

# Collection Development Principles

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## **Introduction**

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The University Library is the primary provider of scholarly information resources.

The purpose of these principles is to:

- provide the Curtin University community with an overview of the principles that are used in developing and maintaining the Library collection; and
- provide guidelines to Library staff for the development of processes and procedures related to the development and management of the Library collection.

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## **Collection Development Statements**

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The Library

- supports teaching and learning through the provision of appropriate learning materials
- supports the University's strategic directions in research and development
- reflects the requirements of the Library clients, based on a process of formal and informal client consultation
- ensures that resources are available in the most appropriate format for use by clients

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## The Collection

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The Library collection has been developed since the foundation of the Western Australian Institute of Technology in 1966.

In December 2007, the collection consisted of approximately:

- 500,000 non-journal titles (including 10,500 ebooks)
- 32,000 audio-visual titles (40,000 volumes)
- 55,000 journal titles
- 250 scholarly electronic databases.

The subject content of the Collection reflects the current and past research and teaching interests of the University.

The Library also collects material to support Curtin University's areas of research expertise which are:

- Resources and Energy
- ICT and Emerging Technologies
- Health, Ageing and Well-being
- Communities and Changing Environment; and
- Growth and Prosperity

The Library may hold discrete collections of primary resources relating to specific Curtin projects or individual achievements at Curtin University. The Library may add value to these collections by providing access to these resources through indexing, cataloguing, digitisation and web access. [See the Archival Collection Principles for further details.](#)

The collection's depth varies in different subject areas, with some acknowledged and emerging strengths. In particular, the John Curtin Prime Ministerial Library is a world class collection of primary records, in various formats, that focus on the life and times of John Curtin.

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## Access to the Collection

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The Library makes the Collection available to the university community by making electronic resources web accessible and by placing print collections on open access.

Library clients can borrow and/or request items in the collection at any Library location.

Off-Campus Services provides access to material in the Library Collection to eligible students and staff. Electronic resources are preferred for off-campus courses as they allow access to resources regardless of location.

Some items or small collections of resources, due to their fragile nature or vulnerability to theft or damage, are not placed on open access. Research and Learning Services staff determine which material will not be placed on open access.

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## **Selection**

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### Criteria for Selection

The following selection criteria may be used by the Library to prioritise recommendations:

- Relevance to the existing or anticipated needs of the university's research and teaching needs
- Nature and extent of the existing collection within a subject area
- Currency
- Quality
- Price
- Format
- Language
- Demand
- Ongoing commitment and maintenance (e.g. reliability, binding, access fees)
- Licensing conditions
- Availability of access via alternative methods (e.g. document delivery)

Items are purchased in the format (print, electronic, etc) that best meets the needs of Library clients.

Library staff regularly consult with research and teaching staff across the university to ensure that the collection continues to meet the needs of the University community.

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## **Budget**

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The acquisitions budget is determined as part of the approved capital expenditure for the Library from the University's annual allocation. The Resources and Access Librarian is responsible for managing the acquisitions budget and alerting the University Librarian to potential problems. The recommended breakdown of the acquisitions budget is presented to the University Librarian for approval and quarterly reports are provided to the Library Management Team (LMT) and reports provided for ULAC meetings.

In allocating the acquisitions budget priority is given to:

- Ongoing commitments and subscriptions
- Support for teaching and the acquisition of textbooks and recommended readings for all units taught at the University
- Material that supports the current research foci of the University

Up to eighty per cent of the Library acquisitions budget is allocated to ongoing commitments and subscriptions.

Up to twenty per cent of the Library acquisitions budget is allocated to one-off purchases.

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## **Responsibility for Selection**

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The Research and Learning Services Associate Director has responsibility for the selection process. Research and Learning Services staff, in consultation with academic staff and other Library staff, contribute to this process.

All Library clients and all Library staff are able to recommend the purchase of relevant scholarly resources.

Academic staff are encouraged to be involved in the selection of library materials.

Academic staff, are expected to recommend the scholarly information resources needed to support units for which they are responsible.

Academic staff, who are recommending new teaching developments, are expected to meet with their Faculty Librarian to discuss the ways in which the Library can support teaching and learning in these units and courses.

The staff of the Teaching Resources Library, in consultation with the Faculty Librarian for Humanities, are responsible for selection and maintenance of a current collection of resources, which includes quality juvenile fiction, big books, videos, jigsaw puzzles, kits, charts, games, musical instruments, syllabi and curriculum guides, educational software, school textbooks, Montessori materials, pictures and models.

The staff of the Murray Street Library, in consultation with the Faculty Librarian for the Curtin Business School are responsible for the selection and maintenance of the collection.

The Kalgoorlie Campus Librarian, in consultation with the Faculty Librarian for Science and Engineering selects resources that will support the teaching and research of all groups located at the Kalgoorlie campus.

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## **Selecting Electronic Resources**

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There are particular considerations in relation to the selection of electronic resources including:

- Access methods including authentication issues
- Licensing obligations
- Equity of access to all clients
- The options for ensuring perpetual access and/or archival rights

## **Subscriptions**

In allocating the subscription budget, priority is given to maintaining existing subscriptions.

The Library may subscribe to:

- Print journals
- Electronic journals
- Indexing databases
- Full-text databases
- E-book collections
- Electronic items for the Reference Collection

Any request for a new subscription will be considered carefully due to the ongoing financial commitments, and due to annual increases in subscription costs being more than double the annual inflation rate.

The electronic version of a journal is the preferred format for all journal subscriptions providing that the Library can meet the license conditions and ensure perpetual access and/or archival rights for the subscription.

In some circumstances it may be necessary to cancel an existing subscription. These circumstances may include:

- a substantial increase in subscription costs
- budget constraints
- changing needs of teachers and researchers in the University
- changes in licensing agreements.

No subscription will be cancelled without consultation with the relevant stakeholders. See [Procedures for Recommended Journals and Other Subscriptions](#) for further details

## **Multiple Copies**

The Library will, wherever possible, provide electronic access to items in high demand.

If a unit is taught at multiple locations, the textbooks and recommended readings for that unit will be available at each location.

The formula the Library follows for purchasing textbooks is that for each unit taught, the Library will provide in the first instance:

- one copy of a textbook for every thirty students, to a maximum of seven copies.
- one copy of each book on the recommended reading list for every thirty students to a maximum of five copies.

In addition, the Library will monitor usage, recalls and requests and if required provide additional copies of high demand items. The Library will also purchase equivalent numbers of a newly-recommended editions where we hold multi copies of the previous editions of a title,

## **Document Delivery**

The Library provides a Document Delivery Service when the collection does not meet the specialist needs of researchers and postgraduate students.

## **Gratis Material**

### **Donations**

The Library appreciates the benefits of donations in enriching our collections to support the research and teaching of the University.

Donations will be accepted for inclusion in the collections on the basis of relevance to the University's teaching and research programs and in accordance with the Library's criteria for selection. Donations will usually be incorporated into the Library's Collection in the appropriate location.

Requests for special arrangements for donations (such as locating the donated material somewhere other than the Main Collection) will be considered and subject to approval by the University Librarian.

The Library is a participating institution of the Cultural Gifts Program sponsored by the Department of Communications, Information Technology and the Arts.

The Library reserves the right to decline or dispose of donations. See the [Donations Guidelines](#) for further details

### **Internet resources**

Research and Learning Services staff, in consultation with other Library staff and academic staff, may select freely available, quality Internet resources for inclusion in the Library catalogue and/or Gecko.

Internet resources are generally accepted for inclusion in the Library catalogue and/or Gecko on the basis of relevance to the University's teaching and research programs and in accordance with the Library's criteria for selection.

### **Unsolicited print material**

Unsolicited print material may include:

- newsletters
- free journals
- annual reports
- trade publications

Research and Learning Services staff, in consultation with other Library staff and academic staff, may select unsolicited print material for inclusion in the collection.

Unsolicited print material is generally accepted for inclusion in the collection on the basis of relevance to the University's teaching and research programs and in accordance with the Library's criteria for selection.

Unsolicited gratis print material that is not added to the collection will be discarded.

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## Collection Maintenance

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### Collection Valuation

In compliance with the University's risk management requirements, regular valuations of the Library collections are conducted.

### Preservation

The Library will maintain the physical collection in good condition, with appropriate processes for replacement, binding and repair.

The Library will maintain reliable, ongoing access to electronic resources, by anticipating and planning for technological change.

### Replacement

If a copy of an item has been lost or has been damaged beyond repair, it may be replaced. The following factors are used by the Library to prioritise replacements:

The level of use of the item by Library clients

- Availability of another copy of the item to purchase
- Availability of access via alternative methods (e.g. document delivery)
- The option of scanning an item and adding it to our collection (for out of print items)

### Deselection and Storage

Research and Learning Services staff, in consultation with academics and other Library staff, are responsible for decisions on deselection and storage of material.

As a guiding principle, the Library will retain access to at least one copy, either print or electronic, of all significant items catalogued into the collection. In certain circumstances the last copy may be deselected if the content and/or format are deemed to be inappropriate for the teaching and research needs of the university.

In individual instances, decisions about the retention of print copies where there is an electronic equivalent, will be based on considerations such as:

- Frequency of use
- Guaranteed access to an archived electronic copy which is the equivalent to print in terms of legibility, content and quality of graphic images
- Maintenance of equity of access eg. walk-in-users
- If the print copies are to be retained storage may be considered as an option.

See [Guidelines for Deselection/Transfers](#) for further details