellectual freedom**

The University is committed to complying with Australian copyright laws in accordance the Copyright Policy (TLR6.01).

The Library will "seek to develop and provide access to a collection – both print and electronic – representing a diversity of views “neither promoting nor suppressing particular ideas and beliefs”. (*Australian Library and Information Association Statement on Freedom to Read*)

The Library is obliged to comply with prohibitions made under Commonwealth or State law, for example by the Office of Film & Literature Classification.

Materials of cultural sensitivity may have access restrictions attached to viewing and copying. Such restrictions are made on the advice of appropriate indigenous communities or individuals.

## **4. Related procedures**

*Australian Interlibrary Resource Sharing (ILRS) Code*

## **5. Related guidelines and forms**

*Electronic Resources Evaluation Checklist*

*University Contract Checklist*