

PURPOSE

Avondale Libraries provide information resources and services to students, faculty and staff at Avondale College of Higher Education (Avondale) to support their learning, teaching and research activities.

Physical libraries are located on the Lake Macquarie and Sydney Campuses and electronic resources are available via the Library's website: www.avondale.edu.au/library.

The *Collection Management Policy* underpins the ability of the Libraries to serve as a resource base for the scholarly pursuits of the institution, both present and anticipated. This policy ensures that the selection, access, use, retention/weeding and preservation of library resources are guided by a well-devised, forward-thinking plan.

The *Collection Management Policy* is a dynamic entity and continues to evolve and change in response to Avondale's learning, teaching and research activities.

The following strategies underpin this policy:

- Liaising and planning to develop collections and related services;
- Organising and maintaining collections for effective use;
- Providing access to scholarly information in all formats to users wherever they are located;
- Ensuring long term access to scholarly information resources in all formats by preserving and archiving where appropriate;
- Participating in cooperative and collaborative activities to improve the range of resources available to scholars and students.

CLIENTELE

The Library provides services to the following client groups. Service and access conditions vary according to license agreements and copyright legislation:

- Students and staff of Avondale
- Staff of the Sydney Adventist Hospital (Sydney Campus Library)
- Clinical Students of the University of Sydney (Sydney Campus Library)
- Alumni of Avondale College of Higher Education
- Staff and students from institutions with which Avondale libraries have reciprocal arrangements
- Community patrons
- Other libraries through Library Interlibrary Loan and Document Delivery services in accordance with the Library's interlibrary lending policies.

COLLECTION DEVELOPMENT

Responsibility

The responsibility for development of the library collections is shared between library staff and academic staff. Recommendations from students and other library patrons are encouraged.

Broad Selection Principles

The Library acquires resources, which relate to the educational, professional, cultural and research needs of students and staff at Avondale. All materials purchased or obtained are housed in the appropriate Campus Library, In the case of electronic resources, access is via the Avondale Library website, to enabling access to students and faculty wherever they may be located.

The following criteria serve as guidelines, which apply to the selection of all potential acquisitions:

- Relevance of content;
- Currency of content;
- Accessibility of content – from a distance, in perpetuity;
- Demand;
- Replication of content already held;
- Format;
- Cost (initial and ongoing);
- Language;
- Space and storage issues;
- Physical condition of item.

Materials in languages other than English will not normally be purchased, except for those materials which are required for the study of theology, foreign languages, or by the approval of the Head Librarian.

Exclusions

In general, the following works are excluded from the collections:

- Multiple copies of textbooks;
- Instructor's manuals and student study guides keyed to particular textbooks;
- Class sets of material intended for teaching purposes;
- Computer training courseware intended for teaching purposes;
- Materials collected in associated collections, e.g. EGWhite/Adventist Research Centre, Adventist Heritage Centre, Special Collection;
- Poor physical condition, damaged or defaced.

ALLOCATION OF RESOURCES

The information resources budget is allocated on a calendar year basis and is administered by the Libraries on each campus. Resources are acquired by purchase, subscription, document delivery, and interlibrary lending services. Cooperative purchases through consortial agreements (such as CAUL, COPHE, ERA) enable the purchase or licensing of many electronic resources.

The budget is divided into four main resource areas:

- *Print and other non-serial materials* (plant) – print books, AV materials, items for Teaching Materials Centre, Tom Ludowici Bioethics Collection, startup funding for new courses or units, resources for postgraduate courses and research students;
- *Print journals* (operating) – this allocation is diminishing as more print titles become available electronically;
- *Electronic resources* (operating) – this allocation is increasing as more resources become available online - ebooks, e-journals, online databases;
- *Interlibrary loan & document delivery* (operating).

A portion of the budget is allocated to faculties and lecturers on the basis of a formula determined by the Library Management Committee. The formula attempts to allocate funds equitably and according to need, taking into account undergraduate and postgraduate numbers, and the relative cost of books in the disciplines offered by each faculty. The formula is reviewed from time to time. Allocated funds are used to purchase materials in support of faculty teaching programs. All items listed on unit outlines must be available.

Occasionally, strategic initiatives of the collection are funded from the Library and/or faculty portions of the budget.

FORMATS COLLECTED

Electronic Resources

To maximize availability and accessibility, electronic is the preferred format for most material types provided the platform, cost, access & licensing conditions, and hardware & software requirements are acceptable. Access must be available across all campuses. Electronic resources are available through purchase, subscription, or through free or open source repositories and consideration is given to the best purchase option for Avondale.

Print and other formats will be collected in the absence of any suitable electronic version but will not normally be acquired if an electronic version has been purchased.

Print Resources

Usually no more than three copies of any print title will be held in a campus collection. Students should purchase their own copies of prescribed texts. Items in high demand should be placed on Reserve in the Campus Library or the selected chapter on Moodle.

Non-book Materials

These include sound and video/DVD recordings, manuscripts, music, kits, graphic materials, toys, works of art, charts/posters, syllabi, curriculum development materials, games and realia. These resources may have special storage requirements and/or need specialised equipment for use. Older audio/visual materials may be replaced to keep pace with technology.

Journals

Faculties requesting new print journal titles, especially expensive subscriptions, are asked to justify the purchase in view of document supply facilities and possible alternatives already available in full text via electronic databases.

Extra scrutiny will be given by the Library and the relevant lecturer/s prior to the renewal of any print journal title that substantially increases in cost, has low usage and/or is available electronically.

The Library is actively moving to replace titles currently subscribed to in print with electronic format, provided the electronic version is an authentic equivalent of print including, for example, full content coverage with perpetual access.

Newspapers

Print copies of local and national newspapers are purchased for reading in the Library and held for two weeks. Access to other Australian and international newspapers is provided through electronic databases. Local newspapers are forwarded to the Adventist Heritage Centre.

Theses

The Avondale Library is the official repository of all Avondale theses.

Avondale research degree theses are available electronically via *ResearchOnline@Avondale* and in print in the Library's reference collection.

Theses written by Avondale faculty are purchased and added to the main lending collection. Records of theses written by Avondale academics will be added to *ResearchOnline@Avondale*.

Theses from other sources may be acquired for a campus collection if they support the teaching and research needs of the institution.

Published books written by Avondale Staff

The Library will purchase at least one copy of every book written by Avondale staff to be housed in the academic's home campus library. If the book is relevant to a variety of units across campuses then additional copies may be purchased as per the normal selection criteria.

Records of books and book chapters published by Avondale academics will be added to *ResearchOnline@Avondale*.

Seventh-day Adventist (SDA) Materials

The Library will collect:

- SDA materials of a scholarly nature which support Avondale curriculum and research;
- Selected theses written by Seventh-day Adventists in Australia and the Pacific;

Donations

Avondale Libraries welcome donations and accept them on the understanding that they will be assessed in accordance with the Library's Collection Management Policy. Those items not selected for inclusion in the main library collections on the Lake Macquarie and Sydney Campus Libraries, may be offered to:

- Adventist Heritage Centre;
- EG White/Adventist Research Centre;
- Merritt Kellogg Museum, Sydney Adventist Hospital;
- other academic libraries within the South Pacific Division, as appropriate, or
- sold in library book sales, or
- discarded.

Donations will normally be integrated into the main collection. Where a collection is of significance, the donation may be shelved separately. Rare and expensive items will be given appropriate accommodation in the Special Collection.

Retention & Weeding

The Library maintains an active collection of material appropriate to Avondale's academic programs and research activities.

Weeding

Factors which may influence the weeding process include:

- existence of multiple copies of material no longer in high demand;
- physical condition of the materials;
- low usage;

- outdated, inaccurate or misleading information;
- superseded editions;
- changes in course or curriculum content;
- availability of the same materials in electronic formats;
- short runs of journal titles.

Replacement

Items may be replaced if they are damaged, lost, or use superseded technology and are still required to support the curriculum and research needs of the institution.

Preservation

The Library recognises its responsibility for ensuring that resources in all formats, including print, graphic, audio, multimedia and digital format, along with the required equipment, are maintained in good condition for their usable life.

The Libraries undertake a number of routine activities in order to preserve the materials in the collection so that access remains viable for as long as possible. These activities include:

- binding and repairs;
- purchasing duplicate materials in modern formats or reformatting (format shifting) where copyright allows;
- regular checks for mould, insects and vermin and appropriate action;
- removal of fragile, rare or old items to the Special Collection;
- disaster preparedness
- adding digitised copies of the scholarly publications of Avondale faculty and staff to *ResearchOnline@Avondale*.

Disputed Material

The Library collects materials, which represent a variety of opinions and perspectives. It subscribes to the principles of Avondale's *Freedom of Inquiry Policy Statement* [A.33].

Complaints about material should be addressed in writing to the Head Librarian who will normally resolve the matter in consultation with relevant faculty. If resolution is not possible by this means the matter will be brought to the attention of the Library Management Committee. Material will not necessarily be removed from the collection simply because a request has been made.

Security

All items added to the lending collections are fitted with security tape, and should be desensitised when checked out to patrons.

The Libraries on both campuses are fitted with security gates and an alarm system.

Materials that are particularly vulnerable to loss or damage are kept on Reserve or moved to the Special Collection.

Review

This Policy will be reviewed and revised as necessary in order to reflect the changing information environment and the changing needs of clients of Avondale Libraries.

RELATED POLICIES AND GUIDELINES

Donation Form (2011)

Guidelines for Inter-campus Borrowing (2010)

Guidelines for Lecturers: Electronic Books (e-books) (2011)

Guidelines for Lecturers: Reading Lists in Unit Outlines (2011)

Guidelines for Reserve Collections (2011)

Library Security Policy and Procedures (2008)

Special Collections Policy and Procedures (2011)

Approved by	Date	Upload Authorised by	Replaces	Review
Library Management Committee	23 November 2011	VP(A&R)	V1, 26 May 2004	January 2014
Academic Board	5 December 2011			