

# Library Collection Development Policy

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## 1. Purpose

Asia Pacific International College (APIC) provides staff and students with access to scholarly information resources in a variety of formats via the ECA Library.

The purpose of this Policy is to provide a framework for collection development and to outline the selection, deselection and evaluation practices and procedures to ensure a high relevance, high usage collection, with the objectives of:

- supporting the teaching and learning functions by acquiring and organising a relevant and well-balanced collection;
- responding to changes in teaching programs;
- maintaining the physical condition of the collection; and
- participating in resource sharing and networking.

## 2. Scope

This Policy defines for Library staff, Library users, academic staff, administration and other interested parties the scope and purpose of the ECA Library collection.

## 3. Definitions

| Item               | Definition                                                                                                                                                  |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Acquisition</i> | Acceptance of materials into the collection                                                                                                                 |
| <i>Collection</i>  | Materials that are acquired by ECA Library                                                                                                                  |
| <i>Copyright</i>   | A legal concept that gives the creator of an original work exclusive rights to exploit the work for a limited time and prevent others from copying the work |
| <i>Database</i>    | A collection of information stored in an electronic format that can be searched by a computer                                                               |
| <i>Deselection</i> | The process by which material is permanently removed from the collection                                                                                    |
| <i>Donation</i>    | Transference of ownership of materials to ECA Library via direct donation or bequest                                                                        |
| <i>Full-text</i>   | A complete electronic copy of a resource, usually an article, viewed on a computer display screen                                                           |
| <i>Holdings</i>    | The materials owned by ECA Library                                                                                                                          |
| <i>Journal</i>     | A professional or academic periodical usually issued monthly or quarterly which contains scholarly articles, reports, research, and/or papers               |
| <i>Serials</i>     | Publications such as journals, magazines and newspapers that are generally published multiple times per year, month, or week.                               |

## 4. Principles of the Collection Development Policy

The ECA Library provides access to resources representing a variety of opinions and perspectives. The Library endorses the principles of intellectual freedom outlined in the [Australian Library and Information Association's Statement on Free Access to Information](#).

The Policy reflects the Tertiary Education Quality and Standards Agency (TEQSA) expectations that providers demonstrate the learning resources provided and recommended are appropriate to the

level of the course of study, consistent with the expected learning outcomes and modes of participation, and accessible when needed. Regardless of the form in which the information resources are made available (whether physical books and journals or electronic databases), they must be accessible by all students regardless of mode of delivery or location. The Library Manager is responsible for informing staff, students and alumni about how to access library resources.

The following principles form the foundation for this policy and inform its design and implementation.

- ECA Library is responsible for the condition and content of its collections.
- ECA Library will purchase electronic versions of material in preference to print/hardcopy.
- ECA Library will collect limited copies of textbooks and recommended materials using the standard formula 1 hardcopy per 50 students.
- The Library will meet the information resource needs of staff and students via a combination of licensed resources, free and openly licenced resources, and resource sharing arrangements with other libraries and information providers.

## 5. Selection and Acquisition Practices

Selection is principally undertaken by academic staff and librarians to ensure that material is relevant to the College's learning, teaching and research needs.

Anticipated learning and teaching needs should also be taken into consideration, such as when new courses or units are being introduced. Academic staff who are initiating new teaching developments are required to meet with the Library staff to discuss the availability of relevant resources and ways in which the library can provide support.

Purchase recommendations are assessed by Library staff to ensure they are aligned with the Collection Development Policy. Final decisions for the purchase of all Library materials rests with the Dean. The purchasing of all bibliographic resources for the College with ECA HE funds is undertaken by the library and resources will be purchased from reputable book sellers and vendors.

The following criteria are considered when purchasing library resources:

- **Relevance of content:** ECA Library primarily collects resources in the following areas, based on the College's current courses of study: Accounting, Banking and Finance, Business Management, Database Management, Economics, Human Resource Management, Information Systems, International Business, Management, Marketing, Networks and Communications, Operating Systems, Organisation Management, Programming, Project Management, System Analysis and Design and Research Methods.
- **Format:** Digital copies will be acquired by preference as the most cost effective solution that facilitates greater access to resources for the dispersed student cohort.
- **Usage data:** The Library will be guided by usage data and enhanced analytics to measure Return on Investment and undertake quantitative and qualitative evaluations of the collection
- **Quality and adequacy of current holdings in the subject area:** The Library's holdings in each subject area will be examined annually to assist decisions on purchasing additional materials

on the same topic. Materials must meet high standards of quality in factual content, scholarly value, and presentation. Quality is primarily based on the authoritativeness of the title and publisher and the authoritativeness and reputation of the author. The currency of a resource is also considered.

- **Actual or expected demand:** Prescribed texts for units are identified by academic staff and copies are purchased for the Library. Multiple copies of prescribed texts may be purchased to meet the needs of courses taught on multiple sites and/or in response to demand. Additional recommended texts may be identified by academics and purchased by the library subject to approval and budgetary resources.
- **Open access materials:** Preference is given to open access content as part of Open Access, Openly Licensed and Creative Commons initiatives to inform better compliance and greater flexibility. The ECA Library is committed to the principles of open access as outlined in the [IFLA Statement on Open Access to Scholarly Literature and Research Documentation](#).
- **Likelihood of use:** Materials must support and align with the educational goals of the College and have high degree of potential user appeal.
- **Duplication:** Where possible, Library staff will ensure that material is not duplicated and that acquisitions are managed in the most cost-effective manner. Duplication may occur with print materials and electronic materials, especially as the library moves towards book packages and large databases. Where duplication is requested it must be related to use. If a subject is taught at multiple campuses, the prescribed texts will be available at each location if no e-copy is available.
- **Access and availability:** Resources purchased with ECA's funds are catalogued and located in the Library to facilitate access. All physical resources are held in open access and academic staff are notified of an acquisition after a title has been catalogued. Authenticated access to electronic resources is provided via the library's section on the Learning Management System. All resources are made available in compliance with copyright and licence conditions. Access to ebooks, online databases and full-text journals subscribed to by the Library is normally restricted by licence to current staff and enrolled students of ECA. Multi-user access licences and those with generous provisions for use, loan, printing and download are preferred over more restricted licences. Authorised users may view, print and/or download content from most online services provided if such use is for study, teaching or research, does not constitute downloading of an unreasonable volume of licensed content or amount to or result in commercial distribution or plagiarism.
- **Cost (initial and ongoing):** The price, including ongoing financial commitment and maintenance will be considered when evaluating a potential purchase.
- **Budget:** The Library's budget takes into consideration student numbers, the average book/serial cost for the discipline and projected resourcing needs of new subjects and courses. Allocations are split between recurring expenditure to cover the cost of subscriptions and funds for one-off purchases. In allocating the budget, ECA Library gives priority to ongoing commitments and subscriptions, support for learning and teaching, and the acquisition of prescribed texts and recommended readings for all units taught at the College.

## 6. Donations

ECA Library welcomes donations that support the teaching and learning focus of the College, provided they align with the current collection priorities. Acceptance of donations must be approved by ECA Library staff and materials are only accepted on the clear understanding that the Library has control over what is kept or discarded and where items will be located.

Only items no older than ten years and in good physical condition which will enhance the collection are added, such as scholarly resources, current edition textbooks and high-quality unpublished work by staff and students.

## 7. Maintenance and Deselection Practices

Library staff regularly review the Library's collection to ensure that the quality and content of the collection reflects and supports the functions of ECA HE. Collection evaluation, stocktake and deselection (weeding) are undertaken, in consultation with academic teaching staff, to ensure that ECA Library collection is relevant, current, accessible and attractive and continues to support the teaching and learning needs of the College.

Decisions about the retention of print copies where there is an electronic equivalent will be based on considerations such as: frequency of use and guaranteed access to an archived electronic copy which is the equivalent to print in terms of legibility, content and quality of graphic images; maintenance of equity of access.

## 8. Acquisition of Material

- **Textbooks and recommended readings:** ECA Library purchases textbooks and titles on recommended reading lists. The Library will work with academics to provide access to high demand course materials for students. Copies are supplied using a formula-based needs approach. Electronic texts are purchased if available in acceptable models of use and formats. The purchase of textbooks sometimes allows for access to accompanying instructor resources, such as slides, instructor manuals and test banks. In most cases, ECA does not meet the publisher's criteria for receiving automatic institutional access. However, ECA academic staff are encouraged to enquire with the publisher regarding their eligibility for individual access to instructor resources.
- **Serials** (i.e. journals, periodicals or newspapers): ECA Library prefers to purchase serials in electronic form to maximise staff and student access both on-site and off-site. Any request for a new subscription will be considered carefully because of the ongoing financial commitment, and because increases in subscription costs often exceed the annual inflation rate. In some circumstances it may be necessary to cancel existing subscriptions. These circumstances may include: a substantial increase in subscription costs; budget constraints; changing needs of teaching and research staff in the college; changes in licensing agreements.
- **Databases** (electronic collections containing bibliographic citations and/or full-text items): In order to provide the broadest and most equitable access to the Library collection for ECA students and staff, the Library will acquire resources in electronic format whenever possible.

However, certain factors mean this may not always be possible or appropriate in all circumstances:

- **Availability:** Some resources are not currently available for purchase in electronic format.
  - **Licensing:** Some electronic resources cannot be licensed for use in a shared context.
  - **Technical Infrastructure:** Some electronic resources may not be available in a technical format which allows them to be shared in a networked environment to all ECA users.
  - **Price:** In some cases the pricing of electronic resources may be prohibitively expensive or disproportionate to anticipated use.
  - **Suitability:** In some cases electronic versions of resources may not meet the needs of staff and students as effectively as the physical equivalents (e.g. if they contain material not included in the electronic version).
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- **Theses/projects:** The ECA Library holds copies of exemplary student work (usually major project assignments) to promote quality learning and teaching. Students must give permission for their works to be shared by the Library by completing the [Consent to share work](#) form. The Library also collects staff theses to included n the ECA Staff Research Collection

## 9. Updating this Policy

This policy will be regularly updated by ECA Library staff working in conjunction with the Associate Dean, Learning and Teaching. Through regular reviews of courses, curriculum and student needs, the staff of the ECA Library will ensure that its resources are meeting the needs of the academic staff and students.

It is anticipated that this policy will shift over time to reflect changing needs and attitudes towards material format and subject matter. It is vital that the ECA Library and this policy remain flexible and change with the needs of our patrons.

## 10. Responsibilities

The Associate Dean, Learning and Teaching, in conjunction with the Library Manager has responsibility for implementing and reviewing this Policy.

## 11. Related Documents

- APIC Course Development, Review and Improvement Policy
- APIC Unit Resources Guidelines
- Consent to Share Work Form

## 12. Related Legislation

- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003 (Cth)

### 13. Version Control

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Document ID</b>    | Library Collection Development Policy |
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| <b>Document Owner</b> | Associate Dean, Learning and Teaching |
| <b>Approved by</b>    | Academic Board                        |

| Version | Summary of changes                                                                                                                                     | Approval date                      | Next review date |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------|
| 1.0     | Creation                                                                                                                                               | Not recorded                       | Not recorded     |
| 1.1     | Preference for open source material and introduction of a demand driven acquisition and replacement policy                                             | Academic Board<br>11 October 2021  | 15 October 2021  |
| 1.2     | Extension of review date                                                                                                                               | CEO<br>11 July 2023                | 11 July 2023     |
| 1.3     | Job titles and responsibilities updated. Information in sections 5, 7 and 8 clarified. Links to relevant documents added. New policy template applied. | Academic Board<br>14 December 2024 |                  |