

# Library Collection Development Policy

RSY-ACAD-PY-005-v2.0 Library Collection Development Policy

**Document History**

<b>Version</b>	<b>Date of Review</b>	<b>Date of Approval</b>	<b>Change(s)</b>
1.0	-	May 2011	-
1.1	Mar 2014	Mar 2014	<ul style="list-style-type: none"> <li>• Added "Library" to Collection Development Policy title</li> <li>• Added Table of Contents</li> <li>• Reformatting according to standard Policy template</li> <li>• Section 1 - Amended Philosophy and goals to Purpose</li> <li>• Section 2 - Added Scope</li> <li>• Section 4 - Redefined the Policy Principles</li> <li>• Section 5 - Amended Collection Development Process, including guidance on Prescribed and Recommended text (Section 5.3), Donations (Section 5.4), De-selection of Library materials (Section 5.10) and Review of Policy (Section 5.11).</li> <li>• Moved ALIA statements as Appendices to the Policy.</li> </ul>
1.2	April 2014		Amendments required by AB
2.0	February 2017	21 April 2017	<ul style="list-style-type: none"> <li>• Updated Section 4.5 on the Library's role.</li> <li>• Updated Section 5, including changes in position titles and number of copies of prescribed text to be held in the Library.</li> </ul>

Approved by **Academic Board** on **21 April 2017**

**Distribution List**

To: Program Directors  
Campus Librarian  
Finance Manager

Cc: Dean  
Principal  
Chair, Academic Board

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## 1 Purpose

The Policy is intended to guide the Library's collection development activity in order to ensure the creation of and maintenance of scholarly information that is adequate and directly relevant and supports the learning, teaching and research and scholarship endeavours of Raffles College of Design and Commerce (RCDC) staff and students.

## 2 Scope

The development of the RCDC Library collection is an inclusive program involving Library and Academic staff, as well as RCDC student users.

## 3 Policy Principles

3.1 The RCDC Library exists to support teaching and learning through the provision of appropriate learning resources, up-to-date and accurate information, and to provide services required by staff and students.

3.2 The Library acts as the most convenient point of access for the required materials and information, and actively seeks to make Library users aware of Library resources and services, which are also made available electronically.

3.3 The Library serves to provide and promote access to information resources that are integral to the scholarly endeavours of students, staff and researchers of the College.

3.4 RCDC subscribes to the following statements published by the Australian Library and Information Association (ALIA):

- Principles of Core Values Statement (Appendix 1),
- ALIA: Statement of Free Access to Information (Appendix 2)
- ALIA: Employer Roles and Responsibilities in Education and Professional Development (Appendix 3)

Included in these statements is the commitment to honour the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views. Accordingly, the staff of the Library provide equal services to all Library users.

3.5 The RCDC Library fulfils its role to assist both staff and students in the use of materials, equipment and services by providing resources and assistance with assignments, projects, referencing and research through enhanced learning opportunities such as training, workshops and one-on-one support.

## 4 Collection Development Process

4.1 The RCDC Library collection will support the teaching, learning and research of staff and students through careful selection and purchase of resources. Decisions on purchasing are made according to the teaching, learning and research needs of Program Directors and in consultation with the Campus Librarian to ensure that all students have ready access to electronic and/or physical Library and information resources required to achieve their learning outcomes for their courses. The Dean will transmit the list of acquisitions required to the Campus Librarian who will process the acquisition and then notify relevant academic staff.

4.2 When selecting materials, working directly with the Campus Librarian, the Dean, taking into account input from other staff, considers the author's competency, the information presented and the potential usefulness to the Library's collection.

All purchases will:

- attempt to meet the patrons' demands.
- be both pertinent and timely. Materials that have current political and social significance are given high priority for selection. The Library makes a special effort to obtain materials representing all sides of controversial issues.
- ensure that the author presents his or her material accurately, clearly, and in a readable manner.
- ensure that the Library maintains an appropriate collection of reference books, journals, magazines, DVDs and CDs to meet the informational needs of the patrons.

The Dean may take into account such other matters he/she deems relevant according to his/her expertise and experience.

- 4.3 All students must have access to prescribed texts. For each course that is delivered, the Library may have two to three copies of a prescribed text. One copy or the text must be available for standard term loans.
- 4.4 Recommended texts are those to which all students preferably have access. For courses being delivered, the Library will have when possible a minimum of one copy of each recommended text.
- 4.5 Other than in exceptional circumstances, all book orders and journal subscriptions for resources required as working tools or professional reference by RCDC staff will be purchased by the Library staff.
- 4.6 The Library accepts gifts of materials that fall within the scope of the collection development policy and are approved by the Dean, provided they complement the collection and there is space available.
- 4.7 Because Library materials and information come in a wide variety of formats, the Library fulfils its mission by buying materials in both print and non-print form. DVDs, journals, CDs and electronic formats are examples of some formats being purchased.
- 4.8 Deselection of library materials is essential to ensure an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Library staff are responsible for conducting ongoing evaluation and for maintaining the quality of the collection. As an overall principle, the Library will retain a single, 'last copy' of all titles held if the material is still relevant. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.
- 4.9 This Policy is reviewed and revised every year in order to reflect the changing information environment and the changing needs of students and staff of RCDC. The review includes assessment, stocktake and culling of library items.

## **Appendix 1**

### **Core values statement**

Freedom is protected in a democratic society by its citizens having access to the free flow of information and ideas.

Fundamental to that free flow of information and ideas are Australia's library and information services. They are a legacy to each generation, conveying the knowledge of the past and the promise of the future.

Library and information services professionals therefore commit themselves to the following core values of their profession:

- Promotion of the free flow of information and ideas through open access to recorded knowledge, information, and creative works.
- Connection of people to ideas.
- Commitment to literacy, information literacy and learning.
- Respect for the diversity and individuality of all people.
- Preservation of the human record.
- Excellence in professional service to our communities.
- Partnerships to advance these values.

## Appendix 2

### Statement on free access to information<sup>1</sup>

#### ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

#### Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

#### Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

- asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
- adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
- ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
- catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
- protecting the confidential relationships that exist between the library and information service and its clients;
- resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
- observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

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<sup>1</sup> <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

## Appendix 3

### Employer roles and responsibilities in education and professional development<sup>2</sup>

#### ALIA Objects addressed

To promote and improve the services provided by all kinds of library and information agencies.

To ensure the high standard of personnel engaged in information provision and foster their professional interests and aspirations.

#### Principle

Library and information agency employers have a key responsibility to support and assist education providers in producing graduates capable of providing quality information services. They also have a responsibility to provide opportunities for workplace learning so that library and information professionals can continue to enhance their skills throughout their career in order to meet the changing needs of their clients and of society as a whole.

#### Statement

The Australian Library and Information Association believes that employers' active involvement contributes positively to initial education and continuing development within the profession. This is achieved by:

- co-operating with education providers to enable students to access a broad range of library and information resources and professional experiences that effectively introduces them to professional practice;
- providing teaching and related support to educational institutions as appropriate, for example, through consultation with course providers, staff exchanges between industry and educators, or teaching and learning activities.
- creating trainee positions to provide opportunities for library and information students and graduates to gain industry experience;
- implementing an appropriate and comprehensive professional development program through which staff can enhance their professional and general skills and knowledge. This should include both workplace learning and other opportunities outside the workplace.

The Association recognises that many employers attract considerable costs to their organisations in terms of time and effort for these activities. However, the Association believes that such costs represent a critical investment in, and contribution to, the education and continued development of the library and information profession.

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<sup>2</sup> <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/employer-roles-and-responsibilities-education-and-professional-development>