

TAFE NSW ILLAWARRA INSTITUTE

LIBRARY AND INFORMATION SERVICES

COLLECTION DEVELOPMENT POLICY

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INTRODUCTION

The Collection Development Policy is a planning document, which identifies and communicates the long-term and short-term collection goals and policies of the Illawarra Institute Library and Information Service (IILAIS). It relates to the Strategic Directions of the Illawarra Institute; provides information about the users of IILAIS, and defines the position of Libraries in the Institute.

This collection development policy aims to provide a general framework for the development of all collections. It is envisaged that individual libraries will use this framework to develop specific collections to meet the needs of their local situation.

The IILAIS Collection Development policy sets out responsibility for selection of library resource materials and allocation of the library resource materials budget; discusses types of material including formats and categories to be collected; gives general guidelines concerning materials to be collected; and states policy on collection maintenance, collection size, co-operative uses of resources, controversial materials, and review of the collection development policy.

The collections of Illawarra Institute's libraries are significant TAFE assets and as such need to be developed, maintained, housed, promoted and managed effectively.

This policy should be seen as a working document, to be amended and modified as required by developments in curriculum and in the teaching and learning strategies of TAFE NSW.

VISION STATEMENT OF THE LIBRARY AND INFORMATION SERVICE

To be the provider of high quality information services which are intrinsic to the vocational education and training programs of the Illawarra Institute.

MISSION STATEMENT OF THE LIBRARY AND INFORMATION SERVICE

To work in partnership with other educators to develop and deliver a high quality, customer focussed and efficient Library and Information Service that is innovative, flexible and responsive in facilitating vocational education and life long learning skills.

THE ROLE OF THE LIBRARY

The role of the library at each Illawarra Institute Campus is to support a broad range of educational programs, particularly those which are available at that campus and includes the provision of resource materials and services to all students, teachers and other staff. Other members of the community may access this collection.

The Campus library is seen as an integral component of the teaching and learning program.

THE PURPOSE OF THE COLLECTION

The collections in Illawarra Institute Campus libraries are teaching collections.

Each Institute Campus library should contain a collection of relevant and up-to-date material that meets high standards of quality in presentation and durability. The collection should reflect the range of courses offered at the Campus and should include a variety of appropriate formats.

The quantity and range of materials that can be purchased in any financial year are limited by the Library Resource Materials budget.

THE USERS OF ILLAWARRA INSTITUTE LIBRARIES

Illawarra Institute Campus libraries serve a large and diverse population including students studying at a variety of vocational levels, from remedial and pre-vocational work to trade certificates, diplomas and advanced diplomas who will be undertaking courses offered by the Illawarra Institute either on campus, off-campus or on-site in the workplace, as well as teaching, administrative and executive staff.

The library user population includes people from all socio-economic backgrounds with differences in age, ethnicity, fluency in English, educational background and physical, mental and learning capacities.

The collection development policy recognises the libraries' prime responsibility is the provision of a quality service to their users.

This variety in user characteristics has implications for the collections in terms of the type, depth, number, format and level of resources required to meet specific information needs.

SELECTION PRINCIPLES

The primary goal in building Illawarra Institute Campus library collections is to provide library users with an adequate and suitable selection of the best instructional support materials available in order to enhance the teaching/learning process.

Materials should be selected in the most effective medium for presentation of a particular topic to TAFE Campus library users. Selection should be based on professional expertise and use of evaluative review media.

Recommendations to purchase library resource materials may be made by any member of the Illawarra Institute community, particularly teaching staff, who have a responsibility to contribute their in-depth knowledge to teaching subjects and methods.

The Campus Librarian may consult teaching staff, administrators, professional colleagues and library staff in order to build a relevant and balanced collection; however the ultimate responsibility for selection and deselection of library resource materials rests with the Campus Librarian.

ALLOCATION OF LIBRARY RESOURCE MATERIALS BUDGET

The allocation of the library resource materials budget requires consideration of many factors:

- The state of the collection, its strengths and weaknesses
- The courses taught including course levels, new courses, course changes, number of EFT students enrolled in each and subject matter of courses
- The teaching methods employed and formats which support these
- The average price of library resource materials in each subject area and format
- The availability of relevant material in other library resource collections within or outside of NSW TAFE libraries, particularly with reference to local cooperative arrangements

The Campus Librarian has ultimate responsibility for allocation of the library resource materials budget.

Note: It is inappropriate to acquire non course related materials, using library funds, for the exclusive use of any group or person. Personal and faculty collections should be purchased privately or with faculty funds.

MATERIALS IN ILLAWARRA INSTITUTE LIBRARIES

Campus libraries collect a wide variety of formats, selecting the most appropriate for each situation. The major formats to be collected are described below:

Books and eBooks

- Reference works, readers, literary works and criticism, selected readings and textbooks are some examples of this format which is traditional and useful to many Campus library users.
- Current editions in a variety of categories will be selected for Campus library collections.
- Print resources are collected in both hardback and paperback format. Paperback is the preferred option due to budgetary constraints and especially for areas where the information will date quickly.
- Reference works such as Australian Standards and encyclopaedias are more likely to be in electronic format.

Journal Subscriptions

- Journals, both print and electronic, are the most important source of up to date information for users of Campus libraries.

- The selection of a journal subscription or aggregated electronic journal database implies continuous supply and thus continuity of expenditure. For that reason it is necessary to review titles annually in consultation with teaching staff.
- A holding policy for each journal title should be specified and co-ordinated with those of other Institute TAFE libraries.

Newspapers

- A limited selection of newspapers to provide daily news and satisfy reference needs may be purchased where demand is sufficient, but these should not be collected or held more than thirty days except in unusual circumstances.
- Subscriptions to appropriate electronic databases containing up to date and more expansive archived collections of newspapers can help to satisfy more intensive user research requirements.

Audiovisual Materials

- This category includes DVDs, videos, films, kits, slides, sound recordings, CDs and CD ROMs, with new technologies emerging continually.
- Library resources in this category are interactive with equipment, which allows them to be used, and this must be considered in selection.
- Audio-visual materials selected in an effective medium for the presentation of a particular topic are appropriate to Illawarra Institute campus library collections.

Note: Certain videos and DVDs are subject to licensing arrangements. Campus Librarians should be aware of this when selecting materials.

CATEGORIES TO BE COLLECTED

Some categories of learning resource materials are defined by use rather than by format. These categories are described below:

Reference Materials

- The non-circulating reference collection is comprised of the latest editions of works designed to provide access to factual information as quickly as possible.
- This material should be collected in all subject areas represented in courses at particular campuses.
- Some examples to be included are dictionaries, encyclopaedias, directories, handbooks, indexes and abstracting services, bibliographies, atlases and statistical compilations.
- These items may be provided as an eResource.

Text Materials

- Text materials are those items recommended to students by teaching staff for detailed study and it is usual for teachers and students to purchase individual copies of these.
- As it is the purpose of the library collections to supplement and enrich the curriculum, text materials generally will not be collected in multiple copies.
- A copy may be selected for reference, to introduce an area of study, to provide access for disadvantaged students or when the title is the best possible source of information in a subject area.

Electronic Resources

- Electronic formats enhance the print collection and are an essential tool in providing the most current information available.
- Increasingly, some information is available only in electronic format. Electronic formats include: CD-ROM, database subscriptions, internet links, and electronic serials and books.
- The Illawarra Institute library website contains links to electronic resources held by Institute libraries which are accessed via the Internet.
- New electronic resources and new and emerging formats are becoming available and need to be evaluated on an on-going basis.

Recreational Materials

- A small collection of popular fiction, magazines, music CDs, videos and DVDs is valid to meet the recreational needs of library users, but is secondary in importance to the collection of instructional support materials and needs to be prioritised in terms of budget.

TAFE/VET Publications

- These materials are particularly relevant to TAFE teaching and administrative staff.
- Categories of documents include research/technical reports, evaluative studies, curriculum materials of an innovative nature, questionnaires, and feasibility studies.
- In most cases it would be appropriate to select these as requested by library users.
- These publications are increasingly being made widely available in electronic form.

Official Publications

- This category includes publications of local, state and national governments, statutory bodies, standards associations and international organisations.
- Publications in these areas should be selected as needed and discarded or replaced as new editions become available.
- These publications are increasingly being made widely available in electronic form.

Examination Papers

- Examination papers are supplied to campus libraries to provide for student/staff access and printing as required
- On campus access is provided via the library student computers.

Historical Materials

- Old and disused materials should be discarded except in the unusual circumstance of items of particular historical significance to Illawarra Institute or particular campuses being identified.
- If this occurs such item(s) should be referred to Manager, LAIS.

Rare Materials

- Original or special editions of monographs and works of art will not be routinely selected for Illawarra Institute campus libraries.
- If such items are presented to Illawarra Institute campus libraries, consideration will be given to their use and value to the system as with any gift or donation.

GENERAL GUIDELINES

Certain general guidelines should apply to all formats and categories of materials to be selected:

Age of Material

- Illawarra Institute campus libraries support the teaching/learning program at their respective campuses and therefore must maintain current and relevant collections. Current materials are defined as those which are recently published i.e. last 2 years.
- Materials more than five years old should not be routinely considered for purchase except in exceptional circumstances.

Cost of Material

- The purchase of materials, which appear to be excessively expensive for their type and format, should be avoided. In deciding whether to purchase specific expensive items, the relative value of the item must be weighed against local collection development priorities.
- In unusual cases a submission may be made to the Manager LAIS concerning a potentially valuable but especially expensive item for purchase by the Institute, for the benefit of the entire Institute.

Gifts and Donations

- For the purpose of this document no distinction will be made between the terms 'gift' and 'donation' which will be defined as free material.
- Illawarra Institute libraries are pleased to receive gifts of useful materials or donations of money to purchase these.
- The valuation of a gift for tax purposes is not however the responsibility of the library.
- Materials received as gifts will be evaluated by the same criteria as materials selected for purchase and will not automatically be added to the collection.
- All gifts to Illawarra Institute campus libraries become the property of the Illawarra Institute to be used unconditionally.

Multiple Copies

- In order to provide the broadest possible range of learning resource materials within space and budgetary constraints, obtaining and holding multiple copies of learning resource materials is not encouraged.
- If however, in order to meet the needs of the teaching program, more than a single copy of a title is required, the decision to purchase multiple copies should be based on current and anticipated demand. This is particularly relevant to course delivery by flexible modes.

Country of Origin

- Illawarra Institute campus libraries collect a wide variety of materials from around the world and efforts will be made to obtain any item required to support the instructional program.
- However, when Australian materials are appropriate and competitively priced, these should be selected in preference to overseas material.

COLLECTION SIZE

Various factors such as the nature of courses, availability of resources and course delivery methodologies will affect optimum resource levels, as will the relative size and planning profile of each campus.

STOCKTAKE

- Stocktake is undertaken by Illawarra Institute libraries in accordance with TAFE Audit requirements.
- The process provides accurate catalogue records that reflect the true location and status of all resources in the Institute libraries.
- Missing items are identified and may need to be replaced if still current.

COOPERATIVE USE OF RESOURCES

TAFE NSW libraries have a strong cooperative relationship with a shared catalogue providing access to all the individual library collections, either in person or by interlibrary loan.

RECIPROCAL BORROWING SCHEMES

- A free National Reciprocal Borrowing Scheme was introduced in TAFE NSW Libraries in 2006. The agreement permits any TAFE staff member or student to borrow **in person** from any participating TAFE library across Australia.
- A free reciprocal borrowing agreement exists between the Illawarra Institute libraries and the Canberra Institute of Technology libraries.
- A fee based reciprocal borrowing agreement exists between the Illawarra Institute libraries and the University of Wollongong library.

CONTROVERSIAL MATERIALS

- Illawarra Institute Campus Librarians select resources relevant to the needs of the library's particular users on the basis of this collection development policy, seeking to provide an accurate, authoritative, representative and balanced collection of library resource materials.
- Library users should have access to these in order that they may formulate their own opinions on ideas and issues.
- Campus Librarians will resist efforts at forcing the inclusion of persuasive works representing vested interests or positions, accepting only material the library would purposely select on the basis of the collection development policy.
- Illawarra Institute LAIS supports the *Australian Library and Information Association (ALIA) Statement on Free Access to Information* (Appendix A) as a complement to these procedures.

REVIEW OF THE COLLECTION DEVELOPMENT POLICY

The Illawarra Institute Library and Information Services' Collection Development policy is a dynamic document which will be reviewed and revised as necessary by the Campus Librarians in order to reflect the changing information environment and needs of library users.

APPENDIX

Australian Library and Information Association (ALIA) Statement on Free Access to Information

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:

1. 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;
2. 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;
3. 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;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;

6. 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;
7. 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.

<http://www.alia.org.au/policies/free.access.html>