

Library Collection Development Policy

Policy Code: LIB-001

Version: 12.0

Effective Date: 5 May 2023

Purpose

This document will:

- Provide a framework for the acquisition and creation of a library collection designed to meet the academic needs of the College
- Provide guidance to ensure the quality of the print and electronic collections are maintained through uniformity and continuity of procedures and practices.

Scope

- All Library staff
- All College staff
- All students
- Associate borrowers and alumni
- Other academic libraries

Policy Statement

The Library's academic, clinical and research resources are designed to meet the needs of the natural medicine curriculum and related disciplines. The physical collection is spread over six campuses, with an even greater collection of electronic titles and resources accessible online.

The specialist subject areas of the collection require rigorous selective judgement and management. The collection development process is collaborative with the Campus / Liaison Librarians working alongside academic and research staff. The involvement of academic staff in generating lists or approving the acquisitions of items that directly support their teaching is central to collection development, with the overall responsibility resting with the National Librarian.

The Library aims to preserve relevant material that may not be held elsewhere in Australia.

Principles

In alignment with the College's Textbook Selection Policy, the following considerations underpin the Library's Collection Development practices:

- a) The Library collection supports the curriculum, learning and research needs of the College by providing enrolled students and academics access to print and electronic resources, including Prescribed Readings, Recommended Readings, and resources that support wider reading
- b) Students are expected to purchase Prescribed Readings and personal learning materials.
- c) Duplicate copies of items will not be acquired by campuses, except Prescribed Readings
- d) Priority will be given to acquiring electronic resources (subscription and purchased titles that can be accessed via authentication software) to maximise usage and value for money
- e) A closed-access collection will hold rare, special, or fragile materials as well as back copies of journals
- f) The library purchases material to support staff in their professional development

Acquisition of Materials for Library Collections

The selection of materials is a collaborative process between library staff and academic staff. The Director of Education, Heads of Department and the National Librarian are responsible for the adequacy of the library collection to satisfy the teaching, learning and professional needs of the College's students and academic staff. The Library does not purchase workbooks, manuals, online training materials or multiple copies of teaching (TEA) materials. Multiple copies of TEA Items are only held upon request of the academic when obtained gratis from a publisher.

Selection Criteria

All donations and new purchases must fulfil both the main themes of collection development (Primary selection criteria) and one or more of the Secondary selection criteria in order to qualify for inclusion in the open access collection and/or the special and rare books (closed access) collection. Digital content will be considered under the same criteria.

Primary selection criteria

The following criteria are developed from the main themes of the current coursework. These criteria can be used to determine whether material is acquired or de-selected:

Manual Therapy

- Myotherapy
- Musculoskeletal Therapy

Chinese Medicine

- Acupuncture
- Tui Na
- Moxibustion
- Chinese Exercise Therapy
- Herbal Medicine

Naturopathy

- Botany
- Herbal Medicine
- Homeopathy

Bioscience

- Chemistry
- Human Anatomy
- Pharmacology
- Pathology

Nutrition

- Dietetics
- Food Sociology
- Nutritional Chemistry
- Food Technology

Social Sciences

- Law and Ethics
- Interpersonal Skills and Counselling
- Social Services and Public Health

Secondary selection criteria

Resources must meet one or more of the following criteria:

- Relevance of content to the curriculum and related disciplines, including education and research.
- Latest editions of texts used within the curriculum.
- Formats which support the varying needs of users depending on their location (on campus and off campus). This includes materials which can be accessed in forms of ebooks, databases, Learning Management Systems, software, and specialised online platforms.
- The collection must include a range of materials from introductory texts to complex advanced coverage of disciplines.
- Australian content will be acquired where it exists to support the curriculum.
- A mix of complementary materials, providing contemporary information and historical frameworks relevant to the curriculum will be acquired in order to extend on current learning frameworks.
- Vendor platforms, storage policies and retrieval methods of electronic resources are compatible with the College's information systems.
- Vendor pricing model that provides good value for money, considering the initial and ongoing costs
- Space and storage issues will be considered.

Course Resources

Prescribed Readings (set texts)

Prescribed and Recommended Readings will be purchased through library suppliers once they appear on the *Endeavour National Textbook List*. All Prescribed and Recommended readings will be accessible to students.

All campuses will hold at least **ONE copy** of print Prescribed Readings and an ebook version where available. All campuses will hold one print copy of Recommended Readings if there is no ebook version. Ebook copies of Prescribed Readings and Recommended Readings will be purchased as a preference when available.

Prescribed Readings: **1 x 'Reserve' OR ebook + 1 x 7 Day loan in print per campus**

Recommended Readings: **1 x copy per campus or an ebook where available**

Additional copies of physical and digital versions of textbooks will be purchased due to high usage if required.

Journals (Serials) and databases

Databases and journals, print and electronic, are the most expensive part of an academic library's collection. Their acquisition is seen as a long-term commitment. Consultation will be undertaken annually with academic staff to ensure relevancy to the curriculum. Preference will be given to e-journals and access to journals through databases and vendor websites.

Open Access e-Resources

Internet resources, including open access journals and free-to-view e-books are generally accepted under the Library's selection criteria for listing on the Library's webpages, including the *LibGuides* subject guides.

Donations

Donations and gifts of materials to the College Library are welcomed and are a valued source of items for augmenting and enriching the library collection. A donation that complies with the Selection Criteria is incorporated into the library collection and contributes to the value of the collection.

A donation is not accepted if the donor wishes to place any limitations on its use or disposal. All donors will be required to complete the *Library Donation Form*.

Interlibrary Loans and Document Delivery

The College is a member of the National Library's Australian Interlibrary Resource Sharing (ILRS) scheme. Document delivery (chapter or journal articles) and interlibrary loans (books) requested by academics and sourced from external organisations will result in standard Libraries Australia and Copyright Agency fees being charged to the Program Area.

Collection Management

Bibliographic Control

Cataloguing complies with national and international standards:

- Dewey Decimal Classification numbers
- Pre 2013 acquisitions retain full descriptive cataloguing using the Anglo-American Cataloguing Rules following level 2 description standards. Since 2013 new items and some retrospective cataloguing uses the Resource Description & Access (RDA) standard.
- Subject analysis and discovery are possible through use of suitable headings drawn from the Library of Congress Subject Headings (LCSH), Libraries Australia (LA), National Library of Medicine (MESH) or created according to accepted rules of subject authority formation.

Asian language item record details are Romanised in the catalogue.

Collection Assessment

In order to determine the strengths and weaknesses of the collection and to assist in formulating long term collection development strategies, a periodic collection assessment will occur on a regular basis in consultation with academic staff.

Strategies are in place to improve the effectiveness of the collection to meet client needs:

- a) Benchmarking - with Australian academic libraries of a similar profile, e.g.: National Centre for Naturopathic Medicine (Southern Cross University), RMIT, and Torrens University, and Australian universities that deliver similar competitive courses
- b) Client satisfaction survey – externally administered and analysed survey undertaken biennially
- c) Collection analysis – campus and discipline comparisons, monthly usage reports, Transaction log analysis
- d) Environmental scanning – curriculum changes, academic and staff research needs, market reports, vendor newsletters

Periodic collection assessment - missing items report (biannually), amnesty projects to encourage overdue returns (biannually), usage reports (annual), shelf reading (biannually), damaged beyond repair items (biannually), repurchasing of damaged and missing items (annually).

Special Collection

The Brisbane library houses a special collection of rare or unique materials which have been selected for preservation because they are important to researchers, the College, or the wider community. Access to this collection is by appointment with the Campus Librarian.

Items in the special and rare books collection must fulfil the above selection criteria. They may include items which have been recommended for removal from the open-access collection, and are required to be retained due to limited availability on Libraries Australia. Donations for the special and rare books collection must follow the same procedure as donations for the open access collection.

The library will aim to meet needs for digitization, including making material available once in the public domain. This procedure will be benchmarked with other leading organisations as they develop.

Learning Resource Allocation

A Learning Resource Allocation (LRA) is compiled annually by the National Librarian in collaboration with the Chief Financial Officer and Director of Education. A projected budget for both assets (print and electronic) and subscriptions (print and electronic) is formulated in consultation with the DoE and approved by the Finance Department. The principles of 'zero-based budgeting' are employed which requires every requested item to be entered in the Finance System and approved by Finance prior to ordering, the flexibility of which ensures efficient dispersal of funds.

The LRA is allocated between campus print discipline resources and national electronic discipline resources. Areas that influence the allocation of 'funds' are:

- Ongoing subscriptions and commitments
- Prescribed Readings and recommended reading for all items listed on Subject Outlines
- Materials that support subjects being taught, and relate to relevant themes which support wider reading
- Student enrolment numbers
- Average book / serial cost
- Projected resourcing needs, e.g.: new courses and revised subjects.

Collection Valuation

Library holdings are capitalised as financial assets (as "future economic benefits associated with the items will flow to the organisation – *AASB 116 Property, Plant and Equipment*). All physical resources are included, i.e.: monographs (books), bound journals, ebooks and DVDs regardless of their cost. Where items are donated, a "fair value" for the item will be recorded; other items will be recorded at acquisition cost. Print subscriptions and online database subscriptions are not classified as an asset.

Materials will normally be withdrawn and deleted from the collection only after consultation with the appropriate academic staff. Campus librarians are responsible for creating de-selecting inventories of items that are marked for discard. The National Librarian authorises the withdrawal of all material to be discarded and maintains records for seven (7) years for accounting purposes.

Collection Maintenance

De-selection & Storage

De-selection, also known as 'weeding', is the removal of superseded, unused, badly damaged and irrelevant materials to ensure that the collection is relevant, current, and well utilised, and to provide sufficient space for new materials. Upon de-selection, the title is benchmarked and cross referenced with material from other leading organisations (namely Libraries Australia) to evaluate whether the material qualifies for relocation into the special and rare books collection. The criteria for weeding are as follows:

Prescribed Readings: Retain only copies of current edition and previous edition.

Books: When there are multiple copies of a title, a maximum of one copy per campus can be retained. In the case where a copy has not been borrowed within the past 5 years, it can be considered for discard. The process for determining de-selection is the same as the selection criteria used for new materials.

Heritage formats: Redundant multimedia formats will be removed or reformatted (where possible in house) or purchased in another format if still in demand. In the event that the content is unable to be reformatted in house or is no longer accessible via contemporary technology, the library will attempt to find an alternative storage or archive solution (e.g. National Sound and Film Archive) for posterity. Software applications no longer in use will be disposed.

Weeded materials will be sold to students for a nominal price depending on condition in an advertised book sale. Unsold items will be disposed.

Replacement

If a copy of an item has been lost (as per periodic collection assessment) or has been damaged beyond repair, the decision to replace will be based on:

- Relevance to the current needs of the collection.
- Level of use of the item.
- Availability of another copy of the item including transfer from another campus.
- Availability of access in a different format.

Stocktake

A stocktake of all physical items will be undertaken biennially by campus and / or specific collections on a more regular basis. Replacement of titles deemed missing from a stocktake is based on continued relevance to the integrity of the collection and curriculum demand (as outlined above).

Access

Access to the Library collection is for staff, students and Associate/alumni memberships, provided through a number of avenues:

- The majority of the collection is available on open-access including 'Reserve' copies of Prescribed Readings. A compactus (closed-access) collection located on the Brisbane campus houses rare and special resources which require retrieval by the library staff. The *Library catalogue* lists availability and location of all items owned by the Library including books, e-books, journals, e-journals, DVDs, video streams etc
- *Library website* provides a launch pad to subscribed databases, e-books, e-journals, library guides and web resources
- New items of specialised nature will have holdings added to Libraries Australia, accessed through Trove (<http://trove.nla.gov.au>).

Definitions

Acquisitions – activities within the library that relate to selection, purchasing and processing of materials.

Bibliographic control – the process by which library resources are classified and organised, output of cataloguing.

Closed-access – A reserved or archived collection that is not available for general borrowing.

Collection – resources in any format that are acquired by the library and organised using acceptable library science principles.

Collection development – practices that underpin the purchase and growth of a collection based on stated principles, usually related to client profile and usage.

Collection maintenance – activities that ensure that a library collection is correct, orderly, organised and in good condition.

College – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.

Databases – online information finding tools and content; usually journal content or a mix of information sources in one area, e.g. Natural Medicines.

Document Delivery – chapter or journal article scanned and emailed to desktop; articles requested from external libraries or publishers incur charges.

e-resources – online databases, ejournals, ebooks, video streams, web pages and e-guides; resources accessed via the internet.

Heritage formats – old technologies not in current use – overhead transparencies, cassettes, slides, etc. Equipment to use the items is no longer supported by the College.

ILRSS – Inter Library Resource Sharing Scheme – open to all Australian libraries; membership and pricing organised by the National Library of Australia.

Journals – academic titles that are published regularly, e.g. *Journal of Traditional Medicine*, with peer reviewed article usually with a soft cover.

Liaison Librarian – Librarian who works alongside a designated Program Area (PA) to ensure resources are available to support the curriculum; they attend PA meetings, relevant Course Advisory Committee Meetings and liaise on library purchases, trials, etc.

LibGuides – <http://endeavour.libguides.com> webpages / subject guides displaying course relevant databases, e-books, social media and web links.

Monograph – item that is a one off, usually a book but also a DVD, conference paper, etc. NOT a serial or periodical or published in many parts.

Open-access – library collections that can be browsed by staff, students and alumni.

Patron Driven Acquisition (PDA) – titles (e-book, video stream, etc.) are selected by library and purchase is triggered by library user.

Student – an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Related Procedures

Not Applicable

Further Information

Related Policies

Library Loans Policy

Library Policy

Textbook Selection Policy

Related Documents

Document Delivery Request – Copyright Declaration

Endeavour National Textbook List

LibGuides

Library Donation Form

Guidelines

Not Applicable

Benchmarking

- Bond University
- Charles Sturt University
- Federation University
- National Centre for Naturopathic Medicine (Southern Cross University)
- RMIT
- Swinburne University
- Sydney Institute of Traditional Chinese Medicine
- Torrens University
- University of Technology Sydney
- Victoria University

Supporting Research and Analysis

- Australian National University
- University of Adelaide
- University of Queensland
- University of Sydney
- University of Tasmania

Related Legislation

[Australian Accounting Standard 116](#)

[Copyright Act](#)

Review and Approval

Policy Author

National Librarian

Policy Owner

National Librarian

Contact

Director of Education

jenny.wilkinson@endeavour.edu.au

Recommending Body

Education Board

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Approval Body

Academic Council

Meeting date: 5 May 2023

Policy Status

Revised – updated to incorporate ebooks

Responsibilities for Implementation

- Campus Librarians
- National Librarian

Key Stakeholders

- Academic staff
- Director of Education
- Managing Director
- Library Committee
- Students