

VICTORIA UNIVERSITY

COLLECTION DEVELOPMENT GUIDELINES

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PART 1

Collection Development Guidelines - Victoria University

Teaching, learning and research are core activities of the University. The commitment to these activities is outlined in the University's Strategic Plan.

Further details about the University's Colleges & Strategic Research areas can be found at <http://www.vu.edu.au/>

PART 2

The Library

[Collection Development Guidelines](#)

[Library Strategic Plan](#)

[Funding](#)

[Campuses](#)

Collection Development Guidelines

The goal of the collection development guidelines is to provide a framework by which to respond to one of the major client values expressed by the users of the Library: a comprehensive, relevant, on-campus or online accessible collection of books and journals.

The collection development guidelines will provide clear statements which can be adapted to meet changing needs in the various areas of collection management; e.g. selection and retention of materials, acquisition of materials, and development of special collections.

Electronic access is the preferred option. The challenge for Victoria University Library is to implement more fully the electronic or digital library whilst maintaining traditional Library services as required.

The Library Strategic Plan

Details of the Library's strategic plan can be found at:
<https://www.vu.edu.au/library/about-the-library>

Funding

Funding for collections comes from the following sources:

Library recurrent budget that includes Higher Education funds, VE funds and full-fee paying student income

Donations from individuals or organisations

Campuses

There are campuses at City Flinders, City King, City Queen, Footscray Nicholson, Footscray Park, St Albans, Sunshine, Werribee, and VU Sydney.

The Library runs as a single library across all the campuses. Students can access materials at any campus and borrow physical items from all but City King, and VU Sydney. City King has no physical collection. VU Sydney has a closed physical collection, only available to the students at that campus.

The collections at each of the campuses are of different sizes and are at different stages of development. The campuses may collect in widely different areas for courses that are specific to their campus, but some courses are taught on more than one campus.

The range of students also differs from campus to campus, with some campuses having students from all levels (VE to higher degree).

In the process of reviewing the University's teaching and research role, courses may change on a particular campus and thus create different collection needs, often at short notice.

The Library is required to be flexible in carrying out its collection development guidelines as a result of having multiple campuses at different stages of collection development and the changes in course location and course structure that occur.

PART 3

Selection of Material

[Individual Monograph and Audio-Visual Items](#)

[Serials – Print and Electronic](#)

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[PDA Programs, Evidence Based Models and Subscription Suites](#)

Individual Monograph and Audio-Visual Items

Aim

To ensure funds allocated by the Library for Information Resources are spent on the purchase of materials to build a collection that supports the Teaching and Learning, and Research of the University.

Responsibility

The responsibility for selection of new monograph and audio-visual titles resides with the staff with responsibility for a specific subject area. Normally these staff would be the College Librarians, with assistance from academic and teaching staff. Electronic and streamed content is the preferred format. A significant proportion of monograph and audio-visual material is also purchased through patron-driven models. These models result in material being purchased as titles are accessed and used by the University Library patrons.

Principles

- a) Funding is allocated at the start of the year for the purchase of monographs and audio-visual resources for the university, after allocations have been made to cover serial subscriptions.
- b) The College Librarians will submit regular order requests for new monograph and audio-visual items to the Acquisitions Section indicating the appropriate fund code.
- c) The College Librarians should aim to submit a regular flow of order requests to the Acquisitions Section. See also policies on, 'Required readings', and 'Recommended Texts', in Part 5.
- d) Recommendations for items over \$1500.00 must be referred to the Manager Information Resources and Collection Services.
- e) The Library is moving towards increasing the proportion allocated to electronic resources (e-books) as reflected in the information needs of our clients and the altered mix in publishing output. Where access to an electronic title exists, orders will not be placed for print copy purchases. These principles also apply to Reserve material.
- f) Preference is given to streaming video or audio files. Generally hardcopy DVD will only be purchased where streaming is not available.

Serials – Print and Electronic

Aim

The cost of maintaining a serials collection is high, with an average 10% inflation per annum expected in this area, and care must be taken to purchase new titles wisely.

In many cases titles are available in electronic format or by Electronic Document Delivery and these should be investigated as alternatives to hard copy subscriptions. Electronic access to serial subscriptions is the preferred option. Electronic access will always be purchased in addition to the hardcopy subscription if the hardcopy subscription must be retained to get electronic access. The additional cost of the electronic access is seen as warranted because of the benefit of access across all of our campuses and in most cases from remote locations. Hardcopy subscriptions will be cancelled where electronic access becomes available:

- if this does not negate the ability to gain electronic access,
- if the electronic source is reliable and enduring,
- and if the hardcopy journal is not required under one of the duplication exemption clauses.

Responsibility

The responsibility for selection of new serial titles resides with the College Librarians. New serial subscriptions costing over \$A1500.00 per year will need to be referred to the Information Resources Management and Access Committee (IRMAC) for approval on an electronic resources recommendation form. A copy of the recommendation form is available on the Intranet.

When requesting an electronic serial subscription an evaluation form must be submitted to IRMAC. A copy of the evaluation form is available on the Intranet. The evaluation form ensures sufficient consultation is undertaken and allows the committee to take a considered approach to the adoption and implementation of a product.

The terms of reference assign IRMAC responsibility for ensuring evaluation is undertaken on both print and electronic serial products and that a coordinated approach to their purchase is followed.

Principles – Print and Electronic Serials

As a general rule, no duplicates of serials will be subscribed to. Duplicate serials will usually be cancelled, where there are two or more paid subscriptions, or there are separate subscriptions for both electronic and hardcopy versions of a title (the electronic version will be the preferred subscription).

The exceptions to the rule will be as follows:

1. Titles which require the client to have an original issue on hand e.g. artwork.
2. Electronic copies which are not adequate replicas of the print e.g. graphs are not reproduced.
3. Titles primarily used for browsing which are of current value and which are not readily available electronically.
4. Titles required for course accreditation which are not available electronically.
5. Print subscription must be maintained for online access to subscription.
6. Standing orders for monograph titles such as subscriptions to loose leaf updates.
7. Occasional orders for individual issues of a serial.
8. Subscriptions to Australian newspapers.
9. Electronic embargo periods that restrict access to the current issue of a journal within a reasonable time frame.
10. Subscription must be maintained for package deal.

Where an individual subscription is cancelled because the Library also has an electronic subscription to an aggregator database that includes the title, if the title is later withdrawn from the aggregator database or the aggregate database subscription is cancelled, then an individual subscription may be reinstated. Individual subscriptions to journals available in full-text via an aggregator database eg Academic Search Premier or SPORTDiscus will not normally be purchased. Exceptions may be made for journals with embargo periods or incomplete coverage in the database.

The amount of funding that can be committed to serials is not fixed on a College basis. This is to allow for differences in disciplines in relation to serial and monograph needs. However there is an overall ceiling for Serials Expenditure with an upper limit of 75% of the total Resources allocation.

Consideration must be given to the fact that the acquisition of serial resources implies an ongoing purchasing commitment, with high inflationary increases, and the impact of currency fluctuations, from an unknown budget for the following year.

Principles – Print Serials

Recommendations for new serial titles will be made by the appropriate staff with responsibility for a specific subject area after consultation with Academic and/or Teaching staff. In general the same selection criteria apply to print as to electronic serials – see next section. Print will only be purchased where access to electronic is not available or suitable.

Requests for print serials that cost greater than \$A1500.00 must be referred to IRMAC for approval. They should be sent using the existing serial recommendation form.

Principles – Electronic Serials

Selection criteria:

Electronic serial subscriptions must take into account -

- a) Cost - new subscription must be within budget constraints and should be approved by IRMAC.
- b) Scope - the value of the information source is determined on the basis of whether it is a unique source or can replace existing print resources.
- c) Relevance - material contained in the subscription should be relevant to existing or planned VU courses or research.
- d) Timeliness - the subscription should be updated regularly and sufficiently to suit client needs.
- e) Accessibility - the product should have a user friendly interface with a reasonable number of searching access points. It must run on our existing network or stand-alone equipment. Print or download facilities must exist. Alert options and mobile applications are considered very positive features.
- f) Any product operating on a new software platform must be available initially as an evaluation copy to ensure compatibility with the Library's network.

Electronic Resources

Aim

To guide the selection of electronic resources.

Principles

That the Library move towards increasing the proportion allocated to electronic resources and electronic information as reflected in the information needs of our clients and the altered publishing output. Electronic access to resources is the preferred option

Selection Guidelines

The overarching principles of collection development remain, and the following factors are considerations intended to guide selection of electronic resources.

Many of these factors are already incorporated in the IRMAC form for recommending electronic serial purchases which requires evaluation of content and access.

1. Substance

- database quality
- full text or bibliographic
- value-added aspects - electronic publications have the potential added value of sound and motion. Alert options and mobile applications are considered very positive features
- avoid duplication of print resources

2. Durability

- how long is it expected to last, and where indefinite access to the electronic resources is desirable, perpetual licensing and archiving needs to be part of the licensing negotiation

3. Interest

- does it provide diversity
- is it of wide ranging application or limited interest only (eg e-resources specific to one discipline) See below **Guidelines for the consideration of subscriptions to unique subject databases for researchers/Phd students**

4. Licensing

- define ownership/leasing rights
- define user population
- define what access is provided (remote, onsite)
- define permissible activities (viewing, downloading, copying, exporting, storing etc)
- The online access is preferably available University wide, the Library does not normally subscribe to online titles that Licensing agreements restrict to only one campus.

5. Technology-related issues

- integrated functionality, particularly of resource discovery and document delivery
- technical requirements such as compatibility of vendor and library technologies
- interoperability of standards and protocols
- trial before purchase

6. Costs

- relative importance of ownership or access/use
- electronic resources are not routinely the cheaper option, however have the advantage of enhanced accessibility for users, sharing of resources etc and the additional expenditure is justifiable on that basis
- suitable technological infrastructure is required to enable access and use (viewing, downloading, printing etc)

7. Access provisions

- IP authentication is the preference
- Unlimited access is the preference
- Login and password access will only be taken up if the resource is considered essential and there are no alternatives, or for single user online serial access provided with a print subscription.

Guidelines for the consideration of subscriptions to unique subject databases for researchers/PhD students

These subscriptions are considered in a separate category to the databases purchased for general academic use.

Researchers are important to the University, bringing funding and prestige, so it is imperative to support their research needs even if the databases don't get wide general use.

In the first instance we would encourage Researchers to utilise the Library's postgraduate/research subsidised Document Delivery service to provide timely, targeted resources.

If the resources are not available via Document Delivery or comprise a database, we will consider each case as it occurs.

Options might include

1. The relevant college paying for a subscription for a limited time period.
2. The library purchasing access, with single or limited user access dependent on funds being available.
3. The investigation of alternative low or no cost options to access the required information.
4. The cancellation of a resource to free up funds to subscribe to the wanted resource, where there is no impact on other areas of research or study.

PDA Programs, Evidence Based Models and Subscription Suites

The bulk of Victoria University's new electronic library resources are selected via Evidence Based, and Patron Driven Acquisition (PDA).

Large PDA packages covering a broad range of publishers have been established with aggregators like ProQuest and JSTOR.

Evidence based models are negotiated with individual publishers.

Records for these resources are in the catalogue and discovery layer.

As patrons use these resources purchases are triggered and the resources are then owned in perpetuity.

Retrospective coverage is provided by the large range of resources included in the ebrary and EBSCO Academic subscription suites. The titles in these subscription suites are excluded from PDA, and evidence based packages.

PDA packages for streamed video material have also been established.

Retention of Material

[Retention of Print Collections](#)

[Retention of ebooks](#)

[Relocation of Course Material](#)

Aim

Provide guidance on the retention of print resources to maintain a core physical collection that is in line with University course requirements, research priorities, the Library's digital strategy and operates within the constraints of university campus planning. Print material identified as not meeting the following retention criteria is relocated to storage or discarded.

Retention Criteria

In the context of the Library's digital strategy, the collection is built upon electronic resources unless physical items meet the following requirements

- Proven circulation and not available in electronic format
- Works with photographic, graphic or similar content that is not adequately transferable to an electronic format,
- Children's literature award winning books,
- Victoria University author and affiliated authors
- Materials that are relevant to the University's Key Research Areas
- Materials that are relevant to any of the Library's Special Collections, as listed in the Collection Development Guidelines,
- Evidence of requirements for teaching and material linked to online course readings lists

Responsibility

Campus Library Managers are responsible for managing the size of physical collections within their libraries to ensure collections meet the learning, teaching and research requirements of their campus within the specific space and service context provided by the university. This includes managing the withdrawal and processing of de-selected materials.

College Librarians manage collection development in specific subject areas, including the identification of materials to be retained according to the retention guidelines and consulting with academic staff when requiring further subject matter or course information.

Collection services staff will manage the withdrawal of Library materials from the relevant search engines and bibliographic databases and manage the central storage services for low use library materials. The Collection & Metadata Librarian is responsible for generating accurate lists for guiding de-selection processes.

Retention planning and management

- a) Early in each year, the Library Management Team approves priority areas for de-selection work and targets based on recommendations from the Information Access and Resources Committee. When acting on these priority areas, Campus Library Managers must take into consideration any changes to the University's teaching and research programmes, new initiatives related to the transfer of courses between campuses, or the introduction of existing courses at additional campus sites.
- b) The targets applied to specific areas take into account what is feasible given staff workloads.
- c) Material tentatively selected for storage or discard will be available for review by College Librarians and Special Collection Librarian within a specific period. Consultation with College Librarians will be achieved through the most efficient means available, preferably through the use of lists of items being assessed for de-selection.
- d) Material published with contributions made by VU academic and teaching staff, past or present, evident within Sierra by the code 'v' in the BCODE3 field in the bibliographic record, will not be withdrawn. Material with VU affiliations that is no longer required is to be sent to the Collections and Metadata Librarian for consideration with regards to digitization or other needs.
- e) All withdrawn material will be checked, prior to disposal to determine whether the item is the last copy in the Victoria University Library, and whether any copies are available in a University Library within Victoria or the State Library of Victoria. If there are no other copies, the item should be considered for relocation to CARM regional store. Since July 2007 the holdings of monographs sent to CARM are retained in the catalogue with the location as CARM. This material is available for request on interlibrary loan by Higher Degree students and staff.

When considering relegating items to CARM, the following points need to be considered:

- The item must not already be held in the CARM collection
 - "The CARM collection contains last copies of valuable but low usage archival and research materials"
 - Serials with Australian imprints will not be sent to CARM as these will be held in the National and State Libraries.
 - Items of relevance to VU Library special collections
- e) Any item requested by a user, or loaned to a user, during the review process will not be discarded.

- f) Review of material at one campus may result in the relocation of the material to another campus to support the University's teaching and research programmes. Large relocations of titles between campuses should be co-ordinated with the Collections and Metadata Librarian
- g) Serials:
- All print back runs of serials across the campus libraries, prior to the cut-off point of 10 years, to be sent to CARM, except as indicated in point (h) above. The exception to this will be those titles that are retrospectively useful to undergraduate students. The latter will be retained as complete runs or in multiples of 5 years beyond the 10 year period. Where an exception status has not been established, print serial runs past ten years will be discarded if not sent to CARM. Serials with Australian imprints will not be sent to CARM as these will be held in the National and State Libraries.
 - No print back runs beyond 5 years will be kept for titles with reliable and comprehensive electronic archives. This generally means purchased electronic backruns and current electronic subscriptions with perpetual access. Backruns as part of a fulltext aggregator database are subject to change.
- h) Stack Collections are used as storage for older titles when shelf space is limited, and for older publications with contributions made by VU staff. These older titles should only be moved to Stack if they are not expected to be used on a regular basis. Retention criteria will apply to Stack Collections. Periodicals older than 10 years are normally sent to CARM, if they qualify, rather than the Stack, unless they are required for undergraduate use. If space becomes available again on the open shelves the titles in the Stack Collection should be relocated there. Large relocations of titles to Stack or from Stack should be co-ordinated with the Collections and Metadata Librarian.
- i) The Law Collection has its own STACK LAW collection. The principles regarding the STACK LAW collection will be found in the Law Collection Guidelines, see the Collection Development Guidelines Part 7: Collections.
- j) Titles from Lending Collections that are weeded may be sent to the CARM store and not placed in Stack. If these weeded titles are not sent to CARM or transferred to other campuses, they are withdrawn.

Retention of Electronic Resources

Aim

To guide the decisions on the retention of electronic resources. The overall aim is to give the students and staff access to as much appropriate content that we can in a way that maximises the purchasing power of the budget we have.

Responsibility

The responsibility for making retention decisions concerning electronic materials resides with the College Librarians and IRMAC, who will consult with Academic and teaching staff.

Principles

Any one of the following general criteria may be used to justify the non-retention of material. The criteria emphasise the qualitative rather than the quantitative, and in some cases are those that are also used for selection:

- content, established in consultation with academic/teaching staff,
- language, established in consultation with academic/teaching staff,
- subject area taught, or within the University's designated Key Research Areas,
- availability of duplicate coverage,
- availability of materials elsewhere,
- significant changes in database quality,
- significant deterioration in database platform,
- significant increase in vendor pricing or subscription terms.

Subscription and PDA ebook titles

Titles within subscription and PDA packages are removed from the catalogue on the advice of the package vendor. Titles in these packages are not static and may be added or removed due to changes in vendor agreements with the publishers.

Records for these packages are refreshed regularly via record loads from Serials Solutions or the vendors. It is not feasible to remove individual titles which remain accessible in the package because

- a. A user can still access the book if they are searching the package interface;
- b. The record may be returned to the catalogue during the record load process and there is no automated method available to set up alerts for such titles.

Should a title which has been removed from a subscription or PDA package still be required a request for purchase should be sent to IRCS libraryacquisitions@vu.edu.au who will investigate alternative access.

Examples of ebook PDA packages: ProQuest Ebook Central and EBSCOhost eBook PDA titles. Records for non-purchased PDA ebooks can be distinguished by the wording in the marc field 002 'Patron driven purchased title', or the 001 field begins with 'EBC'. These fields are only visible in staff views.

Examples of ebook subscription packages: ebrary Academic Complete subscription collection, EBSCOhost eBook Collection, OECD iLibrary.

Purchased ebook titles

Purchased titles will be removed from the catalogue only when requested by Library Staff. They should be removed based on the following criteria:

- Superseded edition when we have purchased a newer edition;
- Material that is inaccurate or out of date.

Requests for removal should be forwarded to IRCS at cataloguing@vu.edu.au.

Titles by authors with VU affiliations will not be completely removed from the catalogue (see below).

Ebook titles will remain in the catalogue unless deselected by Library Staff as there is very little catalogue maintenance required once an ebook is purchased and catalogued.

Ebooks and VU authors

Author affiliations are unlikely to be noticed when ebook titles are added to the catalogue as the records are usually loaded in bulk, and the books themselves are not viewed during the cataloguing process.

Library staff are to alert IRCS at cataloguing@vu.edu.au when such titles are noticed in the catalogue. The bibliographic record number and the title of the ebook should be provided.

Once notification has been received, the bibliographic record for the purchased ebook will be given the code 'v' in the BCODE3 field – this conforms to the procedure for print titles.

PDA titles by VU authors

A purchase of PDA titles by VU Authors will be forced, if there are no print copies already in the collection. Requests to force purchase of these titles should be sent to IRCS at libraryacquisitions@vu.edu.au.

Withdrawal process

Ebooks with the code 'v' in the BCODE3 field in the bibliographic record will not be withdrawn.

Should one be out of date and so no longer relevant to the collection:

- The bcode3 field will be changed to 'n' (suppression) to remove it from the public catalogue, and
- A note will be added to the bibliographic record (002 field) with the wording "DO NOT WITHDRAW. VU AUTHOR".

The record must remain in the catalogue as the title may be required for research evaluation purposes, but will no longer be searchable in public instances of the catalogue (i.e. the Classic catalogue or Discovery Layer).

Relocation of Course Material

Aim:

To ensure that only required Library materials are relocated when courses transfer between campus libraries and appropriate consultation is undertaken with the Collections and Metadata Librarian

Principles:

All Library resource relocations are co-ordinated through the Collections and Metadata Librarian in the Library's Information Resources and Collection Services Branch. Material relocated must be re-catalogued and processed for its new location after review of its suitability for retention.

To ensure this outcome is efficiently achieved appropriate guidelines must be supplied by Campus Library staff, to the Collections and Metadata Librarian.

These guidelines should be the outcome of consultation by Campus Library staff with relevant Departments and staff. Consideration should also be given in the formulation of these guidelines to overlapping subject areas, and collection strengths.

The guidelines supplied may include:

- withdraw item if held at destination campus
- withdraw item if never borrowed
- withdraw if class set
- fund code the material was originally purchased from

If no guidelines are supplied, the Collections and Metadata Librarian will formulate a rational relocation guideline based on the previously outlined criteria.

To ensure the formulation of appropriate guidelines, from the initiation of the transfer project, and efficient processing of the material, the Collections and Metadata Librarian will be involved in initial discussions with Academic and Campus Library staff.

PART 5

Acquisition of material:

[Budget allocation process](#)

[Commonwealth Library Deposit and Free Issue Scheme \(LDS\)](#)

[Donations](#)

[Electronic, hardback, paperback monographs](#)

[E-print repository for the research output of VU staff and students](#)

[Expensive items](#)

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[Offshore courses – resource provision](#)

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[Out of print items](#)

[Required readings](#)

[Recommended texts](#)

[Software](#)

[University and VE handbooks](#)

[Victoria University publications \(including Higher Degree Theses\)](#)

Budget Allocation Process

Aim

To ensure that the distribution of funds for Library materials to support teaching and research meets the needs of our users, across colleges and campuses, and is sufficiently flexible to adjust to changes in the nature and location of the University's educational programs.

Principles

The Library Materials Budget allocations are used to purchase print or electronic books, serials, audio-visual items, streaming video, online databases, and any other items required for the University Library collections.

The allocation of funds for the purchase of Library materials, for both the Higher Education (HE) & Vocational Education (VE) sectors is distributed as follows:

- An allocation for electronic serials and subscription streaming video, from operating budget.
- An allocation for monographs, print serials or one-off-purchases, from the Capital budget.

Spending is monitored in Information Resources and Collection Services.

The Law Library allocation of \$390,000 with indexation, remains protected on the basis that it was a special allocation that the University made to support a Law collection, and is linked to accreditation requirements. The Law Library shares in budget increases on a pro-rata basis.

Consideration must be given to the fact that the acquisition of serial resources implies an ongoing purchasing commitment, with high inflationary increases, from an unknown budget for the following year. Electronic access to serial subscriptions is the preferred option. If there is a choice, the Library will subscribe to the electronic version of the serial not the hardcopy, where they are essentially the same. Electronic access will always be purchased in addition to the hardcopy subscription if the hardcopy subscription must be retained to get electronic access. The additional cost of the electronic access is seen as warranted because of the benefit of access across all of our campuses and in some cases from remote locations. Duplicate hardcopy subscriptions will be cancelled where electronic access becomes available

- if this does not negate the electronic access.
- if the electronic source is reliable and enduring.

Electronic access to monograph material will always be the preferred option. Standing orders will only be placed for items that are published at least every two (2) years or more frequently, and these are considered serial expenditure.

External members

The Library has external members, who are not students or staff of the university, who pay a subscription for Library service, or who are CAVAL members (CAVAL is a co-operative venture by Victorian university libraries). There is no obligation to purchase resources specifically for CAVAL or subscription members.

Commonwealth Library Deposit and Free Issue Scheme (LDS)

Aim

To provide guidelines for the acquisition of materials published by the Australian Government, and managed by the Australia Government. VU is regarded as a Free Issue Library under the Library Deposit Scheme.

Principles

1. Items supplied by the LDS are catalogued and made available for use by all patrons of the Library, if they are considered relevant to the Library collections. In most cases this relates to the cataloguing of an electronic version, if it exists. The print copy is then discarded.
2. Print items supplied under the Scheme that are retained are located at the campus with the related course or research.
3. Additional copies of titles only available in print must be purchased if required for other campuses. This would be rare as most Australian Government publications are available online.

Guidelines

There is no requirement for the Library to retain all of the materials received and publications may be discarded on receipt or at a later date.

Free issue libraries may “exercise discretion in discarding other deposit material which they consider inappropriate for retention in their collections.”

Donations

Aim

To provide guidelines for the acceptance or rejection of donated collections and individual items offered to the Library for HE or VE courses. This does not include items received gratis. Gratis items are materials that the Library would have purchased had they not been available free of charge.

Principles

A. Individual Monograph and Audio-visual items

Donations of individual items will not be accepted at Library Service Desks. Donors should be referred to the Golden Key program, or the program operated by student leadership that collects across the University.

In the course of their liaison work College Librarians may accept donations of high value items at their discretion.

B. Serials

1. Where there are no existing print holdings, serial donations will not normally be accepted, unless:
 - a) the title is held electronically for current issues, and the donation is not available electronically for the period of coverage being offered.
 - b) the title is significant under the terms of the general principles on Special collections (Part 7 of the Collection Development Guidelines).
2. Where there are existing holdings, donations will be accepted if they satisfy one of the following:
 - a) there are single issues that fill gaps in the holding.
 - b) there is a complete run that will extend the holding prior to the existing commencement of holdings at the campus designated as holding the title in a bound form.
3. The Library will normally only accept donations on condition that the Library will reserve the right to dispose of any items which are later considered to be unwanted or duplicated. Single issues of periodicals with no existing holdings will not normally be accepted.
4. Obligations under the Cultural Gifts Program need to be taken into account prior to the acceptance of any serial material. Donations under this program are not automatically accepted. The Library will not normally be responsible for the

cost of acquiring a valuation of items considered for donation under taxation incentive schemes.

C. Collections of Monographs/Audio-visual items

1. Receipt and processing of donations is coordinated through the Collections & Metadata Librarian in the Library's Information Resources and Collection Services Section, under the direction of the Manager Information Resources and Collection Services.
2. Unsolicited donations, received directly by the Collections & Metadata Librarian, will be evaluated and if considered of value will be catalogued for the collection.
 - Additional duplicate copies will not be added to the collection.
 - Older editions will not be added if newer editions are in the collection or if the subject covered is not from one of our strategic research areas.
3. Academic staff may be consulted for advice regarding particular items or formed collections being offered. Formed collections or bulk donations are donations that fill any of the following criteria:
 - are of significant value either monetary or in terms of collection strength.
 - are collections that require special handling, for example, special codes attached to records or special processing.
 - contain a large number of volumes.
4. The Library will not normally be responsible for the cost of acquiring a valuation of items being considered for donation under taxation incentive schemes.
5. In assessing the worth of items offered as a donation, the following questions will be considered:
 - is it relevant to research?
 - is it relevant to current courses?
 - is the physical condition satisfactory?
 - does it duplicate existing holdings?
 - is it relevant to the western region of Melbourne?
 - along with the following additional guidelines for the cataloguing of formed collections:
 - i. the Library staff member with the responsibility for the specific subject area will need to write a justification for the addition of the material, specifying its content, quality and include an endorsement by academic/teaching staff.
 - ii. there is written confirmation from the Campus Librarian/Officer in Charge, that there is sufficient space on the shelves for that collection. The Information Resources and Collection Services Section will assist with providing linear estimates if required.
 - iii. entry into Libraries Australia is negotiated for original cataloguing. Each case must be negotiated and would be considered for rare materials in Special Collections.
 - iv. one copy of an item is sufficient for the whole university library collection.

- v. alternatives to cataloguing are used when appropriate. Special Collection material could be listed rather than catalogued.
6. The Library will not normally agree to accept items 'sight unseen'.
7. The Library will accept responsibility for arranging freight of large batches of donations that have been accepted, and for the cost of this freight.
8. The Library will only accept donations on condition that the Library will reserve the right to dispose of any items that are later considered to be unwanted or duplicated.
9. The Library staff member who accepts a donation and liaises with the donor is responsible for documenting the agreed arrangements and for acknowledging the donation as appropriate.

The Donations Form should be used when sending donated items to IRCS. <https://kit.vu.edu.au/unit/Library/im/collection/Cataloguing%20%20Control/LI%2009%20Donations%202014.doc> . Include the library staff member's name on the 'authorisation' line.

10. No single volume donation will be catalogued to Stack. Given the cost of processing and cataloguing an item, this is not a reasonable request for a single volume donation.

Guidelines

The above statements will apply as appropriate to the material being considered, taking into account whether the material is a single issue/copy, whether it comprises a large number of items, or whether it is a partial or complete formed collection.

Electronic, Hardback, Paperback Monographs

Aim

To provide guidelines for determining whether a monograph is purchased as electronic, hardback or paperback edition.

Principles

Electronic is preferred but where this is not available, and a decision must be made between hardback or a paperback edition of the same monograph, the requestor/staff with responsibility for a specific subject area makes the decision on format.

Where a copy of a book is held electronically and has previously been purchased in print, the guidelines will be that no additional print copy should be acquired for the University Library. Additional print copies will not be purchased to satisfy hold/s for where the print copy is not available.

Where an electronic version is not available, Paperback will normally be preferred unless one of the following conditions applies:

1. The item is required urgently and is only available locally in hardback at the time of the request.
2. The subject area is one that is judged by the staff member with responsibility for a specific subject area to be best served by the purchase of hardback.

Guidelines

In the event that a College Librarian requests a "hardback preferred" item to be purchased, when no electronic option is available every endeavour will be made to achieve this. However, if Acquisitions Services is informed by a supplier that the item cannot be acquired in this format, the paperback edition will be purchased.

E-print Repository for the Research output of VU Staff and Students

Aim

A significant proportion of the research produced by VU staff and higher degree students is intended for publication for the general purpose of recognition and impact. The Library has established a digital or E-print repository for the scholarly and research output of VU staff and students, to:

- Increase the impact of VU research output
- Raise the profile and prestige of the University
- Manage these assets in a secure and stable environment with ease of access

The E repository will contribute to a growing international corpus of refereed and other research literature which is available online and to a process which is occurring in universities worldwide.

Definitions

Open Archives Initiative (OAI): The OAI develops and promotes a low-barrier interoperability framework and associated standards to enhance access to E print archives. (<http://www.openarchives.org>)

Principles

The official University Policy can be found on the University Policy Register: [“Submission of Research outputs of VU Staff and Students to the VU Institutional Repository \(VUIR\) Policy and Procedures”](#)

Material that represents publicly available research and scholarly output of the University is to be located in the University's E print repository. Contribution of refereed materials to the E Repository by staff and students is mandatory.

In effect the E print repository applies to the corpus of refereed scholarly and research literature, refereed conference proceedings, and other refereed output, as contributed by VU to the outside world.

The E print repository will use the open archive initiative approach, which enables access to web-accessible material through interoperability standards and harvesting.

Guidelines

The following types of material will be accepted

- Refereed scholarly and research articles and contributions by current Victoria University staff and students at the post print stage (this is subject to the agreement of the publisher).
- Refereed scholarly and research literature by current Victoria University staff and students at the pre-print stage (with corrigenda added subsequently if necessary at the discretion of the author).
- PhD and Masters by Research degree thesis by VU students (as prepared for the Australian Digital Theses (ADT) process).

The following material will not be accepted for submission

- Material to be commercialised
- Material containing confidential information
- Material that promulgation of which infringes a legal commitment either by Victoria University or the author.
- Previously published material where the publisher prohibits inclusion of post prints in a scholarly or digital repository

Any material that fails to comply with the guidelines for inclusion may not be accepted for submission or may be removed from the repository as necessary. Responsibility for complying with the University's Copyright policies and procedures; any third party contracts, copyright legislation and publisher's rights, rests with the staff member or student making the submission. The staff or student submitting the work for deposit needs to ensure that they have checked any such policies that may impact on the ability to include their work in the E Print repository.

Expensive items

Aim

To provide guidelines in the identification and purchasing of expensive books, and where the price is unknown or underestimated by the requestor.

Definition

Expensive book: a book which is over five (5) times the average cost, or else over \$1500.

Principles

1. Average price levels for books are established at the beginning of each year by Information Resources and Collection Services staff.
2. When an order request submitted to the Acquisitions Section has no price listed, or the price is underestimated, reference is made to the average price levels. Where the item falls into the expensive category, the request will be sent back to the appropriate College Librarian for review.
3. Major purchases of items of \$1500 and above, must be referred to the Manager Information Resources and Collection Services.

Guidelines

1. Serials are not included in this guideline as they come under separate review processes.
2. Kits, videos, and multi-volume book sets are handled on a case-by-case basis and not included in this guideline.

Free web based resources

Aim

To acknowledge that free web based resources can be an important source of information and to provide guidelines for their inclusion as part of the collection.

Principles

The Library will catalogue or provide electronic links to free web based material that the Library is committed to maintaining access to for its clients, including government publications, and resources that are considered as having research value.

Guidelines

1. The free web based resources must have unrestricted access terms, and access must be technically feasible.
2. The overarching principles of collection development remain, and the following factors are considerations intended to guide selection of electronic resources:
 - Relevance
 - Supports a course.
 - Is relevant to a special collection.
 - Is relevant to a collection strength.
 - Is useful as an information source.
 - Substance
 - Quality.
 - Value-added functionality.
 - avoid duplication.
 - Durability
 - how long is it expected to last.
 - Interest
 - does it provide diversity.
 - is it of wide ranging application or local interest only.
3. "Ephemeral material (for example web documents that are roughly equivalent to articles, promotional pamphlets, newsletter type materials, community information, sites which are too large and amorphous, home pages of corporations, universities, government agencies, and other corporate bodies) should be referred to the relevant College Librarian Officer for inclusion in the Library's LibGuides.
4. An [Electronic Resource Request Form](#) must be completed for full-text material (non "ephemeral") that requires an entry in the catalogue.

Gratis Items

Aim

To provide guidelines for the acceptance or rejection of gratis items.

Responsibility

The responsibility for the decision rests with the College Librarians responsible for the subject area on the individual campuses and the Collections and Metadata Librarian.

Principles

A. Monographs

Gratis monograph material will be accepted, if it is material that the Library would have purchased, had it not been available free of charge. The material must satisfy one of the following five criteria:

1. Supports a course.
2. Supports a research area.
3. Is relevant to a special collection.
4. Is relevant to a collection strength.
5. Is useful as an information source.

Material that falls into this category includes, but is not limited to: Victoria University publications and theses; working papers, research papers, and discussion papers from other organisations and Universities, and trade association publications relevant to the course curriculum.

B. Serials

The Library will receive free of charge one copy of each publication of Australian Government Agencies. These materials are catalogued selectively. The selection is made by Cataloguing staff.

NEW gratis serials (not Australian Bureau of Statistics or from Australian Government Agencies) will be referred to the relevant College Librarian and must satisfy one of the following five criteria:

1. Supports a course.
2. Supports a research area.
3. Is relevant to a special collection.
4. Is relevant to a collection strength.
5. Is useful as an information source.

Other factors that can then be taken into consideration are:

6. Some assurance that it will continue to be received.
7. Expected use by clients.
8. Is it available electronically?

Duplicate gratis serial titles are not normally accepted, unless the College indicate that it is crucial for teaching purposes.

Language of the Collection

Aim

To provide guidelines for the acquisition of materials published in languages other than English.

Principles

There is no restriction on the purchase of foreign language material although the collection is predominately English Language.

Multiple Copies of Book/AV items

Aim

To provide guidelines for the purchase of multiple copies for the collection.

Definitions

Required reading:

A text nominated by a member of the teaching staff to which the students will require frequent and direct access in order to study a subject.

Recommended reading:

A text nominated by a member of the teaching staff to which the students should refer in order to gain additional information to support the lecture program.

Study tool:

A text that supports specific aspects of learning and study but may not be directly nominated for particular reading lists, e.g. style manuals, and guides to essay/report writing.

Principles

A. Required Readings

1. The required text will preferably be purchased as an e-book and be available across all campuses.
2. Where only print is available, at least one copy, and preferably two print copies, of every required reading will be purchased, for the campuses on which the course is taught. Normally, of these two copies one will be held in the Reserve Collection and one will be held in the main collection. Additional copies may be purchased when authorised by the College Librarian in response to evidence of exceptional demand.

B. Recommended reading and study tools

1. The number of copies of Recommended reading and Study tools will be determined by the number of students in the course at each campus.
2. The preferred maximum number of multiple copies of a Recommended reading or Study tool title is six (6) per campus.

3. Additional copies may be purchased beyond the relevant number, based on the number of students in the course at each campus, when authorised by the College Librarians in response to evidence of exceptional demand.

Guidelines

Where a copy of a book is held electronically and in print, the guideline will be that no additional print copy should be acquired for the University Library, where multi-user access to an electronic title exists and requests are received for print copy purchases.

Where an electronic version is available and the licence is for a single user, one electronic copy will be treated as equivalent to 2 print copies and up to 3 copies will be the preferred maximum number of copies University wide.

Higher Education Sector

Required reading: a maximum of two copies per campus
Recommended reading/ Study tools:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4
121 - 150	5
151+	6

VE Sector

Required reading:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4

Recommended reading/Study tools:

No. of students	Copies per campus
1 – 30	1
31 – 60	2
61 – 90	3
91 – 120	4
121 – 150	5
151+	6

VE and Higher Education texts have been separated in the guidelines even though they are not separated within the Library. This recognises that VE-based courses tend to be more specifically text-oriented than higher education courses.

A lower maximum has been set for required readings in recognition that students are expected to purchase their own copies of these where possible or practicable. However, purchase of a higher number of multiple copies may be justified when there is a particular need; for instance, when the text is not readily available in Australia for purchase by students and it is not likely to be imported in large quantities.

Where class sets are required to be held in the Library and are purchased by the College, the multiple copies guidelines do not apply.

Requirements for multiple copies for pre-tertiary courses will be assessed on an individual basis, depending on the number of students enrolled, the length of the course, and the cost of the items.

New editions

Aim

To provide guidelines for the addition of new editions of works already in the collection and for the treatment of superseded editions.

Responsibility

The responsibility for the retention or withdrawal of superseded editions rests with the College Librarians in conjunction with Campus staff and academic/teaching staff where necessary.

Editions are normally considered superseded and withdrawn where information is outdated/misleading and/or incorrect.

Principles

When the existence of a later edition of a work becomes known it is selected for acquisition by the relevant College Librarian.

The arrival of a new edition of a work will prompt the evaluation of all editions held (and multiple copies thereof) for retention or discard. Acquisitions will alert the relevant College Librarian on the arrival of the work, by placing a hold for the College Librarian on the order.

All readings (books with chapters by more than one author) are normally retained.

Classic texts are normally retained.

Offshore courses – resource provision

Introduction

Victoria University delivers a range of programs from diploma to doctoral level in a number of overseas countries. Normally Library support for offshore courses is the responsibility of offshore partner sites.

Distinction between Offshore and Distance education

Offshore courses are programs where the students are primarily taught offshore.

The Library endorses the CAUL “Principles for Library Services to Offshore Students” (<http://www.caul.edu.au/content/upload/files/best-practice/OffshoreLibraryServices2008.doc>) The Library primarily provides web-based resources for offshore courses, where the license agreement permits this.

Resources Provided Electronically

Increasingly resources are provided electronically. Students can access these resources via the Web. Licence agreements for databases are negotiated to cover offshore student access where possible.

VU library offers a number of electronic services to offshore students and the academics teaching them.

- remote access to the Library’s catalogue and the catalogues of other academic libraries.
- electronic journal full text and abstracts.
- electronic reserve.
- electronic VU exam papers.
- subject gateways and web guides.
- an online information skills tutorial.
- Australian theses in digital form.
- Document delivery.

These services can be accessed through the Library web page.

LibAnswers, the VU email enquiry service, is also available through the Library web page. Online instruction is provided regarding the required hardware and software to enable electronic access, and authentication and passwords for access.

On approval/blanket orders

Aim

To provide guidelines on approval and blanket order schemes.

Principles

1. The University Library no longer engages in approval/blanket order schemes, apart from a couple of specific print groups primarily small publishers.

The availability of patron driven acquisition of electronic material representing the majority of publishers has superseded blanket orders.

2. Approval /blanket orders will be put in place for small publishers not available through patron driven acquisition schemes, where considered relevant.

Out of print items

Aim

To provide guidelines for the ordering of Out of Print items.

Principles

1. When submitting an order to Acquisitions for an item that is, or may be out of print, it is the responsibility of the College Librarian to clearly mark on the order form “OPS” (ie; Out of Print Search required).
2. Clearly highlighting “OPS” ensures that the request is brought to the attention of Acquisitions staff who will enact an Out of Print Search should the item be out of print or unavailable. If Acquisitions are not advised, an out-of-print search will not be undertaken.

Required reading

Aim

To provide guidelines for the purchase of Required reading.

Definition

Required reading:

A text nominated by a member of the teaching staff to which students will require frequent and direct access in order to study a subject.

Principles

1. The required reading will preferably be purchased as an e-book and be accessible across all campuses.
2. Where only print is available, at least one copy and preferably two print copies of every required reading will be purchased for each of the campuses on which the course is taught. Additional copies may be purchased when authorized by the College Librarian in response to evidence of exceptional demand.
3. Of these two print copies, one will be placed on Reserve if requested by the lecturer. If there are no copies requested to go on Reserve, the two copies will be placed in the main collection.
4. Print copies will not be acquired for the University Library, where multi-user access to an electronic title exists and requests are received for print copy purchases.

Guidelines

Where an electronic version is available and the licence is for a single user, one electronic copy will be treated as the equivalent to 2 print copies

Higher Education sector:

Normally a maximum of two copies

VE sector:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4

VE and Higher Education texts have been separated in the guidelines even though they have not been separated within the Library collection. This recognises that VE courses tend to be more specifically text-oriented than Higher Education courses.

A lower maximum has been set for required readings in recognition that students are expected to purchase their own copies of these where possible or practicable.

Recommended texts

Aim

To provide guidelines for the purchase of recommended texts.

Definition

Recommended reading:

A text nominated by a member of the teaching staff to which the students should refer in order to gain additional information to support the lecture program.

Principles

1. The Library aims to purchase 90% of available recommended reading for the campuses on which the course is taught.
2. In some cases the presence of the material at another campus or access to the title as a networked e-book may be considered sufficient for student reference due to the nature of the material, the date of publication, or the number of students involved.
3. Where multi-user access to an electronic title exists, requests for print copy will not be fulfilled.

Guidelines

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4
121 - 150	5
151+	6

Software

Aim

To provide guidelines for the request for acquisition of software for inclusion in the Library collection.

Principles

The Library does not purchase software applications for client use. The Department of Information Technology Services within the University has responsibility for the acquisition of software applications.

Guidelines

1. Where software has an information component and is regarded as supporting the information needs of our users, it may be considered for purchase under either of the following conditions:
 - a) It is a tangible product that can be available for loan.
 - b) Multiple users and multiple loading or networking are permitted.
2. Where software with an information component must be loaded on a single PC it will not normally be purchased by the Library.

University and VE handbooks

Aim

To provide guidelines for the acquisition of university and VE handbooks for the collection.

Principles

1. VU Handbooks
 - The handbook is available electronically, print copies of pre-electronic handbooks are held at Footscray Park Campus.
2. Other University and TAFE Handbooks
 - VU libraries will not maintain a print collection of other university and TAFE handbooks.

Victoria University publications (including Higher Degree Theses)

Aim

To provide guidelines for the acquisition and handling of items published by Victoria University, and higher degree theses submitted by students of the University.

Principles

1. All areas of the University that publish materials are requested to deposit a copy of each title with the Library, at no charge to the Library.
2. All works intended to be readily available to the public and/or available to the University community will be deposited in the Library and listed in the Australian national union catalogue and the Victoria University catalogue.
3. In addition, the Library can allocate an ISBN (International Standard Book Number) that can be printed in the work prior to publication. (This is done by the Collections and Metadata Librarian).
4. The Library will normally only accept Masters by research and Doctorate theses.
 - a) An electronic copy of each thesis is usually provided by student, via the Graduate Research Office, and added to the Research Repository.
 - b) A print copy is deposited for 'thesis by publication' theses (as the electronic version is incomplete), or where the Graduate Research Office has given permission to the student to submit only a print copy.
 - c) Electronic theses are not catalogued (from 2014), but are discoverable in the Victoria University Library's Discovery Layer, and via Trove and Google Scholar. They are available as open access material.
 - d) Print theses are made available for use at the Victoria University Library or through the interlibrary loan system, provided the student has not placed restrictions on availability at the time it was lodged.
5. Materials not covered by this guideline include memorabilia, artefacts and official University records. The University Archive will normally collect such materials.

PART 6

Collection Performance and Evaluation

The Library no longer (as of 2015) does collection evaluations as a routine exercise.

However if a new course or subject area is required to be resourced, the following is a process that can be used to assess the collection requirements.

[Collection evaluation methodology](#)

[Appendix A: Collection evaluation reports: guidelines](#)

[Appendix B: Innovative circulation statistics](#)

[Appendix C: Revised Conspectus Collection Depth Indicator Definitions \(1997\)](#)

Collection Evaluation Methodology

This is the preferred methodology to be followed when preparing Collection Evaluation Reports.

Aim

The challenge for the Victoria University Library is to implement more fully the electronic or digital library whilst maintaining traditional library services as required. The Cumulative Method of collection evaluation will assist in the achievement of this aim, and to this end will include all formats of items, including electronic, but excluding serials.

Purpose

Collection Evaluations are used to assess the strength and depth of books in a particular area. Both print and purchased electronic books are included in the evaluation. Evaluations are also used to build the collection where there are gaps, preferably with online resources.

Collection evaluations are used by library staff as well as academics to assess the collection in a particular subject area, for purposes such as accreditation and adequate teaching resources. Subject liaison staff have the responsibility to maintain the collections in their area to ensure that they are relevant to teaching and research areas.

Guidelines

The Cumulative Method of collection evaluation combines several existing methods to provide checks and balances to overcome each method's drawbacks. The core of this approach is to base the evaluation on the course programs offered by Colleges, Institutes and other Units within the University. The areas that should be reported on in the Collection Evaluation Reports are listed in Appendix A.

Step 1. Choose a Collection Area for Evaluation

The collections on each campus are developed to support the course programs they offer. By using a combination of personal experience, the College handbooks and academic advice select a course program and corresponding area of the collection for evaluation. Evaluations may be carried out for a particular campus, or university-wide. The coordination of collection evaluations will be overseen by the College Librarians.

Step 2. Choose a Comparison Institution

Using a combination of personal experience, handbooks and academic advice locate a similar course program at another institution. If there is no such institution, this should be stated.

Care must be taken in ascertaining that the course program at the comparison institution is similar to the one at VU and particularly that the comparison institution's Library catalogue offers "subject" searches by Library of Congress Subject Headings (LCSH) and not just keyword. Sierra sites should be chosen, where they are available and appropriate.

Step 3. Comparison Analysis

Assign a maximum of 10 LC Subject Headings to the topics covered in the course program. A keyword search for books in the subject area using the Library catalogue can be used to find the LC subject headings. The full LCSH, including the extension should be used, if this makes the subject heading more relevant to the subject area of the course program.

Create a Sierra list for each LC Subject Heading. These lists will be used to provide the necessary data for the VU statistical components of Steps 3, 4, 5 and 6, see Appendix B. The list for each Subject Heading should be limited to the campus where the evaluation is taking place, and also include electronic resources (Location = INT), see Appendix B. A title can appear on more than one list as it may have been assigned several LC subject headings.

Use the total number of items in each Sierra list and subject searches on the comparison institution's Library Catalogue to compile the total number of items in each subject area, see Table 1 below. This is a measure of how the collection area rates on the quantity of items.

TABLE 1

Comparison analysis of subject areas in the Marketing Degree- Victoria University and Macquarie University

	Number of Holdings	Number of Holdings
Subject Headings	Victoria University (or a specific campus)	Macquarie University
Marketing	4196	550
Communication in marketing	120	56
Export marketing	320	187
Green Marketing	19	15
Internet Marketing	361	135
New Products	218	145
Selling	267	62
Product management	144	103
Consumer behavior	449	273
Total	6091	1524

Step 4. Collection Growth

To gauge the collection growth, list the number of items added in the last 3 years. See Table 2 below. Use the Sierra lists created in Step 3 to compile the figures for this table, see Appendix B.

TABLE 2 (Example Only)

Collection Growth analysis of Subject areas for the Marketing Degree.

Subject Headings	Victoria University	Number of titles added July 2008-July 2011
Marketing	4196	963
Communication in marketing	120	47
Export marketing	320	39
Internet Marketing	361	65
New Products	218	44
Selling	267	18
Social Marketing	33	19
Product management	144	16
Consumer behavior	449	82

Step 5. Collection Currency

A number of databases can be used to check the currency of the collection area.

Currency compares the collection under evaluation with the titles printed in the subject areas over the previous 12 months.

Books in Print Global Edition

Do an Advanced search. Type in the keywords from your subject heading (note that you may need to use other keywords), select 'in print', and select the past year for the publication dates. Save the first 100 titles.

GOBI

Go to <http://www.gobi3.com> Access to GOBI requires username and password which are available on LibShare. At the GOBI homepage click on Options and My Preferences to change classification preferences e.g. LC to Dewey then Save the change. Click on Search then choose Standard. Select appropriate search parameters, search for the last year, enter LCSH for your subject in the Subject field or enter keywords in the Title field, select English as Language. Sort results by Pub Year descending. Mark all titles. Select Add To Folder to add marked titles to your folder (or create a new folder). Specify

the List Action then click OK. Click on Folders to access your list. Advanced Search provides Compose Query feature that allows searching by keywords in LCSH field.

Check the title lists from Gobi and Books in Print against the appropriate Sierra list created in Step 3, see Appendix B. Both sets of data should be provided in Table 3, see below.

E-books should not be excluded as the collection development guidelines for acquisition is electronic preferred.

TABLE 3 (Example Only)

Currency analysis of Subject areas for the Marketing Degree.
Please note that in this case, there were not enough individual titles in GBIP.

Subject Headings	VU Holdings	GBIP available individual titles	VU holdings checked against GBIP titles
Marketing	4196	96	37
Communication in marketing	120	90	45
Export marketing	320	57	31
Green Marketing	30	67	46
Internet Marketing	361	102	68
New Products	218	35	14
Selling	267	66	31
Product management	144	65	37
Consumer behavior	449	48	29
Total	6105	626	338

Step 6. Collection Relevance

Loans activity can indicate the relevance of the collection to the course program. The Sierra lists created in Step 3 can be used to provide the total numbers of checkouts and renewals for each subject heading, see Appendix B. This data is then used to compile Table 4, see below.

Note: Due to the reporting parameters of ebook platforms, data is not available regarding the number of checkouts of VU owned ebooks. The checkout and renewals data in Table 4 relates to print books.

Items not borrowed in the last 5 years must be included in the Table below. The file that is created to give these figures provides information for weeding the collection. The list of any items selected for deletion is sent to the relevant Campus Librarian for action.

TABLE 4 (Example Only)

Circulation Activity of Subject Areas related to the Marketing Degree.

Subject Headings	VU Holdings 2005- 2010	Check outs	Renewals	Not borrowed in the last 5 years
Marketing	1,180	8,422	18,146	180
Communication in marketing	94	751	1,234	9
Export marketing	183	1,407	3,179	18
Green Marketing	10	22	76	2
Internet Marketing	146	647	2,172	14
New Products	72	455	1,068	8
Selling	127	280	809	13
Product management	49	261	417	3
Consumer behavior	269	1,727	4,028	26

Step 7. Conspectus Level

Assign a conspectus level to the collection in accordance with the “Collecting Level Indicators”, [see](#) Appendix C

Appendix A

Collection evaluation reports: guidelines

One copy of the report is to be submitted to the Collections and Datasets Librarian in a WORD file. The Font used should be ARIEL. Date of completion of Report should be at top of Report.

Format

1. Statement of overall evaluation
2. Statement on the availability of a comparison institution and details of the chosen institutions' course program
3. Comparison analysis of subject areas. (Table to be included)
4. Collection growth analysis of subject areas. (Table to be included)
5. Currency analysis of subject areas. (Table to be included)
6. Collection relevance analysis (Table to be included) - Identify any items to be withdrawn from the collection.
7. Conspectus level statement

Appendix B:

Creating lists

Procedure to create lists to provide the data for Step 3.

- Access Sierra
- Select Create Lists from Function menu.
- Select an empty file that will be large enough to accommodate your search result
- Click on Search Records
- Name the file- include your initials and date in the title
- Under Store record type- ITEM
- Leave Range of Item to be searched unchanged
- Enter Terms and Conditions for the search by double-clicking on the following-
- **Type**, select Bibliographic
- **Field**, select Subject
- **Condition**, select Starts With
- **Value A**, enter the subject (e.g. biochemistry)
- Click on Append Line to add a new line and the Boolean Logic AND.
- **Type**, select Item
- **Field**, select Location
- **Condition**, select Starts With
- **Value A**, enter the location code for your campus i.e. s (St Albans), f (Footscray Park), n (Footscray Nicholson), c (City Flinders), u (Sunshine), w (Werribee), l (Queen St)

Term	Operator	Type	Field	Condition	Value A	Value B
1		BIBLIOGRAPHIC	SUBJECT	starts with	biochemistry	
2	AND	ITEM	LOC	starts with	s	
3	OR	ITEM	LOC	equal to	int	

BIBLIOGRAPHIC SUBJECT starts with "biochemistry" AND (ITEM LOC starts with "s" OR ITEM LOC equal to "int")

Figure 1

- Click on Append Line to add a new line and the Boolean Logic OR
- Type, select Item
- Field, select Location
- Condition, select Equal to
- Value A, enter Int
- Highlight the last two lines and then click on Group
- Click on Search
- REMEMBER to delete all lists when you have finished your evaluation

Procedure to sort and export lists to provide the data for Steps 4-6:

To collate data for Step 4 sort existing lists by created date and Step 5 sort lists by title.

- Select the following menu options:
 - Create Lists
 - Highlight the file number of the first file to sort
 - Click Sort Records
 - Enter Terms and Conditions for the sorting by double-clicking on the following
 - Type, select Item
 - Field, select CREATED
 - Click on Append Line to add a new line and the Boolean Logic A AND
 - Type, select Bibliographic
 - Field, select Title
 - Click on Sort/Save

Your list can be exported to Excel as follows:

- Click on Export Records
- Enter Terms and Conditions for the search by double-clicking on the following:
 - Type, select Item
 - Field, select CREATED
- You can Append to include additional fields to be displayed such as title, ISBN, total checkout and total renewals. These data are needed in steps 5 and 6. See Figure 2
- Click on Browse and select a directory to save the file in
- Name your file with .txt as the file extension
- Start up the Excel application and open your .txt file
- Select Delimited as Original Data Type. Click Next
- Under Delimiters, select Comma then Next
- Click Finish
- Format the columns as necessary. See Figure 3
- Save file as .xlsx

A list of items will be displayed for this subject heading. These can be tallied to provide the data for the Table 2 in Step 4 indicating holdings added in the last three years. Titles from the list printed from GBIP for this subject heading

can be checked against this list to provide the data for the table in Step 5.

The example below will also assist with Step 6 .

TABLE 5

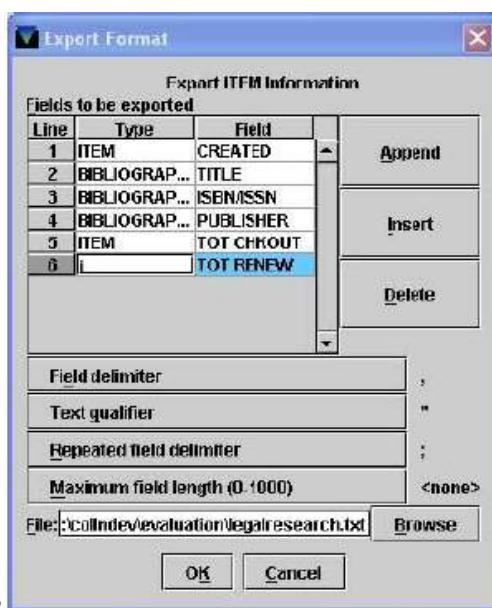


Figure 2

Procedure to collate data for Step 6:

To collate data for Step 6 : create a list of print books not borrowed in the last 5 years.

This will be used to weed the collection.

When the material is selected to be withdrawn from the collection, send the list to the relevant campus librarian who will arrange for the material to be sent to CAVAL or recycled as appropriate.

Cataloguing have created a search strategy called “WEEDING RECOMMENDED SEARCH” and saved it in the Saved Searches in Sierra.

It can be adjusted in the first three lines to:

ITEM LOC starting with <first character of campus location, or specific locations if limiting to a particular collection>

If adding lines with other specific locations:

Ensure the line starts with ‘or’ rather than ‘and’ (no item has 2 locations)

Highlight the lines which are searching on locations and GROUP them

And ITEM CREATED less than <a date 5 years before the list is run>

And ITEM LCHKIN less than <a date 5 years before the list is run>

The remainder of the strategy excludes items on loan or with holds (at the item or bibliographic level), VU publications and equipment, and items with a status other than 'available'.

Example:

The following example relates to a 2019 search:
Item location is FTS main, 14 day loan or AV; item created before 2014 (so the item is at least 5 years old), item checked in before 2014 and not out on loan, with no holds and status is available. VU publications are excluded as they do not get weeded in this process.

In Sierra "create lists"

```
(ITEM LOC equal to "f " OR ITEM LOC equal to "fa " OR ITEM LOC equal to "f14 ") AND  
ITEM CREATED less than "01-01-2014" AND  
ITEM LCHKIN less than "01-01-2014" AND  
ITEM OUT DATE equal to " - - " AND  
ITEM HOLD not exist AND ITEM STATUS equal to "-" AND BIBLIOGRAPHIC BCODE3 not equal to "v" AND BIBLIOGRAPHIC HOLD not exist
```

When you are ready to create the list, select a big Empty list in Sierra (you might have to ask Lyn to release one)

- click on the Search Records button
- give your review file a name
- store record type should be Item, and then click on the Retrieve Saved Query button and select "WEEDING RECOMMENDED SEARCH" (it should be at the bottom).
- then click on Search
- once you have created the list you can then sort it by clicking on the Sort Records button and then selecting the fields to sort by
- normally a weeding list would be sorted by call number first, which is in the item record, and then by title, in the bibliographic record.

Appendix C

Revised Conspectus Collection Depth Indicator Definitions (1997)

Introduction

The following revised Conspectus collection depth indicator definitions were developed in 1996 and early 1997 under the auspices of the Association of Research Libraries with the help of WLN. More than 30 active Conspectus users from the United States and abroad worked together to update the original language in a way that would improve the use of the definitions without diminishing the value of assessments that had employed the original definitions.

The revised definitions are the result of a conscious attempt to make them uniformly applicable to all subjects. Consequently, the definitions are generic. Supplemental guidelines have been and should continue to be developed to communicate common sets of understanding about the definitions within the context of a particular subject or area, e.g., fiction, children's literature, architectures, etc.

The revised definitions also reflect the need to deal more adequately with non-print and electronic forms of information and access/ownership issues in collection development.

For topics requiring information in non-print formats at the Basic Information level and beyond, it is assumed that appropriate visual, aural and other materials will also be collected, e.g., dance, music, etc. To determine the appropriate collecting levels for topics in which non-print resources are essential, add the phrase 'appropriate non-print media' to the line detailing the collecting of monographs and reference works. For example, Basic Information Level for a music collection would include "a limited collection of monographs, reference works and appropriate non-print materials."

Relevant electronic resources are equivalent to print materials at any level as long as the policies and procedures for their use permit at least an equivalent information-gathering experience. Electronic journals, whether remotely or locally stored, are equivalent to print journals if

1. access to the electronic resources is at least equal to the print product;
2. there is access to a sufficient number of terminals; and
3. the information comes at no additional cost to the patron.

Similarly, a full text electronic archive of monographs, periodicals, images, etc., whether loaded locally or accessed over the Internet, is also equal to the original format if patron access and cost are equal or superior.

Document delivery services that are not instantaneous are not the same as those providing immediate availability off-site or electronically. The Conspectus measures resources owned by a library and its branches, if any, or those resources that are immediately accessible. The Conspectus does not measure what is obtained on a delayed basis from another library system or vendor, whether the delay is 10 hours or 10 days. Nonetheless, Conspectus users should feel free to provide details in the Notes Field about library user services which supplement but do not replace the library's owned resources.

Language Coverage Codes were not revised for this edition.

Conspectus Collection Depth Indicator Definitions:

0 Out of Scope

Library does not intentionally collect materials in any format for this subject.

1 Minimal Information Level

Collections that support minimal inquiries about this subject and include:

* A very limited collection of general materials, including monographs and reference works.

Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2 Basic Information Level

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access* to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

3 Study or Instructional Support Level

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and to support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialised monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialised periodicals.
- Limited collections of appropriate foreign language materials --- e.g., foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German.
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.
- Defined access* to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and to for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

4 Research Level

A collection that contains the major published source materials required for doctoral study and independent research includes:

- A very extensive collection of general and specialised monographs and reference works.
- A very extensive collection of general and specialised periodicals.
- Extensive collections of appropriate foreign language materials.
- Extensive collections of the works of well-known authors as well as lesser-known authors.
- Defined access* to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material that is retained and systematically preserved to serve the needs of historical research.

5 Comprehensive Level

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., 'a special collection'), in all applicable languages includes:

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats. A comprehensive level collection may serve as a national or international resource.

* **“Defined Access” footnote**

Defined access means more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library or institution's home page, etc., which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, e.g., from limited to extensive to very extensive access to collections of electronic information.

PART 7

Collections

[Special Collections \(general guidelines\)](#)

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[Union of Australian Women Collection](#)

[Vaccari Collection](#)

[Verrills Collection](#)

Special Collections - General Guidelines

Materials added to the campus libraries, either by purchase or donation, will normally be added to the regular open access collections. This provides the greatest ease of access to Library clients, encourages use of the materials and minimises initial cataloguing/processing and ongoing access costs.

Under special circumstances the decision may be made to house materials in separate sequences either on open access or closed access. Criteria for deciding to place materials in such sequences will include the following:

1. The material is Regional archival material which relates to individuals or organisations from the Western Region of Melbourne.
2. The material is directly relevant to at least one of the University's major research areas (as defined in the Research Management Plan) and is in need of special environmental protection conditions because of its rarity or physical condition. These materials will be housed in the Special Collections room at the Footscray Park campus.
3. The material is directly relevant to at least one of the University's major research areas (as defined in the Research Plan), has been developed as a formed collection and the best use will be made of it for research purposes by continuing to hold the materials together. This condition will not normally be agreed to for collections of monographs and serials but it is intended for collections of manuscript, pamphlet or non-standard format items where retaining the materials will provide a form of self-indexing and reduce the processing work required by Library staff.

Under exceptional circumstances the Library may decide to form a special collection because it is the only condition under which a donor will provide materials to the Library. Such exceptions will only be agreed to where the material is of particularly great significance to the University and where the possibility of all other alternatives has been exhausted.

All proposals to create new special collections or to add new formed collections to existing special collections require the approval of the relevant Campus Librarian/Manager and the Manager Information Resources and Collection Services.

Sir Zelman Cowen Collection

Location

Footscray Park Campus Library

Person Responsible for the Collection

Educational Services Librarian

Background and Aim of the Collection

The collection was donated in March 2012 by Lady Anna Cowen and contains the material from Sir Zelman Cowen's Commonwealth Office Library. The University has a strong connection with Sir Zelman Cowen, who was a former Australian Governor-General and distinguished legal academic.

The Sir Zelman Cowen Centre forms part of the Victoria University Law School. In partnership with the Cambridge University Board of Continuing Education, the Centre provides training, research and support to the government, judiciary, legal practitioners, court staff and other professions associated with the legal sector.

Principles

1. Selection criteria:

The collection will be a static acquisition representing a snapshot in Sir Zelman Cowen's career and interests.

2. Access:

This collection is held in closed access. Access to the collection is for bona fide researchers who need to utilise the collection more extensively. This is arranged via the Educational Services Librarian.

Single items from the collection can be requested by researchers at the Service Desk in Footscray Park campus Library. Items are retrieved each morning from the Special Collections for use in the Library only. Retrieved items are held at the Service Desk for pick-up for 5 working days. The researcher's identification number and details are recorded prior to the item being released for use on the Library premises.

Crow Collection

Location

Footscray Park Campus Library

Person responsible for collection

Educational Services Librarian

Background and aim of the collection

The collection was donated by Ruth Crow. The material had been part of a collection acquired by Ruth and Maurie Crow. The aim of the collection is to provide unique material on town planning and urban studies issues, left wing political groups, and child welfare.

Principles

1. Selection criteria:

Donations are assessed by the Educational Services Librarian for suitability as additions to this collection. New material is not generally purchased for this collection.

2. Access:

Access is only given to bona fide students who need to utilise the collection more extensively. This is arranged via the Educational Services Librarian.

Otherwise, the students identify the item required and write down the details and submit them to the Information Desk. The item is retrieved for them and ready to be collected the next day from the Information Desk. The student's identification number and details are recorded prior to the item being handed over. Items are not to go out of the Library.

Law Collection

Overview:

This collection development guidelines is intended to articulate the overall collection development aims of the Victoria University Law Library and provide a better understanding of the Law Library's current collection and future acquisitions program.

The Victoria University Law Library will aim to collect materials that will support the School of Law in achieving its aims and objectives in relation to teaching learning and research. The Victoria University Library's vision and mission will underpin the continued development of the law collection.

1. Background

1.1 The Law Library collection – Brief History & Scope

University funds were allocated to the Library to commence collection of materials including: Books, Law Reports, Legislation, Journals and online resources in the preparation for a new degree course in Law. The Queen Street site officially opened in August 2003 and the bulk of the Law collection currently resides at this location.

1.2 Description of collection

The primary users of the collection are the law students and law staff. The Law Library will serve as a legal research repository in the University, and will strive to maintain a strong collection of materials in areas of special curricular and research interests to facilitate excellence in legal research and scholarship.

1.3 Secondary Users

Members of the legal profession and the public are welcome to use the collection; however, they are not specifically catered for. E-Services in the area of law are only to be used by students and staff of the University.

1.4 Arrangement

The law collection at Queen Street is classified using the Moys classification scheme.

2. Scope of current collection:

2.1 Collecting principles

This collection guideline should ensure that the law collection complies with the minimum standards for law collections as set out in the Council of Australian Law Deans Standards for Australian Law Schools (CALD Standards). Material selections are made to ensure a balanced collection between types of material (i.e. law reports, journals,

monographs, reference material, law reform material, legislation) between jurisdictions, and between subjects currently taught in the School of Law within the existing budgetary constraints.

2.2 Jurisdictions

The major jurisdiction in which the Library collects are the Commonwealth of Australia and the State of Victoria. Other jurisdictions are:

- Other Australian States and Territories
- New Zealand
- USA
- Canada
- United Kingdom or England
- People's Republic of China
- Asean Member States
- European Union

3. Australia

3.1 Commonwealth

The Library aims to provide comprehensive holdings of Commonwealth primary materials.

Primary materials: Legislative

Parliamentary materials

Bills

House of Representatives and Senate - Currently held in the Law Collection at Queen Street. Online access is available via government website (*Online repository for case law and legislation*) & commercial provider.

Hansard

House of Representatives held in the Law Collection. Print collection incomplete. Online access via government website. Senate held in the Law Collection. Print collection incomplete. Online access is available via government website.

CALD Standard 5.4.1(d) & (e) requires that the collection include "parliamentary materials of the Commonwealth of Australia ... including Bills, parliamentary papers and reports of parliamentary proceedings appropriate to the subjects taught" and "such other official publications of the Commonwealth of Australia ... as are necessary ...".

Statutes

Current numbered official and reprinted Acts are held in the Law legislation collection. Incomplete collections of Commonwealth reprinted acts and numbered acts are available at other campus libraries. Access is also available to government website and commercial provider versions.

CALD Standard 5.4.1(a) requires that the collection include “all public general Acts of the Commonwealth of Australia ... in official and reprint form”.

Statutory Rules

The Law Collection receives numbered and reprinted statutory instruments (rules/regs.) Bound volumes are held in the Law collection.

Online access is via Government website and commercial provider.

CALD Standard 5.4.1(b) requires that the collection include “all statutory instruments and other secondary legislation of the Commonwealth of Australia ... in original and reprint form, relevant to the subjects taught”.

Treaties

Publicly available treaties are accessed via Austlii.*

Primary material: Case Law

Commonwealth Law Reports, Federal Court Reports and Australian Law Reports are held in the Law Collection and are available online via commercial providers.

Unreported judgments are available online via commercial providers.

Unreported cases are also available via Austlii*

CALD Standard 5.4.1(c) requires the collection to include “all reported decisions of the superior courts of Australia ... that are relevant to the subjects taught together with such decisions of other courts that are necessary to the understanding of those subjects”.

Secondary material

The Library aims to collect or to provide access to major current monographs, commentaries and reports (government and law reform), essential reference works and a comprehensive range of leading journals.

CALD Standard 5.4.1(g) requires that the collection include “such secondary works (including textbooks, monographs and periodicals) relating to the law of the Commonwealth of Australia ... as are necessary to support the teaching and research objectives of the law school”.

Secondary tools

CALD Standard 5.4.1(i) requires that “tools, such as general law encyclopaedias, citations, periodical indexes and current awareness services, which are necessary for the identification and uploading of primary and secondary legal materials for the legal systems in which teaching and research are undertaken” are part of the collection.

3.1.2 States of Australia

The Library aims to provide comprehensive holdings of Victorian primary materials. Other states and territories are collected as comprehensively as required.

3.1.2.1 Victoria

Primary materials: Legislative

Bills

Hardcopy is not collected. Online access is available via government website and commercial provider.

Hansard

Hardcopy is not collected. Legislative Assembly & Legislative Council available via government website and commercial provider.

CALD Standard 5.4.1(d) & (e) requires that the collection include “parliamentary materials of the ... jurisdiction in which the law school is located including Bills, parliamentary papers and reports of parliamentary proceedings appropriate to the subjects taught” and “such other official publications” of the state ... “as are necessary”.

Statutes

Current reprinted Acts and numbered acts are held in the Law Collection. Online access is also available via government website and commercial provider.

CALD Standard 5.4.1(a) requires that the collection include “all public general Acts of the ... jurisdiction in which the law school is located, in official and reprint form”.

Statutory rules

The Law Library collects numbered and reprinted statutory rules in hardcopy. Online access is available via government website and commercial provider.

CALD Standard 5.4.1(b) requires that the collection include “all statutory instruments and other secondary legislation of ... the jurisdiction in which the law school is located in original and reprint form, relevant to the subjects taught.

Primary material: Case Law

Victorian Reports are in the Law collection in hardcopy and online via a commercial provider. Unreported judgments are available online via commercial provider and Austlii*

CALD Standard 5.4.1(c) requires the collection to include “all reported decisions of the superior courts of ... the jurisdiction in which the law school is located that are relevant to the subjects taught, together with such decisions of the other courts that are necessary to the understanding of those subjects”.

Secondary materials

The Library aims to collect or provide access to a comprehensive range of monographs and reports dealing with law in Victoria. CALD Standard 5.4.1(g) requires that the collection include “such secondary works (including textbooks, monographs and periodicals) relating to the law of ... the jurisdiction in which the law school is located as are necessary to support the teaching and research objectives of the law school”.

Secondary tools

CALD Standard 5.4.1(i) requires that “tools, such as general law encyclopaedias, citations, periodical indexes and current awareness services, which are necessary for the identification and uploading of primary and secondary legal materials for the legal systems in which teaching and research are undertaken” are part of the collection.

3.1.2.2 Other States**Primary materials: Legislative**

The preferred method of access is by commercial provider and/or State Government homepages.

Primary materials: Law Reports

Law reports of the following states and territories are available via commercial provider supplemented by hardcopy collections.

- New South Wales
- Queensland
- South Australia
- Western Australia
- Tasmania
- Australian Capital Territory
- Northern Territory

Unreported judgments are available via commercial provider and Austlii.

Secondary material

The library aims to collect or to provide access to major current monographs and reports that support the teaching program of the School from states other than Victoria.

4. Other jurisdictions

The Library collection extends to major texts in core subjects, with few primary materials. Monographs and journals are purchased selectively. The Library subscribes to very few foreign language law journals.

4.1 New Zealand

Primary legislative materials were received by donation. This collection is not updated. Current legislative materials are available via commercial provider.

The New Zealand Law Reports are available via a commercial provider. Some New Zealand case materials are available via Worldlii. Major texts in core subjects are collected. Major journals and law reviews are available via AGIS and other commercial providers.

4.2 USA

There is no attempt to collect primary materials in hardcopy. The decisions of the Supreme Court have been received as part of a donation. Primary and secondary materials are available via commercial provider and US government websites. Major texts in core subjects are collected. Major journals and law reviews are subscribed to and accessible online via commercial providers. Some reference material is held.

4.3 Canada

There is no attempt to collect primary materials. Primary and secondary material is available via commercial providers, CANLII (*Online repository for case law and legislation*) and Canadian government websites. Major texts in core subjects are collected, and journals that support the teaching or research of the School will be subscribed to within budgetary constraints.

4.4 United Kingdom/England

UK primary legislative materials are available via commercial provider. UK Law Reports series were received as a major donation and continue as an online subscription via ICLR. Selected non-authorized law reports that are required to support teaching in the college are available via commercial provider.

Major texts in core subjects are collected and journals that support the teaching or research of the School will be subscribed to within budgetary constraints.

Due to the nature and history of the Australian legal system, access to UK primary materials is required in order to comply with CALD Standards 5.4.1(c) and 5.4.1(f).

4.5 People's Republic of China

Limited access to primary material is available via Worldlii (*Online repository for case law and legislation*) and commercial provider. Major texts in core subjects are collected and journals that support the teaching or research of the School will be subscribed to within budgetary constraints.

4.6 Asean Member States

There is no attempt to collect primary materials in hard copy. The library will comply with CALD Standard 5.4.1(f) & (h) which require that “where teaching is provided in the law of any legal system other than that of Australia..., primary legal materials and official publications from that legal system, sufficient to support the objectives of such teaching” and “primary and secondary comparative material from other legal systems which are the subject of study in the law school and are adequate to support the school’s teaching and research programs”.

4.7 European Union

Other than UK materials there is no attempt to collect primary materials in hard copy.

The library will comply with CALD Standard 5.4.1(f) & (h) which require that “where teaching is provided in the law of any legal system other than that of Australia..., primary legal materials and official publications from that legal system, sufficient to support the objectives of such teaching” and “primary and secondary comparative material from other legal systems which are the subject of study in the law school and are adequate to support the school’s teaching and research programs”.

4.8 All other countries

The Library in general does not currently collect the primary materials of other countries. It does collect selected scholarly legal publications that are indexed in the major law indexes. The Library will purchase texts only where they directly support the School’s teaching and research.

5. Formats

The Library collects printed materials, and audio-visual material. Electronic databases to access journals, text, legislation are also collected.

6. Languages collected

The collection has an emphasis on English language material. For items from non-English speaking jurisdictions, English language translations are preferred. Publications in language of origin will be collected when this is necessary to (i) understanding or (ii) for research or reference purposes.

7. Duplication

The primary law collection will be held at Queen Street. Textbooks and serial titles purchased for the Law collection at Queen Street will not automatically be duplicated for Footscray Park and vice versa. Access to both electronic and print is sought upon subscription. Decisions on duplicate titles of texts take into account student numbers both on and off campus

8. Exclusions

As a general rule the Law library does not collect the following types of materials: newsletters, newspapers, popular and self help legal works, juvenile texts, practice materials, archival materials and manuscripts, recreational reading materials and print versions of unreported court decisions.

9. Selection procedures

9.1 Books

9.1.1 Standing orders

9.1.2 Ordering

Recommendations with all available bibliographic information should be sent to the Law Librarian or directly to Acquisitions via the online order form.

Urgent requests should be noted as such. All requests cannot be urgent.

Orders may be referred back to the requestor if:

- The item is extremely expensive (normal threshold is UD\$1000)
- There is likely to be ongoing commitment.
- The item is out of print.

All items are ordered by Acquisitions.

9.2 Serials

The purchase of a new serial is a long-term commitment for the Library. Each request for purchase should be made to the Law Librarian in the first instance.

The Law Librarian will consult with the Head of School for titles that exceed AUD\$1000 per annum before they are added to the collection. This will ensure new purchases are aligned to the teaching and research needs of the School and the serials collection remains balanced.

All new titles are ordered by Serials.

9.3 Gifts and Donations

The Library may accept gifts in materials. The Law Librarian reviews possible donations via mailing lists and other avenues.

The Library does not undertake to keep all law materials it is given, and will redistribute unwanted material as it deems appropriate. A donation may be declined if a donor wishes to impose conditions that are unacceptable to the library.

The Library does not automatically accept donations under the Cultural Gifts Program. The Law Librarian should be consulted before the cultural gifts procedure is commenced.

Materials that are offered as donations can be refused if the series of titles does not reflect the collection development guidelines and if items are currently held in the collection.

9.4 Superseded material

The Library is committed to building a current and retrospective scholarly legal research collection. The Law Stack is used to archive research materials. The collection development process involves decisions not only about what to acquire, but also retain, discard or move from “active” areas of the collection to areas for little-used materials. As such the law collection is weeded according to the criteria set out in the Library deselection guidelines of the University Library Collection Development Guidelines.

Superseded material is withdrawn from the collection and disposed of according to Library Guidelines.

John and Shirley McLaren Collection

Location

Footscray Park Campus Library.

Person responsible for collection

Educational Services Librarian.

Background and aim of the collection

John McLaren was a long-standing member of the Faculty of Arts and College of Arts at Footscray Park Campus and a leading figure in Australian Literature studies. In 1993 the Library agreed to accept John McLaren's personal collection of Australian Literature on his retirement with the rare material being placed in the Special Collections Room. Upon his retirement from the Faculty in 1999 the Library received the McLaren collection of rare Australian novels, poetry and criticism with funds to establish a Special Collection that would bear the name of John and his late wife, Shirley, who was also very active in the field of Australian literature.

Principles

1. Selection Criteria:

This is a closed collection to contain the rare and valuable book and serial items from John McLaren's personal collection and his estate. It is not envisaged that this collection will be added to.

2. Access:

The John and Shirley McLaren Collection is closed access collection. Requests for access should be made to the Educational Services Librarian.

Researchers will record their details in the Visiting Researchers' Book but will not normally be supervised during the time they use the collection. Items in the McLaren Collection are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

Papua New Guinea and Pacific Collection

Location

Footscray Park Campus Library

Person responsible for collection

Educational Services Librarian

Background and aim of the collection

A collection of books, journals, government reports and pamphlets on PNG was bought by Victoria University from Queens College Library at the University of Melbourne in 1994. It was established at the College during the 1960s by a group of students with an interest in Papuan independence and charts the development of PNG until the mid-1970s. From 2005 onwards this collection on PNG was expanded to include donated and rare items on the Pacific region.

The aim of the collection is to provide materials for researchers in the PNG and Pacific studies area.

Principles

1. Selection criteria:

The collection may be added to if suitable material is found. The main collection and the periodicals collection at Footscray Park already has significant holdings of books and journals from or about PNG and the Pacific region which are purchased to support teaching and research at the University. It is not envisaged that this type of material be added to the PNG and Pacific collection. Material suitable to be added to the collection includes rare manuscripts, pamphlets, journals, and government publications of research value.

2. Access:

The collection is closed access. Requests for access should be made to the Educational Services Librarian.
Material to be used under supervision. Materials are not for loan.

Radical Literature Collection

Location

Footscray Park Campus Library

Person responsible for collection

Educational Services Librarian

Background and aim of the collection

The collection was established in 1994 with the purchase of materials from Hugh Anderson. Mr Anderson collected materials relating to radical groups in Australia, particularly the Communist Party of Australia.

Over 900 pamphlets, including many from overseas, as well as books and journals are included in the collection. There are a number of folders containing newspaper clippings, fliers and ephemera, minutes of meetings, speeches, course notes and some of the more fragile bulletins and journals.

The collection has historical and social relevance and is aimed at being a research collection for those studying social issues related to radical groups in Australia.

Current focus groups:

- Australian Communist Party and off-shoots
- Anti-Newport Campaign
- Coalition Against Poverty and Unemployment

Principles

1. Selection criteria:

Material must be related to radical groups in Australia. Overseas material is included when it is relevant to the development and 'cause' of a particular group.

Example 1 - The Australian Communist Party cannot be separated from the worldwide Communist movement, therefore materials relating to communism worldwide will be collected.

Example 2 - The Anti-Vietnam War movement. It would be appropriate to collect material on the movement throughout the world, and events in Vietnam, China, etc., relating to the conflict and peace movements.

Radical groups are identified as groups formed to fight against 'the system', hold extreme views, or seek reform on controversial issues.

2. Access:

Access is arranged via the Educational Services Librarian.

Otherwise, the students identify the item required and write down the details and submit them to the Information Desk. The item is retrieved for them and ready to be collected the next day from the Information Desk. The student's identification number and details are recorded prior to the item being handed over. Items are not to go out of the Library.

Rationalist Collection

Location

Footscray Park Campus Library.

Person responsible for collection

Educational Services Librarian.

Background and aim of the collection

The Rationalist Society of Australia (RSA) was formed in Melbourne in 1926. The RSA operated a Library from the 1930's onwards. In February 2003, this Library of 1300 items was donated to Victoria University Library and renamed the Rationalist Collection. The RSA summarises its interests in the following statement, " The Rationalist Society of Australia prefers reason to prejudice, evidence to faith; promotes secular ethics and education; and holds lectures, conferences and social activities." As a result the Rationalist Collection contains rare and valuable books and serials on a diverse range of subjects including Australian history, Australian politics, education, theology, economics, civil society, and anthropology. Works on philosophy, especially Humanism, are a feature of the collection.

Principles

1. Selection Criteria:

The Rationalist collection contains the rare and valuable book and serial items from the RSA Library. The RSA has agreed to provide annual funding for the development of the collection. The RSA has submitted title lists from different times in the collection's history to guide the replacement of missing items. Members of the RSA will also suggest new titles to be purchased. The Librarian responsible for the collection will approve all purchases. The Rationalist Collection can also be added to by donation.

2. Access:

The Rationalist Collection is closed access collection. Requests for access from researchers or members of the RSA should be made to Educational Services Librarian. All visitors will record their details in the Visiting Researchers' Book but will not normally be supervised during the time they use the collection. Items in the Rationalist Collection are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

Regional Archive

Location

Footscray Park Campus Library

Person responsible for collection

Educational Services Librarian.

Background and aim of the collection

The Regional Archive preserves the records of individuals or organisations from the Western Metropolitan Region of Melbourne. The Regional Archive is located at the Footscray Park campus Library. Generally records acquired for the Regional Archive will complement Key Research Areas in the University. .

Principles

1. Selection Criteria:

Records are usually acquired by donation and their acquisition should be approved by the librarian responsible for the collection. Victoria University Library may not accept collections of records unless accompanied by funding for cataloguing, processing and storage. Due to the difficulty of supervising researchers using the Regional Archive the Library will not normally accept any embargoed material for inclusion in the Archive.

2. Access:

The Regional Archive is closed access collection. Requests for access should be made to the Educational Services Librarian. Researchers seeking access must comply with the Archive access rules and any other conditions stipulated by the donor. Researchers will record their details in the Visiting Researchers Book but will not normally be supervised during the time they use the collection. Items in the Regional Archive are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

The Regional Archive includes the following collections of documents:

- The John McLaren Papers: documents concerning his working life.
- The Parer Papers: relating to Michael Parer's 1968 ABC TV documentary.
- 'A Tiny Ship In Space', about the Catholic-Communist dialogue in Aust.

- Kensington History of Community Organisations Project 1975-1995,
- Western Region Centre for Working Women Co-operative Ltd 1976-98, WESTDOC nos. 14 – 1525 (some missing),
- Western Region Commission 1975-87.

Special Collection

Location

Footscray Park Campus Library

Person responsible for collection

Educational Services Librarian

Background and aim of the collection

The major part of the collection was purchased from John White. The collection was set up to house rare and valuable items and has continued to be a safe repository for items that require a preservationist environment.

Principles

1. Selection criteria:

The collection is strong in Australian history, literature and art. Within the collection there are books, pamphlets, periodicals, Antiquarian booksellers' catalogues. postcards, slides and exhibition catalogues.

2. Access:

Users do not have direct access. Once they identify an item on the OPAC, they submit details of it to the staff at the Information Desk. The item will be retrieved for them after the need to view the item has been established. When the item is taken from the shelves a marker is put in its place. The item is taken to the Information Desk where the client's identification number and the title of the item are recorded in the logbook. The item must be perused at the table provided for this purpose near the Special Collection room.

The user must only use a pencil, and not a pen, when making any notes. If the user wants to photocopy the item they must indicate this to the library staff member on duty at the Information Desk. The staff member will consider the book's physical condition and if there is any risk of damage to the spine of the book the photocopying will not be allowed.

Timor-Leste Collection

Location

Footscray Park Campus Library

Person Responsible for the Collection

Educational Services Librarian

Background and Aim of the Collection

The collection was formed around an initial donation in March 2012 from the Oxfam Australia Library. It was augmented in 2012 - 2013 with rare and research quality items already held in the Footscray Park Main Collection. This collection will be added to by donations from personal and organizational collections and is intended to chart the development of Timor-Leste as an independent nation.

Principles

1. Selection criteria:

Donations are assessed by the Educational Services Librarian for suitability as additions to this collection. New material is not generally purchased for this collection.

2. Access:

This collection is held in closed access. Access to the collection is for bona fide researchers who need to utilise the collection more extensively. This is arranged via the Educational Services Librarian.

Single items from the collection can be requested by researchers at the Service Desk in Footscray Park campus Library. Items are retrieved each morning from the Special Collections for use in the Library only. Retrieved items are held at the Service Desk for pick-up for 5 working days. The researcher's identification number and details are recorded prior to the item being released for use on the Library premises.

Union of Australian Women Collection

Location

Footscray Park Campus Library

Person responsible for collection

Educational Services Librarian

Background and aim of the collection

The collection was donated by the Union of Australian Women, Victorian Branch. The collection includes correspondence, committee meeting minutes, annual reports, UAW constitution, newsletters, manuscripts, and pamphlets covering the period from the 1950's to recent years. The UAW were keen to have the collection housed at a location where it could be recorded, preserved and made more accessible to the community.

The collection is an important resource for the women's studies programs taught at the University.

Principles

1. Selection criteria:

New material is not purchased for this collection but as the UAW is still an active organisation there will be ongoing donations from the UAW.

2. Access:

Requests for access should be made to the Educational Services Librarian.

The collection is closed access. Material is to be used under supervision. Materials are not for loan.

Vaccari Collection ***(Elda Vaccari Collection of Multicultural Studies)***

Location

Werribee Campus Library – monographs, serials, and reference collections
Footscray Park Campus Library – vertical file material

Person responsible for collection

Educational Services Librarian

Background and aim of the collection

The original collection was made up of two parts: the AIMA (Australian Institute of Multicultural Affairs) and the Vaccari Italian Historical Trust. It is a collection devoted to multicultural studies and immigration issues. It is made up of monographs, serials, reference items and vertical files.

Principles

1. Selection criteria:

The selection criteria is based on a collection objective to emphasise an understanding of current migration and refugee issues, citizenship and post-arrival settlement issues, migrant education, ethnicity and language-related items. The strategy has been to strengthen the existing core materials and to reinforce the resources of this specialist collection.

2. Access:

The monographs, serials and reference collections are open access but the vertical files must be accessed via the approval of the Educational Services Librarian. The most valuable material, often irreplaceable items, are in the vertical file.

Ray Verrills Collection

Location

Footscray Park Campus Library.

Person responsible for collection

Educational Services Librarian.

Background and aim of the collection

Ray Verrills was born in Sydney in 1915 and died in Melbourne in 1999. He was involved in the Australian Communist Party from the 1940s onwards and the Realist Writers group from the 1960s onwards. He was also a senior Commonwealth Public Servant. He collected throughout his life, books on Australian literature, and left wing politics and philosophy in Australia and overseas. His collection was donated to the Library by his Estate in February 2000. The Faculty of Arts supported the acquisition of the Verrills collection with funds to assist cataloguing.

Principles

1. Selection Criteria:

This is a closed collection containing items donated to the Library by the Estate of Ray Verrills. It is not envisaged that this collection will be added to.

2. Access:

The Ray Verrills Collection is closed access collection. Requests for access should be made to the Educational Services Librarian. Researchers will record their details in the Visiting Researchers' Book but will not normally be supervised during the time they use the collection. Items in the Verrills Collection are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

PART 8

Physical Maintenance of the Collection

[General guidelines](#)

[Digital Preservation](#)

[Preservation, repairs, replacement and maintenance of physical collection](#)

[Binding of serials](#)

General Guidelines

The aim of any preservation program is to identify, maintain and preserve items consistent with their use and significance to the collection. This may require the preservation of the physical format of the item, the preservation of the intellectual content in another format, or the preservation of both the information and the physical format.

Generally, the on-going cost of maintaining an item over its lifetime will far exceed its initial purchase price. Resources are such that not all material can be treated equally. Decisions for preservation have to recognise that not all items need to be given the same level of care, security and attention.

Preservation is a Library wide activity, involving all staff. Preservation activities include selection of the most appropriate format for acquisition, conserving and repairing the collections, creating preservation surrogates, controlling the environment, and establishing conditions of use.

Digital Preservation

Much of the collection is now held in digital formats.

The preservation of digital resources requires the preservation of the resource itself on media of sometimes varying reliability and security, and also the maintenance of software to enable the user to interact with the resource. The maintenance of the software may require ongoing financial input.

For Victoria University's purposes the preservation intent is about the information content of the original resource, and to maintain access to the resource for as long as the resource has value for the needs of the University. Print material held in the Special Collections may be digitized or there may be plans to digitize. The print copy is also maintained but the preservation of the look and feel of the original when digitizing is also important. Digitization enables access to the content while protecting the original.

There are two main groups of electronic format material– the material that is held locally and the material that we connect to over the internet.

Locally held

1) On DVD or CD-Rom

These formats are loaned out and can be damaged or lost. Suitable machines with appropriate software to read this media are required. Where possible these formats are to be gradually replaced with online streaming options.

2) Files attached to bibliographic records are stored on the Millenium server.

The Millenium server is backed up nightly. These files are generally in pdf format supplied by the publisher. The files are available to remote users once logged in, and the location is given as Electronic Doc with the Call No. INTERNET.

Connected via the internet

These resources are the databases covering ejournals, ebooks and video streaming.

Standards for the maintenance and access to the resources are written into the licence agreements for these resources. The vendor is responsible for the maintenance of the resources and the provision of access.

Perpetual access to purchased resources is always sought; and perpetual access is normally received for the material published during any subscription period.

Access in instances of the publisher no longer maintaining resources for a range of reasons is covered in most instances by the Library's membership

and the publishers' participation in preservation programs. The library is currently a member of two preservation programs, CLOCKSS and Portico. Where access to journals or ebooks is via large aggregator suites, the Library has no control over the coverage of the suite. If a resource is core and essential to a teaching program there may be a need to purchase the resource, or take out a subscription and access to backruns if the resource is dropped from an aggregator suite.

Similarly if a journal is accessed via a publisher's suite, and it changes publisher, there may be a need to take out a subscription with the new publisher, to ensure access to current issues and back files. This would only be considered if the title is core and essential to a teaching program.

Print runs of journals are not normally withdrawn until equivalent online access is purchased and established.

Victoria University Research Repository (VURR)

VURR is currently hosted offsite and the hosting company is responsible for the maintenance of resources and access.

Preservation, Repairs, Replacement and Maintenance of Physical collections

The Library believes that ongoing and routine physical collection maintenance will reduce the likelihood of serious damage to its collections. Damaged Library materials in need of attention may be identified at point of circulation or re-shelving.

Collection maintenance includes:

- Monitoring the condition of the collections on an ongoing basis and taking action to replace or to treat, or reformat, as appropriate, individual items identified as being damaged. Decisions to purchase replacements for deteriorated books, in available formats are made by the relevant College Librarian. Where available the replacements will be purchased in electronic format.
- Maintaining cleanliness in the main collections and storage areas and endeavouring to clean collections using appropriate methods.
- Providing appropriate storage conditions for the collections including using appropriate containers - boxes, sleeves, wrappers and similar materials to protect collections.
- Materials in need of special environmental protection conditions because of their rarity or physical condition will be housed in the Special Collection room at the Footscray Park Campus Library. It is recognised that the Library has collections of value but because of physical constraints only rare and valuable items that require a preservationist environment will be housed in the Special Collections room, as outlined in the Special Collections general guidelines in Part 7 of this guideline.
- Recognising that photocopying is a major source of damage to printed materials, restrictions apply to the copying of at risk Special Collections material. The staff member will consider the book's physical condition and if there is any risk of damage to the spine of the book the photocopying will not be allowed.

Binding of Serials

The following policies have been adopted for the binding of serial titles for all campuses. A distinction is made between titles which are available electronically within the University and titles which are only available in print. Electronic access to serial subscriptions is the preferred option. As a general principle where titles are available in perpetuity electronically, and are cost effective, then back issues will normally only be held in electronic form.

General Principles:

For those titles not available electronically, the following principles will apply:

- No weeklies should be bound unless it can be demonstrated that they publish substantial articles of long term significance that warrant preservation.
- No titles will be bound which have a reliable back issue archive available electronically. Where the reliability of the archive is questionable, an exception would be made with details of the justification for the exception.
- No title should be bound which has a retention period of only up to five years.
- Unique titles are normally bound. This implies that a title which is unique at Victoria University would be bound regardless of which campus it was located at. This will ensure that unique titles are preserved for all users.
- Only one print run of a title is normally bound. Minimising expenditure on binding will only be achieved by one set being bound for the entire Library. Duplicate sets will not normally be bound. A cheaper form of binding, like spiral-binding, may be used for particular types of serials if considered appropriate and desirable.
- The following factors are taken into account to determine which campus holds the bound volumes of a title.
 - i. Use: the extent that a title is actually being used at a campus
 - ii. Number of students: the number of students studying relevant courses and therefore using a particular title
 - iii. Current teaching program: the longest holding of a title, and therefore also the bound volumes, is to be at the same campus as the major provider of the relevant course or program

- iv. Current research program: the bound copy would normally be held at the campus with the most research taking place in the relevant area
 - v. Cross faculty use: where there is difficulty in relating a title directly to one faculty, the cross-faculty use is to be considered in the binding decision
 - vi. Length of holdings: this would be a prime determinant in many holdings. Generally, the campus with the longest holding would continue to have the holding bound if current teaching and research warrant such action
 - vii. Space: it may be preferable to bind particular sets at the campus with more shelving space when there are space limitations on other campuses
- Decisions in relation to binding are made by College Librarians after consultation with relevant Library and Academic staff, and are then communicated to the Serials Staff.
 - Unbound issues which are not to be bound are normally kept for a 2 or 5 year period and are then discarded. The retention period is determined by the appropriate College Librarian.
 - Issues from sets which are not to be bound are to be made available for filling any gaps in the bound set. This material should be forwarded to the Serials Staff who will check for gaps and required issues.

PART 9

Glossary

College Librarians:

College Librarians, are responsible for the provision of learning, teaching and research information services for a College; and are supported by Scholarly Information Services Librarians, who work in a college facing role.

IRCS:

Information Resources and Collection Services.

IRMAC:

Information Resources Management and Access Committee.

Undergraduate:

Includes both Higher Education and VE students.

Working copies:

Materials purchased for Library staff use in the execution of their professional activities.

VE:

Vocational Education