



## **POLICY TITLE – Scholarly Information Resources and Access Policy**

### **Date of commencement:**

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#### **1. Introduction**

This policy supports the commitment of the University's Strategic Plan to resource the development of information-based communities and to set high standards of support for teaching and research.

It should be read in conjunction with the Bibliographic Services procedures listed under Essential Supporting Documents ; and with the licensing agreements for subscribed electronic resources.

#### **2. Policy Intent**

- 2.1. To provide a clear guide to the University community of the Library's collection development and information access directions.
- 2.2. To ensure a framework by which the University community's information resource needs for teaching, learning and research are met.
- 2.3. To allocate funds to ensure that the University is at the forefront of sustainable development, as new modes of access to, or physical formats of, information resources become available.
- 2.4. To provide library collections and local studies and archives to cement the University's significance in the development of information resources for the region and the nation.

#### **3. Policy provisions / principles**

- 3.1. The University's strategic plan will inform decisions regarding the provision of scholarly information resources.
- 3.2. Scholarly information resources will be purchased in electronic form where available, to maximise availability and flexibility of delivery, with no print duplication unless there are exceptional circumstances.
- 3.3. Information on scholarly information resource needs will be gathered from the academic community, within the context of the university's strategic directions, so that library and information resource professionals can determine the most efficient and cost effective way to meet the needs. This may be through the purchase of scholarly information resources, or access to indexing and abstracting services supported by document delivery, or in any alternative manner.
- 3.4. Accountability for the disbursement of funds for the purchase of scholarly information resources lies with the University Librarian.

#### **4. Selection and Ordering of Library Resources**

The majority of titles requested for purchase are received directly from Faculties and should be relevant to teaching activities and/or research interests.

Faculties have a Library Liaison Officer through whom requests for purchase can be channelled, and forwarded to the Acquisitions Librarian.

Serial purchases should be considered by the Faculty as a whole and must be authorised by the Library Liaison Officer or the Head of School.

#### **5. Donations**

**5.1.** Donations of items or collections will be accepted only if they are relevant to the teaching and research needs of the University community, and/or their acceptance provides a demonstrated benefit to the Library's collections.

**5.2.** Donated items will not be accepted with conditions attached – for example, housing as a discrete collection, or with stipulated requirements for access - unless they bear particular historic, cultural or tangible significance. In such cases, items or collections will be evaluated individually.

#### **6. Collection Evaluation**

**6.1.** The collections are regularly reviewed for relevance and currency, via a range of mechanisms, including Faculty Librarians' evaluation of their disciplines and of the Reference Collections, Materials Availability Surveys, academic staff review and selections for purchase, and reviews for relegation and withdrawal of little-used and/ or irreparable materials.

#### **7. Relegation and Withdrawal**

##### **7.1. Definitions**

7.1.1. Relegation is the relocation of low use material to stack storage area within the Auchmuty Library, or in off-site, purpose-built facilities.

7.1.2. Withdrawal is the disposal by sale or transfer of unused duplicates, damaged and/or mutilated material, superseded and duplicate editions.

##### **7.2. Objectives**

7.2.1. To ensure that prime space is available for effective and diverse teaching and learning activities, and for the accommodation of the most relevant and current information resources

7.2.2. To maintain the quality of the collections by a continuous program of relegation and withdrawal of materials as defined in 7.1

#### **8. Essential Supporting Documents**

Library Operational Plan

Bibliographic Services Procedures

**9. Related Documents**

Institutional Strategic Plan

Licence agreements for subscribed electronic resources

(Following information will be extracted from CMS data collection process)

<b>Approval Authority:</b>			
<b>Date Approved:</b>		<b>Date for Review:</b>	
<b>Policy Contact Position:</b>			
<b>Amendment History:</b>			