



Library Collection Development Policy

Policy Code: LIB-001

Version: 10.0

Effective Date: 4 March 2020

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 of procedures and practices.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. 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.*

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 is aware of its obligations regarding the preservation of material that may not be held elsewhere in Australia.

Principles

The following considerations underpin the Library’s Collection Development practices:

- a) The Library collection supports the curriculum, learning and research needs of the College with print and electronic resources
- b) Students are expected to purchase Prescribed Readings and personal learning materials, e.g.: workbooks
- 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 Archives collection will hold old, seldom used, rare, or fragile materials as well as back copies of journals
- f) The library collection will focus on promoting and advancing the field of natural medicine through collecting widely and deeply on all subjects covered in the curriculum.

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 / Associate 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.

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 appropriate for the varying needs of users
- The level and language of materials must be suitable for users – ranging from introductory texts to complex advanced coverage of modalities
- Australian content will be acquired where it exists to support the curriculum
- A mix of materials, providing current information and historical frameworks relevant to the curriculum will be acquired and retained for coursework
- Vendor platforms, storage policies and retrieval methods of electronic resources 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)

Course Prescribed Readings will be purchased through the College Bookstore once they appear on the *Endeavour National Textbook List*. Recommended Readings appearing in Subject Outlines will be acquired through the usual library suppliers.

E-book copies of Prescribed Readings and recommended readings will be purchased when available. The availability of e-books will affect the number of print copies purchased. All campuses will hold **TWO (2)** copies of print Prescribed Readings but when e-book copies of recommended readings are available, then a **minimum** of one print copy nationally will be purchased.

Prescribed Readings: **1 x 'Not for Loan' + 1 x 7 Day loan per campus**

Recommended Readings: **1 x copy per campus IF only available in print**

Journals (Serials)

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.

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 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 is 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.

A number of strategies are in place to improve the effectiveness of the collection to meet client needs:

- a) Benchmarking - with academic libraries of a similar profile, e.g.: Bastyr University and National College of Natural Medicine, as well as Australian universities that deliver similar courses
- b) Transaction log analysis – examining catalogue search reports for 'nil' results
- c) Client satisfaction survey – externally administered and analysed survey undertaken biennially
- d) Collection analysis (integrated library system) – campus and modality profile comparisons, monthly usage reports
- e) Environmental scanning – curriculum changes, academic research needs, market reports, vendor newsletters, etc.

Learning Resource Allocation

A Learning Resource Allocation (LRA) is compiled annually by the National Librarian in collaboration with the CFO / DDOO. A projected budget for both assets (print and electronic) and subscriptions (print and electronic) is accepted and entered into the Integrated Library System (ILS) Acquisition module. 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 modality resources and national electronic modality 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, i.e.: wider reading
- Student numbers
- Average book / serial cost
- Projected resourcing needs, e.g.: new courses and revised subjects.

An anticipated 80% of the LRA will be spent on electronic resources (e-books and subscriptions).

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, e-books 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. 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 utilized, and to provide sufficient space for new materials. The last copy of low demand material will be transferred to the Archive (closed-access) collection to maximize open access storage capability. The guidelines for weeding are as follows:

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

Books: When there are multiple items of a particular title, none of which have been borrowed in the last five (5) years, one will be retained for the Archive collection and the others will be weeded.

Heritage formats: AV and multimedia format no longer in popular use, will be removed or where possible content migrated or purchased in another format if still in demand. 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 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
- 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

All resources acquired with College funds or donated to College departments are catalogued and managed by the Library.

Access to the Library collection is provided through a number of avenues:

- *library catalogue* lists availability and location of all items owned by the Library including books, e-books, journals, e-journals, DVDs, video streams and anatomical models
- *LibGuides* provides a launch pad to subscribed databases, e-books, e-journals and web resources
- all new items acquired will have holdings added to Libraries Australia, accessed through Trove (<http://trove.nla.gov.au>).

The majority of the collection is available on open-access including 'Not for Loan' copies of Prescribed Readings. A compactus (closed-access Archive collection) located on the Brisbane campus houses low use resources which require retrieval by the library staff.



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 stack collection that can be quickly retrieved and borrowed by users

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

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, e-books, 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 everyone

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](#)

Related Documents

[Document Delivery Request - Copyright Declaration](#)

[Endeavour National Textbook List](#)

[Library Catalogue](#)

[Trove \(website\)](#)

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Prescribed Readings (set text) numbers were benchmarked with:

- Bond University
- Charles Sturt University
- Federation University
- Griffith University
- Southern Cross University
- Swinburne University
- University of Technology Sydney

Related Legislation

[Australian Accounting Standard 116](#)

[Copyright Act](#)

Review and Approval

Policy Author

National Librarian

Policy Owner

National Librarian



Contact

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Recommending Body

Academic Board

Meeting date: 01 December 2015

Approval Body

College Council

Meeting date: 11 December 2015

Policy Status

Revised

Responsibilities for Implementation

- Campus Librarians
- National Librarian

Key Stakeholders

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