

*University of Notre Dame  
Australia*

University Library

Collection  
Development  
Policy

## Overall Principles

The Library aims, in the first instance, to develop collections that support the University's teaching programmes and to augment this by collecting in some specific and tightly focussed areas of interest. In the longer term we will be seeking to develop historical and more broadly focussed research collections.

Each college is consulted to help identify their specific areas of research interest. The collections in these areas are not subjected to the same constraints imposed on non-core areas. For example, more extensive serial runs might be retained and we might collect materials more aggressively in these areas of interest.

## Discipline Collection Development Statements

Separate collection development statements will be developed for each major discipline. These statements will document the specific collection interests and priorities of these disciplines. These interests and priorities will reflect the specific areas of research interest of the schools and colleges of the university. Discipline collection development statements will be applied to library collections across the network of libraries.

## Information Delivery Formats

The University's multi-campus organization and the limited space available in our inner-city locations will ensure that the preferred mechanism for delivering information resources to library customers will be *access* to information rather than *ownership* of information. Going forward the collection will be primarily a digital one, supported by a core print collection.

The 'access' model provides the following benefits to the University:

- less space is required to store the information assets – these are stored on servers of the owners of the information
- access is possible 24 hours a day, seven days a week, both on and off campus
- no physical handling or maintenance of the assets is required
- significant changes in the nature of the collection can be initiated by the manipulation of our subscriptions

## Academic Freedom and the Library's Collections

The University Library collects materials that it considers to be of value to our staff and students in their research activities. Necessarily these materials will present diverse points of view on current and historical issues.

Although we recognise that in some instances the materials collected will contradict the moral, spiritual or ethical values of specific library users, we do not exclude from the library on moral, political, racial, religious, sexist, language or other grounds, books and non-book materials, except where they have been subject to federal or state prohibition.

The acquisition of an information resource, such as a book, does not constitute an endorsement of the content of, or arguments proposed in, that resource. Equally the Library subscribes to aggregations of information such as databases and we have no control over the specific content of these collections.

Library users with concerns about the content of a collection or a specific item within a collection ought to direct these concerns to the librarian managing that library. The librarian will be able to explain the rationale for including the item(s) in their collection.

## Books

### Selection Criteria

The Library purchases monographs and textbooks that support the defined undergraduate, postgraduate and research activities of the University. Collection development is primarily driven by the library audit process, which mandates the involvement of academic staff in the development of collections that directly support their teaching:

- Course textbooks will be acquired once they have been formally ordered as textbooks with the University's bookshop
- Recommended readings will be acquired on the basis of direct recommendation from the relevant academic staff
- Supplementary readings and general titles that support the University's teaching and research interests will be acquired either on the basis of direct recommendation from the relevant academic staff or on the recommendation of the liaison or campus librarians
- Reference materials will be acquired upon the recommendation of the liaison or campus librarians

## Print Format

In purchasing these print volumes the Library will prefer the purchase of hard cover editions for their durability. In the case of volumes that are felt to have a limited shelf life purchase of soft cover editions is warranted.

## Electronic format

To date books have been held exclusively in a print format but increasingly the Library will seek to acquire these information resources in an electronic format. Such books must be:

- A full equivalent of the print version of the edition (no loss of richness in terms of data tables and illustrations, for example)
- Able to be accessed by means of EZ proxy authentication
- Able to be accessed by more than one user concurrently
- Accessible from all campuses

Individual libraries will be encouraged to look for opportunities to purchase materials in an electronic format, subject to functionality, availability and suitability as an information resource.

## Retention

These items are generally held as long as they remain useful and useable. Regular de-selection projects will be run in each library and during these exercises materials will be withdrawn for the following reasons:

- the item is a textbook which has been superseded by a new edition or an alternative title (consideration should be given to retaining recent editions of textbooks which may retain some value for students)
- the content is out of date and retains no historical or research value (content which is no longer accurate may still be valuable research resource)
- the item is irreparably damaged; or
- an adequate full text version of the title is freely available on the web (consideration should be given to cataloguing resources of this sort to enhance the possibility of them being located by patrons)

## Databases

The term database is used to describe a number of different information finding tools and aggregations of information content. There are three basic types of 'database':

- Bibliographic databases – which provide details about journal literature but not the literature itself; and
- Full-text databases – which provide details about journal literature and the journal content
- Information portals – which provide a mix of information sources and types pertinent to a discipline area in an integrated web environment.

### Selection Criteria

Preference will be given to databases that:

- provide cross platform searching (i.e where the database is bundled with other subscription services)
- offer high percentages of non-embargoed, native PDF, scholarly journal content.
- maximise the amount of Australian content, especially in areas such as education, law and politics where local content is especially significant
- minimise the amount of content duplication between databases
- primarily aggregate full text content \*
- allow for both IP and EZ Proxy authentication

\* There will be instances where bibliographic databases will be held on subscription because they are the key resource in this area (obvious examples include *PsychInfo*, *Philosopher's Index*, and *SportsDiscus*). As these become available in full text versions or where an appropriate full text equivalent becomes available, subscriptions will be upgraded to these enhanced products.

## Serials

### Selection Criteria

Wherever possible, serial literature will be collected in an electronic format. This will include content made available in aggregated collections and individual or stand-alone subscriptions.

Individual library managers will make decisions about which titles to carry in print in their library dependent upon the needs of the disciplines they support. Where a print subscription brings with it the option of a combined print and electronic subscription the electronic access should be obtained in order to make this content as widely available as possible.

### Retention

Periodical subscriptions are seen as long-term commitments and in most instances it is expected that print journals will be retained for the long term.

At the discretion of the specific library manager periodicals may be retained for shorter periods of time when the content is determined to have become obsolete or redundant. Titles might be considered to be obsolete or redundant where:

- the content is out of date and retains no historical or research value (content which is no longer accurate may still be valuable research resource)
- the item is irreparably damaged; or
- an adequate full text version of the title is freely available on the web or via one of our subscription services. These replacement information sources must provide adequate full text versions (ie versions that do not result in a loss of information such as tables, diagrams or illustrations) that are likely to be available in perpetuity.

### Binding

Generally speaking the Library will only bind core titles that are to be retained in the long term. Titles falling into this category will be bound on an annual basis and in a consistent binding style and colour.

## Audio Visual

Wherever possible Audio Visual materials will be collected in DVD format.

## Donations

### Selection Criteria

The University Library accepts donations where they are:

- consistent with the University's stated teaching and research activities
- in good physical condition;
- contain content considered either to be current or to have ongoing historic value
- free of limitations or restrictions on their use or disposal; and
- henceforth the sole property of the University of Notre Dame Australia

Donated materials are not cost free for the Library. There are attendant overheads of cataloguing, processing and storage and these factors will be borne in mind in the decision making process.

The decision on which materials are accepted will be made by the liaison librarian specialising in that subject area or the campus librarian. The Director of Library Services will be consulted about the donation of large or significant collections and any collections which involve a direct cost to the University.\*

*See the Donations policy for specific instructions on processing a donation and associated issues.*

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