

Collection Development Policy

For the purposes of this document “collection” is defined as the material, regardless of format that is acquired by the UNSW Library.

The scope of this policy excludes ADFA.

1 Purpose of Collection Development Policy

The UNSW Library’s collection development goals are to:

- Support the teaching, learning, creative and research functions of the University by acquiring and organising a relevant and well balanced collection in a wide variety of formats
- Respond to changes in teaching and research programs
- Maintain the physical condition of the collection
- Participate in resource sharing and networking at a regional, national and international level
- Participate in efficient and cost effective storage programs to create long-term access to research material

The Collection Development Policy has been created as a planning tool to give direction and focus to the selection and collection practice of the UNSW Library.

2 Guiding Principles

- UNSW Library is a steady state library, which means the intake of new print material will be offset by the relocation, disposal or replacement by electronic access of a corresponding quantity of existing print items
- UNSW Library is responsible for the condition and content of its collections
- UNSW Library will maintain a strong journals collection
- UNSW Library cannot meet every need from its own collection. Specialist research needs may be met through Interlibrary Loans (ILL)
- UNSW Library will purchase electronic versions of material in preference to print/hardcopy. UNSW Library will take the suitability of format for particular discipline areas into consideration
- UNSW Library will collect limited copies of textbooks and recommended materials
- Collection resources are provided to UNSW teaching hospital libraries to support the learning needs of UNSW medical students located off campus
- UNSW Library aims to purchase material that will be available to the University as a whole and so may not purchase classroom resources or research datasets which provide restricted access
- UNSW Library aims for a comprehensive coverage of material by the University’s authors

3 Selection Practices

a. General

University staff and students may make recommendations for the purchase of library materials. Recommendation forms are available on the Library's website.

Final decisions for the purchase of all Library materials rest with the University Librarian.

b. Language

Priority is given to publications in the English language. Exceptions to this will be made where non English resources are required to support the teaching of languages other than English, or where the content is pictorial in nature and its acquisition is made based on this content.

c. Duplication

As a general principle, UNSW Library does not purchase duplicate copies of material. Where duplication is requested it must be related to use.

d. Price

The value of material cannot be measured simply considering its price. The price however, in addition to the other listed selection practices, will be considered when evaluating a potential purchase.

e. Licence terms

Materials will not be purchased where licence terms of the resource cannot be adhered to by UNSW Library or where acceptable licence terms cannot be negotiated.

f. Donations

The Library will accept gifts of material provided they fall within current collection priorities. Acceptance of major donations must be approved by the University Librarian. Materials are accepted on the clear understanding that the Library has control over what is kept and what is discarded, and where items will be located. Only items which will enhance the collection are added.

The Library is also pleased to receive financial donations for Collection Development.

g. Government Publications

UNSW is not a deposit library for government publications and therefore does not automatically acquire them.

h. Budget Allocation

The materials budget is divided into four distinct categories:

- Learning and teaching material which includes textbooks and recommended reading material
- Research material which includes both print and electronic purchases for academics and higher degree research students
- Document Supply which includes interlibrary loan requests
- Collection Services which includes allocations for binding and repairs

4 Material Types

a. Textbooks & Recommended Reading

UNSW purchases textbooks and titles on recommended reading lists as supplied to the University's Bookshop by faculties and schools.

Textbooks are purchased from the University Bookshop through the Textbook and Recommended (T&R) Scheme. Duplicate copies are ordered based on the following algorithm:

- Up to 50 students 2 copies of text, 2 copies recommended readings
- Up to 100 students 4 copies of text, 3 copies recommended readings
- Up to 300+ students 8 copies of text, 4 copies recommended readings

b. High Demand Collections

UNSW Library will work with course coordinators to provide access to high demand course materials for students. Copies of material will be acquired by the library rather than borrowed from course coordinators. All copying must comply with the educational copying provisions of the [Copyright Act](#).

Where print resources are also being made available, they will be located in the high demand collection area and will be available for loan.

c. Journals

Journals are a major element of any library collection and UNSW Library is committed to provide access to a broad range of journals which meets the learning, teaching and research needs of the University.

An increasing number of journals previously acquired in print are now being licensed or purchased in electronic format. UNSW Library prefers to purchase journals and reference resources in electronic form to maximise staff and student access both on site and off site.

d. Multimedia

UNSW Library collects and provides access to a wide range of multimedia, for both teaching and research purposes. The general principles of selection apply also to multimedia. The availability of suitable equipment, both within the Library and by the Library's users is an additional consideration.

The ability to play videos has reduced due to a change in technology. DVDs and the use of streaming technology are now the preferred method of delivery.

e. Newspapers

Newspapers are available for:

- Current awareness / general knowledge
- Primary research
- Supporting the teaching of languages
- Providing popular media perspective of an academic discipline

Where print subscriptions to newspapers are maintained the print copy is discarded after three months.

Where an archival full image is required, microform will only be purchased where full image online access is not available.

f. UNSW Publications

The UNSW Publications collection includes publications, news bulletins, annual reports, working papers, and student publications. Where only a print format is available the received publication will be placed in the main collection. Where copies are not supplied to the Library, the material is not added to the collection.

g. UNSW Press

UNSW Library adds UNSW Press titles to the collection as they are donated to the Library by UNSW Press.

h. UNSW Authors

Publications published by UNSW Authors are added to the collection once they have been identified.

i. UNSWorks

UNSWWorks is an online institutional repository of UNSW research output. UNSW staff and students can deposit their publications and other research material into UNSWorks.

j. Theses

One electronic and print copy of every PhD or Masters by research thesis submitted to the Registrar is deposited in the University Library.

Access to the electronic version of a thesis is available via UNSWorks.

k. Document Services (ILL)

The Library does not and cannot hold every item requested by users. Access to items may be provided through interlibrary loan services. Materials asked for via interlibrary loan are usually supplied free-of-charge to individual users. Costs for fast-track, and other non-core services are passed to the user. Undergraduate students are not usually entitled to interlibrary loans. The Library is a major contributor to document supply to other institutions nationally and internationally.

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