

## ICMS Library Collection Development Guidelines

ICMS has had a long history of industry-focused education, equipping graduates with skills and knowledge for success in their future work or study options. As such, the resources available from the library need to support this mission and the community of learners.

These Guidelines provide an overview of the principles which guide the development and maintenance of a quality Library collection. The Guidelines will ensure that the quality of the collection is maintained through consistency in selection, de-selection processes, access and continuous improvement. The Guidelines provide details of the types of material which will be collected, in terms of format, date of publication and intellectual level, and issues such as duplication of items and the withdrawal of material from the collection.

### **1. Responsibility**

Collection development is a collaborative process involving library and senior academic staff. Directions and priorities in collection development are reported to Learning and Teaching Committee and Academic Board on an annual basis. Final decisions on the purchase of resources rest with the Library Services Manager.

### **2. Scope of Collection/Formats Collected**

The library collection is designed to support the learning and teaching needs of the Institution. Resources are provided in a variety of formats including:

**Online** (subscriptions to online resources including journals, aggregated collections, indexing and abstracting services and eBook collections.)

An ever-increasing proportion of the library acquisitions budget is spent on online resources.

While online journals are well established as a key scholarly resource and ICMS has adopted this model, challenges remain in moving to a model for eBooks and in particular eTextbooks which are generally not available to libraries under current business models. Licencing and access to eBooks pose challenges in the scholarly environment.

#### **Print titles** (books and journals)

The library is actively moving to replace titles currently purchased or subscribed to in print format with online format wherever possible. Lecturers and students are actively encouraged to use online resources.

#### **Textbooks**

A few key textbooks for all subject areas are purchased and kept in the library. All campuses have at least one copy of the texts books for the subjects offered at that campus during that teaching period.

#### **Serials**

All journal subscriptions are online only.

Access to current and back issues of the Australian and International newspapers is readily available via the Internet and through our subscriptions to online databases.

### 3. Selection Principles

When selecting resources, the following criteria should be considered:

- Relevance – The items should support the learning and teaching functions of the College.
- Quality of content
- Priority – Weaknesses in the collection should be addressed
- Currency – Recently published works
  - ***In order to ensure that reading materials are current, approximately 80% of the resources for a subject should be published within the last 5 years. This is stipulated in the Subject Development and Review Procedure.***
- Demand – copies of required readings as identified by Program Managers are purchased for the collection (whether hard copy or as e-books)
- Format – a variety of formats may be purchased according to learning and teaching needs. Online is the preferred format.
- Adequacy of current holdings in the subject area
- Availability of resource.
- Cost (initial and ongoing)
- Language - English language resources are purchased except for material required to support teaching in foreign language courses
- Space and storage issues
- Accreditation requirements

### 4. Requests for purchase

To assist the library in meeting term commencement deadlines, academic staff are required to submit requests for texts and other course materials well in advance of the start of term to allow time to order, catalogue and process these items.

Recommendations for new product subscriptions must be approved by the DVC (L&T), due to the high cost of subscriptions and the necessary commitment to ongoing funding. An extensive range of full text journals are available through the online databases and their use is encouraged.

Resources purchased with Library's funds are catalogued and located to facilitate access. Authenticated access to online resources is provided via the library's web site. All physical resources are held in open access.

### 5. Review

The Library Collection is reviewed and revised as necessary in order to reflect changes to subjects offered, the changing information environment and the changing requirements in academic knowledge management and provision.

Currency of the subject resource list is important and therefore the resource list is reviewed annually, or when requested by the Program Manager. The Program Manager is notified if new editions of textbooks or recommended readings are available.

## **6. Funding/Budget Allocation**

Allocations consider existing collection strengths, the currency of the collection and changes in the curriculum, including new subjects. Allocation is also made for building collections to support new degree programs as they are accredited and subsequently implemented.

The library's budget is allocated on an annual basis as part of the business planning.

## **7. Copyright**

Resources are made available in compliance with copyright and licence conditions.

## **8. Intellectual Freedom**

The library provides access to resources representing a variety of opinions and perspectives. The library endorses the principles of intellectual freedom outlined in the Australian Library and Information Association's Statement on Free Access to Information.

In the ICMS policy, Protection of Freedom of Speech and Academic Freedom Policy 5.4 Academic staff are responsible for ensuring that they engage in a scholarly-led inquiry approach to learning and teaching, whilst providing a safe place for students to actively engage in a scholarly-led inquiry approach to learning

## **9. Withdrawal of items from the collection**

An item may be withdrawn if:

- Its content has been superseded by a new edition or by other works;
- Its physical condition inhibits access to its content e.g. outdated format;
- Its demonstrated use level is minimal
- It is no longer relevant or current to the college's academic program

## **10. Physical space and storage**

Management of the storage of physical library collections is important to ensure a balance between user spaces and access to collections.

## **11. New course & subject development: resource selection**

Selecting resources for the library involves several key steps to ensure the collection remains relevant, diverse, and aligned with the institution's academic goals.

1. Review subject outlines and new subjects to identify recommended readings.
2. Select resources from reputable authors and publishers that support the courses being developed or reviewed.
3. Format. ICMS is moving towards more digital resources, so eBooks are the preferred format.
4. The Learning Resources and Library Manager shares these recommendations with the Program Manager and subject developers.

5. Resources selected are purchased, first as eBooks and then hardcopy

## 12. eBook purchasing strategy

When purchasing eBooks for the library. Some key points to consider include:

- Selection Criteria: Establish criteria for selecting eBooks, such as relevance to the curriculum, authoritativeness, user demand, and reviews. Prioritise academic publishers and reputable sources.
- Licensing and Access model. Ensure that licensing agreements allow for multiple user access. Unlimited access is the preferred purchasing model.
- Acquisition Models: Purchase an appropriate acquisition model, such as outright purchase.
- Identify the specific needs of the library's users, including faculty and students. This helps in selecting relevant eBooks that support the subject learning outcomes.
- Budget. eBooks are cost effective and within budget.
- Purchasing platform. All eBooks are purchased through EBSCO or ProQuest and are accessible through EBSCO Discovery Service.
- Usage Statistics and Evaluation: Regularly review usage statistics to assess the effectiveness of the eBook collection. EBook usage reports and include in the library term report submitted to the Learning and Teaching Committee.