

Library Collection Development Policy and Procedure

1 Purpose and scope

This policy outlines the collection-building and management principles of the AIE Institute Library, prioritising and responding to the teaching and learning objectives and strategic direction of the Institute.

2 Objectives

This policy provides a guideline of priorities for the library collection, including:

- a. management of an integrated library collection of physical and electronic resources across all AIE Institute campuses;
- b. resources that are strategic priorities of the Institute and support teaching and learning needs;
- c. a balanced approach to collection management;
- d. regular collection evaluation to determine the selection and weeding of resources;
- e. preferred formats when acquiring resources.

3 Implementation

This policy applies to all AIE Institute staff members, students and authorised individuals. It is implemented by AIE Institute Management and the Librarian.

4 Procedure

4.1 Selection Principles

The AIE Institute Library collection includes prescribed, recommended and supporting resources.

Priority is given to prescribed and recommended resources and areas that relate to the strategic objectives of AIE Institute.

Purchases for resources are made by request and are subject to approval by the Academic Director as outlined in the AIE Institute *Purchasing and Payments Policy and Procedure*.

The Librarian aims to acquire resources at the best available price with preference given to electronic formats where appropriate.

4.1.1 Selection Criteria

- a. Relevance to the teaching or research needs of the Institute.
- b. Accuracy and quality.
- c. Currency.
- d. Expected usage.
- e. Format and price.

4.1.2 Selection Sources

- a. Staff and student recommendations.
- b. Evaluations of specific subject searches in areas of importance, using reports from subscription databases and other resources.
- c. Regularly monitoring relevant research bodies and centres for relevant publications.

4.1.3 Physical Resources

- a. When an electronic resource is not available, the library will seek to purchase copies of prescribed and recommended physical resources. Such physical resources are made available to students through administrative arrangements at the relevant campus.

4.1.4 Electronic Resources

- a. Preference is given to electronic formats where possible to ensure the collection is accessible.
- b. When purchasing an electronic resource, the availability, platform options, user numbers and licenses are taken into consideration.
- c. While preference is given to electronic resources in most circumstances, there may be some instances where exceptions apply, such as cases where, visual images may be better displayed in print format.
- d. Based on user needs, multiple copies of electronic resources may be purchased.
- e. Electronic journals and databases are purchased based on the selection guidelines within this policy.

4.1.5 Donations, Gifts and Exchanges

- a. Donations are a valuable addition to the collection but will be assessed for inclusion based on the selection guidelines outlined in this policy.
- b. If donations do not meet the selection guidelines, they will be either returned to the donor or discarded in accordance with the de-selection guidelines.

4.1.6 Limitations

AIE Institute Library does not usually collect the following items:

- a. Materials in foreign languages.
- b. Indigenous material of a culturally sensitive nature.
- c. Corporate materials.

4.1.7 Responsibility for Selection

- a. The AIE Librarian is responsible for maintaining the collection and the purchase of resources under direction from the Academic Director and within agreed delegation limits.
- b. The Academic Director will make decisions for the collection above those limits, consulting the CEO as required.
- c. Heads of Faculty and the Course Advisory Committee will be consulted as subject experts and are essential to building a collection based on the needs of the Institute.
- d. Students are encouraged to contribute to the selection process through requests.

4.2 De-Selection

Items will be weeded from the collection, based upon the following criteria:

- a. Resources that are outdated and no longer relevant to the teaching and learning needs of the Institute.
- b. Items that have not been borrowed within 5 years; exceptions will be given to high-priority subject areas or classic texts.

- c. A newer edition is held.
- d. An item in poor condition and cannot be replaced or repaired.
- e. The Librarian consults with the Academic Director before items are weeded from the collection.

4.3 Collection Evaluation

The library collection will be evaluated as an ongoing process as it responds to the strategic needs of the Institute. The following collection evaluations will be undertaken annually by the AIE Institute Librarian:

- a. Asset valuation for auditing purposes.
- b. Stock-take of items in the collection, including physical and electronic.
- c. Journals and database subscriptions will be reviewed based on relevance, usage and coverage.

5 Related documents

The following policies and procedures are related to this policy:

- a. Purchasing and Payments Policy and Procedure.
- b. Library Use Policy and Procedure.

6 Review

Every three years.