

## *Library Collections Policy*

### **Purpose and Scope**

This The primary purpose of the University Library (Library) collection is to support and enhance the scholarly and clinical practice activities of Murdoch University staff and students. The Library collection has been developed since the foundation of Murdoch University in 1974.

The physical resources accessible from the Library's locations and the electronic resources accessible through the Library's network are treated as a single collection using standard principles and practices for description and access.

This document sets out the principles that inform and guide the development and maintenance of the Library's collection of information resources.

This policy applies to all Staff, Students, tenants, contractors, visitors, and the public

#### **Objectives**

- To develop and maintain a single integrated collection of scholarly information resources, described by standard metadata, which is internationally available via major search engines, and national and international databases.
- To enable Library staff to make consistent purchasing and related decisions about material to be added to the Library collection.
- To enable Library staff to make retention and deselection decisions regarding material within the Library collection.
- To ensure that the Library allocates collection funds in a consistent, structured and cost-effective manner.

### **Policy**

1. In this policy, the following words have the following meanings:
  - 1.1. "Library" means University Library.
  - 1.2. "University" means Murdoch University.
  - 1.3. "Print disability" means a difficulty or inability to read printed material due to a perceptual, physical or visual disability.
  - 1.4. "Scholarly and clinical practice" means activities that encompass the teaching, learning, research and clinical practice of the University.

## **2. Selection**

### **2.1. Purpose**

Information resources, whether purchased or donated, are selected for the Library collections to support and enhance existing or future scholarly and clinical practice needs of the staff and students at the University. Academic staff who are initiating new teaching developments or embarking on new areas of research are strongly encouraged to meet with Library staff to discuss the availability of relevant resources and ways in which the Library can provide support.

### **2.2. Subject Level Collection Statements**

The Library will maintain Subject Level Collection Statements that set out the current level of collecting activity for a subject's scholarly and clinical practice needs, and describe the extent of the existing collection within a subject area. The statements will be used to guide selection decisions. The Subject Level Collection Statements will be revised within a period of five years. The statements will also be revised before subject collections are reviewed and after significant changes in curriculum.

### **2.3. Preference for electronic resources**

To provide the most equitable access to the Library collection for University staff and students, the Library will acquire resources in electronic format whenever and wherever possible, except where this option is economically unviable or where licensing conditions do not meet Library requirements.

At times, print or physical materials may remain the preferred option, for example if:

- There is no electronic version available to the Library at an acceptable price and/or within a reasonable timeframe.
- The electronic version does not provide for either perpetual access to the purchased text, or timely and continuing updating of the subscribed text.
- The electronic journal archive is not owned by the University for use in perpetuity (cancellation of print subscriptions is contingent upon satisfactory archiving and ongoing access to purchased electronic information, including publisher commitment to technological migration).
- The electronic journal back file is not equivalent in coverage or content to the print back issues because issues are missing or content is selective rather than complete.
- The image quality of illustrative materials (tables, graphs, photos, illustrations, musical notation, scripts other than English, etc.) in electronic books or journals is inferior and is not adequate for teaching, learning or research, or printing gives unacceptable results.
- There is a quality requirement for audio-visual materials that the electronic version cannot consistently meet.

- The item acquired is a preservation copy, is for a special collection, or is significant in print format.
- A print copy of a book is needed to meet equity and accessibility requirements.

#### 2.4. Language

The Library gives preference to the acquisition of English-language materials. Material in languages other than English are included in the collection if they support teaching and learning in languages taught at Murdoch or are required for research purposes.

#### 2.5. Essential texts

The Library prioritises the provision of access to texts deemed essential for courses offered by the University. Electronic texts are purchased in preference to print if available in acceptable formats.

Essential and recommended textbooks, as specified by Unit Coordinators, are acquired according to a formula for multiple copies determined by the Library. Library provision of these texts is not intended to replace student acquisition of personal copies of their essential or recommended texts.

#### 2.6. Resources budget

The Library's collection resources budget is determined as part of the University's annual budget process and is allocated and managed by the Library.

The Library uses this budget allocation to acquire resources by purchase, subscription, funds resource sharing programs and eBook demand or usage-driven purchasing models.

The Library will actively pursue the cost-effective purchase of materials.

The purchase of duplicate copies is kept to a minimum.

#### 2.7. In allocating the collection resources budget, the Library gives priority to:

- ongoing commitments and subscriptions
- the acquisition of textbooks and recommended readings for all units taught at the University
- resources that support the University's scholarly and clinical practice.

#### 2.8. Collection valuation

Regular valuations of the Library collections will be conducted in compliance with the University's risk management requirements.

#### 2.9. Special collections

The Library's Special Collections comprise a rich, diverse and unique range of books, manuscripts, serials, photographs, audio and video recordings, ephemera and objects of significance to the University's scholarly and clinical practice. For policy relating to Special Collections, please refer to the Special Collections Policy.

#### 2.10. Digital collections

The Library collects digital items where they are relevant to the scholarly and clinical practice of the University.

#### 2.10.1. My Unit Readings

The Library will, where possible, make available electronic copies of journal articles and book chapters cited on student reading lists in the Library's nominated reading list software. Access will be limited to Murdoch University staff and students.

The following guidelines apply:

- Preference will be given to linking to existing licensed information resources rather than making a new electronic copy and storing locally.
- All copying must comply with the educational copying provisions of the Australian Copyright Act and with University policy.
- Electronic copies will be made using Optical Character Recognition (OCR) software where possible.

#### 2.10.2. Theses and research outputs

The Library manages the University's digital institutional repository. It aims to collect, preserve and make openly available the scholarly output of Murdoch University researchers and postgraduate students.

Research outputs that will be accepted into the Research Repository include:

- Publications and grey literature scholarly output where at least one author is affiliated with Murdoch University.
- theses undertaken at Murdoch University – for research, postgraduate and Honours degrees.
- internship reports produced by final year undergraduate students.

Where students are required to deposit a digital copy of their thesis or dissertation with the Library, these will become part of the Library's collection. Requirements for deposit are outlined in the following procedures:

[\*Graduate Research Degrees Procedure Clause 98.5\*](#)

[\*Graduate Research Degrees Regulations Clause 91\*](#)

[\*Honours Procedure Clause 4.9\*](#)

#### 2.10.3. Digitisation

The University Library identifies uniqueness and priority for the digitisation of materials to support the University's scholarly and clinical practice programs. The digital collections will be visible, available and accessible to Murdoch University and the wider academic community as far as copyright or donor restrictions permit. The digitisation of collections will also ensure that rare, unique and fragile academic collections are digitally preserved.

#### 2.11. Donations

The Library appreciates the benefits of donations in enriching our collections to support the scholarly and clinical practice needs of the University community. Donations will be accepted for inclusion in the collections if they are relevant to the University's scholarly and clinical practice and in accordance with the Library's criteria for selection. The Manager, Resources & Collections, in consultation with relevant Library staff, will decide whether resources are consistent with the University's scholarly and clinical practice activities.

All donations must be accompanied by a Donation Form. The assessment of donations will be based on location, retention, storage, cataloguing and preservation of the materials, as well as other considerations relating to their use or disposition. The acceptance of donations will remain at the discretion of the Library. Unsolicited donations will not be assessed and will be returned or disposed.

Requests for special arrangements for donations (such as locating the donated items somewhere other than the Main Collection) will be considered and will be subject to approval by the Director Student & Library Services. The Library cannot guarantee that it will honour the requested conditions; however, it will endeavour to meet such requests.

The Library reserves the right to decline or dispose of donations.

#### 2.11.1. Cultural Gifts Program

Murdoch University is one of the participating institutions of the Cultural Gifts Program administered by the Department of Communications and the Arts. The Cultural Gifts Program encourages people to donate culturally significant items to public Australian collections. The program offers tax incentives to donors including:

- The market value of the gift is fully tax deductible, with some exceptions.
- The donor can choose to spread the deduction across up to five income years.
- Gifts are exempt from capital gains tax.
- If the donor arranges for valuations for their gift, the cost of those valuations is tax deductible.
- For more information, please contact the Senior Librarian, Metadata & Collections.

#### 2.12. Staff publications

The Library aims to collect books published by staff during their employment at Murdoch. Staff members are encouraged to notify the Library of any eligible publications.

#### 2.13. Freely available resources

Library staff may select freely available, quality online resources for inclusion in the Library Catalogue. These are included if they are relevant to the University's scholarly and clinical practice programs and in accordance with the Library's criteria for selection.

### 3. Access

The Library supports the principles of intellectual freedom as set out in the Australian Library and Information Association's 'Statement on free access to information'.

Library collections may be accessed by staff and students of the University. Other groups may also access the collections in accordance with vendor licences.

Unrestricted access to Library collections is made available when possible; however, access to certain materials may be mediated where:

- items are high-use materials which support current teaching;
- space constraints do not permit unrestricted access;
- items are identified as valuable or rare
- the physical nature or content of the material makes it vulnerable to damage or theft.

#### 3.1. Sensitive materials

The Library holds materials that may be culturally sensitive for particular groups. Where identified, the Library will attach a notice to the material alerting users of its online systems and services that the material may be sensitive. The Library will seek to consult communities about culturally sensitive materials to balance competing needs for information access and cultural safety.

Users wishing to notify the Library about sensitive material can contact the Library by submitting feedback or by contacting the Manager, Resources & Collections.

##### 3.1.1. Aboriginal and Torres Strait Islander cultural knowledge materials

Where identified, the Library will appropriately label any material containing Aboriginal and Torres Strait Islander knowledge, or descriptions of Aboriginal and Torres Strait Islander peoples and cultural activities, to indicate any cultural requirements or conditions of use. In addition, where material could be offensive to Aboriginal and Torres Strait Islander peoples, the Library will attach a notice to the material contextualising its presence in the collection and warning users of the content.

The Library will refer to the [\*Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services\*](#) in determining its approach to handling Aboriginal and Torres Strait Islander knowledge.

#### 3.2. Resources not available in the Library collection

The Library aims to hold a core collection to support the University's existing and future scholarly and clinical practice needs; however, purchasing resources for the collection may not always be appropriate.

To help supplement the collection, the Library provides reciprocal borrowing, interlibrary loans and document delivery services for eligible staff and students. Eligibility and costs for these services are outlined in the Document Delivery Guide.

The Library will attempt to provide access to titles that are out-of-print or otherwise unavailable, where required for the University's scholarly and clinical practice needs. This will be subject to format availability and copyright law.

### 3.3. Materials for persons with print disability

The Library aims to provide electronic resources in formats that are accessible to persons with print disability.

If the Library does not have access to a required resource in a suitable format, students with print disability may request the assistance of Library staff to source the text in an alternate format. The following guidelines apply:

- The Library will liaise with external providers, where applicable, to meet the client's requirements.
- Clients may be required to purchase the required text directly from the supplier, the publisher or another provider.
- Any copying of print materials must comply with the copying provisions of the Australian Copyright Act's Fair Dealing provisions for persons with a disability.

## 4. Collection Review

The Library collection is continually reviewed as part of routine collection maintenance to maintain relevant University research-level collections. Reviews are carried out by Library staff, with academic staff consultation for significant reviews, and are informed by Subject Level Collection Statements.

### 4.1. Criteria for review

Items are primarily reviewed based on their content. If an item meets the content criteria, criteria related to usage and format will then be considered in deciding how the Library will provide access to the content.

Content criteria

- relevance to current and future areas of scholarly and clinical practice
- accuracy of content
- currency of content depending on discipline
- Murdoch University author
- Murdoch University publication
- author of national or international significance
- the work is fundamental or expected in a University collection
- nature and extent of the existing subject collection.

Format Criteria

- physical condition
- usage

- availability of later edition/s unless earlier edition/s demonstrate high usage or historical significance
- holdings include surplus multiple copies not borrowed in the last three years
- holdings include duplication across print and electronic formats, where electronic format guarantees archival and long-term access
- availability of updated formats
- incomplete sets of works which cannot be used if they are incomplete.

#### 4.1.1. Holdings in other libraries

A title not held elsewhere in Australia may be retained in support of scholarship and research, depending on subject requirements, format and physical condition.

#### 4.1.2. Format

Superseded formats may require replacement or reformatting. The above criteria for review will be applied to all formats of library material.

#### 4.1.3. Electronic books

The following additional factors are taken into consideration when reviewing electronic books:

- The item contains information that is dangerous to keep in circulation, is outdated, or has been superseded.
- The item is an older edition of a title.
- The item is replaced with an identical title on a different platform where the older copy has a restrictive licence, e.g. a one-user licence.

#### 4.1.4. Subscriptions

The Library will review subscriptions and databases as part of the annual renewal process, especially where there are concerns about costs, licensing issues and/or usage patterns.

##### 4.1.4.1. Electronic subscriptions

The following additional factors are taken into consideration when reviewing electronic subscriptions:

- duplication of titles across packages
- impact and quality of titles
- content provider - publisher versus aggregator
- number of required resources in a package
- perpetual access provisions
- available substitutes.

##### 4.1.4.2. Print subscriptions



The following additional factors are taken into consideration when reviewing print serial, journal, newspaper, magazine or periodical titles:

- current subscription status of titles
- completeness of set
- physical condition and binding of set.

#### 4.1.4.3. Electronic vs print Journals

Subscribed print journals are reviewed upon renewal for availability in a suitable electronic format. If such a format is available, the title will be transferred to an electronic subscription. If no suitable electronic format is available, the subscription will be continued in print.

#### 4.1.4.4. Superseded formats and editions

Print versions of items available in suitable perpetual-access electronic formats will be deselected unless there is a valid reason to retain them.

### **Performance indicators**

- 90% of all items required by undergraduates are held in the collection.
- 100% of items on Library-managed unit reading lists are available to students
- Averaged responses to the following statements in the periodic Library InSync Survey indicate a gap between the Importance and Performance means of less than 0.9:
  - Physical resources (e.g. books, journals, DVDs) meet my learning and research needs.
  - Online resources such as online articles, databases, eBooks are useful for my studies and help me with my learning needs.
  - Online reading list resources (e.g. My Unit Readings) are accessible when I need them.
  - The Library anticipates my learning and research needs.
  - Access to Library information resources has helped me to be successful at university.

### **Roles and Responsibilities**

Different levels of University staff have various levels of responsibility in relation to this policy as outlined below:

- The Director, Student and Library Services is responsible for the Library Collections Policy (*policy*) and its periodic review.
- Library staff have primary responsibility for evaluating, selecting and reviewing resources to support scholarly and clinical practice at the University.
- Academic staff are encouraged to be involved in the selection of library resources and are expected to recommend those resources needed to support

their research and teaching. Academic staff are also encouraged to be involved in any significant reviews of the Library's collections.

- Library clients and Library staff can recommend the purchase of relevant resources.
- Library staff will work to provide equitable access to required resources for persons with disability.

## Governance

<b>Approval Authority</b>	Academic Council
<b>Owner</b>	President Academic Council
<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<a href="#"><i>ALIA Statement on Free Access to Information</i></a> <a href="#"><i>Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services</i></a> <a href="#"><i>Library Policy</i></a> <a href="#"><i>Copyright Policy</i></a> <a href="#"><i>Special Collections Policy</i></a> <a href="#"><i>Graduate Research Degrees Procedure Clause 98.5</i></a> <a href="#"><i>Graduate Research Degrees Regulations Clause 91</i></a> <a href="#"><i>Honours Procedure Clause 4.9</i></a>
<b>Date effective</b>	08/08/2023
<b>Review date</b>	10/05/2026

## Revision History

<b>Approved/Amended</b>	<b>Date Approved</b>	<b>Resolution No. (if applicable)</b>
Administrative Amendment	08/08/2023	
Approved	10/05/2023	AC/46/2023
Approved	16/06/2021	AC/47/2021(v)(b)
Approved	17/03/2021	AC/18/2021(i)(ii)

Approved	11/06/2019
Approved	12/11/2015
Approved	29/06/2012

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*