

# The James Cook University - Brisbane Library Service

## Library Environment Policy

## Collection Development Policy

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### Purpose

The James Cook University - Brisbane (JCUB) Library exists, primarily, for the use of JCUB staff and students.

This Collection Development Policy intends to outline the selection, user-access, deselection and maintenance practices in relation to the print and electronic information resources of the James Cook University – Brisbane (JCUB) Library.

This policy is also meant to:

- Inform the University of strategic directions and practices in collection development at the JCUB Library
- Ensure the selection and management of library resources meets the learning, teaching, and research needs of the students to whom the library provides services
- Achieve value for money in the purchase of library resources.

## Scope

This policy relates to the policies and practices applied in the context of the James Cook University – Brisbane (JCUB) Library.

Where appropriate, this policy may also reference the *Collection Development Policy* of James Cook University (JCU) Library & Information Service.

## Principles

- Selected resources will, primarily, support the learning and research needs of JCUB students
- Resources purchased, or otherwise obtained, by the Library will be housed in the Library's collections. Exceptions include electronic resources only available via suppliers' servers.
- As a general principle, the Library endeavours to ensure access to relevant resources is available on campus and off campus to all entitled students and staff.
- The size and effectiveness of the collections will be regularly assessed.
- Materials deemed to fall outside the Library's retention capabilities or student requirements will be withdrawn from the collection, and will be disposed of according to the Library's Deselection guidelines

## Exclusions

In accordance with the JCU Library *Prescribed and Recommended Textbook Guidelines*, the Library will not purchase the following prescribed or recommended texts:

- Course packs and student packs prepared by Schools for distribution to students. If a course pack (e.g. a book of readings or CD-ROM) or learning guide is prepared by the University for student purchase, Schools are required to deposit copies with the Library to be made available in a Library lending collection.
- Student packs produced by publishers that require web or single user access registration by an individual student.
- Student workbooks which are required to be completed by the student.

## Definitions

**JCU:** James Cook University

**JCUB:** James Cook University - Brisbane

**The Library:** JCUB Library

**LearnJCU:** JCU online learning management system

**eBook / eTextbook:** an electronic version of a book, existing in a variety of file types and produced for a variety of platforms. EBooks may or may not be the electronic version of print books.

**Entitled:** Current staff and students of James Cook University – Brisbane.

**One Search:** JCU Library federated search platform which provides JCUB students access to subscription-based online resources and purchased (perpetual access) eBooks.

**Prescribed textbooks:** These are listed as required reading in the JCU subject outline and are intended as a primary source of study material for the subject.

**Recommended texts:** Recommended texts are secondary or supplementary texts that complement the subject study materials.

## Guidelines and Procedures

### 1. Prescribed Textbooks

The Library will normally purchase at least two copies of a prescribed textbook according to a formula based on student enrolment numbers in the relevant subject. This would, generally, consist of:

1 copy per 7 students to a maximum to 10 copies.

- The number of copies purchased may fall short of, or exceed the purchase guidelines, based on measured and/or perceived student demand

Where there is considerable demonstrated demand for a recommended text during the trimester the Library may purchase an additional print copy of a prescribed text.

The JCU Library will also purchase a digital print-equivalent of a prescribed textbook IF available under Library licence conditions. The digital copy will be made available to JCUB students via the JCU Online Resources portal: *One Search*

The prescribed textbooks purchased under this Guideline are those provided by JCU to the JCUB Program Support Officer prior to the commencement of the relevant trimester.

One copy of prescribed texts acquired for the Library will be placed in the Reference Collection with remaining copy or copies assigned a **4 day loan** status.

One copy of dictionaries, style guides and other reference works that are a prescribed texts will be purchased for location within the Library Reference collection for **on-campus use**.

## 1.1 Equity of Access

The Library purchases prescribed and recommended textbooks in order to provide some access to essential learning resources listed on subject outlines for all JCUB students. Students are normally expected to purchase or have access to their own copy of prescribed textbooks.

## 1.2 Class Sets

The library cannot, and does not seek to, provide class sets of prescribed textbooks.

## 2. Recommended Texts

The Library may purchase, under advisement from local academic staff, one copy per subject of any additional texts that are listed as Recommended Readings in JCU subject outlines.

The library may also purchase up to two copies of any additional supporting texts recommended by local (Brisbane) academic staff but which are not listed as Recommend Readings in JCU subject outlines.

The JCU Library will also purchase a digital print-equivalent of a recommended text which can be made available under Library licence conditions. The digital copy will be made available to JCUB students via the JCU Online Resources portal: *One Search*.

Where there is considerable demonstrated demand for a recommended text during the semester the Library may purchase an additional print copy of a recommended text.

One copy of dictionaries, style guides and other reference works that are a prescribed texts will be purchased for location within the Library reference collection.

## 3. Electronic Collection Policy

Electronic resources may include:

- eBooks
- eJournals
- online newspapers
- eVideos
- digital tutorials
- web links
- single locally-hosted or web-based PDF documents

Electronic resources are made available to JCUB students through the JCU Library secured Online Resources portal: *One Search*.

The Library may recommend eBook titles for purchase to JCU Library staff which are considered to be of value in supporting the research or study needs of JCUB students.

JCUB Library catalogues and links to selected relevant eBooks, which support the current research needs of JCUB students, from the online resources portal: *One Search*.

The Library catalogues and links to free eBooks and PDF articles on the web when their content is relevant to the learning, teaching or research at JCUB.

The Library may request that JCU Library staff make selected digitised book chapters available, on a short-term basis, through the JCU eReserve Collection. Copying must comply with the educational copying provisions of the Australian Copyright Act and University policy.

## 4. Journals and Periodicals

The Library will not collect hardcopy journals. Access to academic journals and magazines will be provided to JCUB students through the JCU online resources portal *One Search*.

The Library will collect and store current newspapers for a period of up to three months.

## 5. Donations

The Library welcomes gifts that will enrich University teaching or support student learning and research needs.

Gifts to the Library may consist of new or used texts or of cash donations.

Suitable donated texts will be incorporated into the Library's collections. The Library reserves the right to return, or dispose of unsolicited donations of books if the books are deemed unsuitable for inclusion in the Library's collections.

Donated materials become the property of the JCUB Library and cannot be claimed back at a later date. They are subject to the same conditions as existing collections, including processing, retention, location, use and disposal.

The Library may accept donated current hard copies of relevant journal titles.

## 6. Faculty Collection

Publishers provide 'teacher copies' of prescribed texts to academic staff of the University. 'Teacher copies' are meant to aid lecturers in the delivery of the relevant subject content.

Faculty copies are acquired by the Program Support Officer and given to the Library for inclusion in the Faculty collection.

'Teacher copies' which become part of the library collection should remain the property of the library when lecturers leave JCUB.

Unused or superseded editions of prescribed texts, which form part of the Faculty Collection, may be re-catalogued into the General Collection.

Prescribed texts, housed within the Faculty Collection, which are not in current use by academic staff may be offered for loan to students as dictated by demand.

## Collection development process

Overall collection development and management is the responsibility of the JCUB Library.

Library materials are acquired through individual purchase, deposit and donation.

The first priority for the acquisitions budget is the provision of access to prescribed texts and selected recommended readings which support the courses offered by the university. Selection of prescribed and recommended texts is undertaken by JCU academic staff.

All purchases of resources, including prescribed texts, recommended texts and purchase suggestions from JCUB academic staff, must be approved for purchase by the JCUB Campus Director.

Copies of texts are supplied according to a formula for multiple copies.

Cooperative purchases through consortiums are increasingly common for the acquisition of electronic resources. JCUB Library may elect to enter consortia arrangements for the provision of resources, subject to the approval by JCU academic and JCU Library staff, as well as budgetary approval by the JCUB Campus Director.

## Collection Review Process

An ongoing collection review process is in place within the Library as part of routine collection management.

This process identifies the hard copy books and other resources that should be housed on open access shelves in the Library.

Library staff review material using a number of criteria to ensure:

- Material held in the Library is high-use and relevant for current student needs.
- damaged, redundant and obsolete material is removed from the collection
- space and shelving is optimised

## Disposal of de-selected library resources

- Books deemed, by library staff, to be obsolete or unneeded are to be deleted from the library collection
- Deleted library texts are disposed of as follows:
  - Deselected titles are offered to teachers to take for their personal collections
  - Remaining deleted titles may be offered to the JCUB Student Council for sale to JCUB students through the Student Council's ongoing second-hand book sale.
  - Proceeds of the sale are to be donated to the Student Council
  - Books which are not sold at the Student Council book sales will be offered to students as 'giveaways'
  - Books which are not taken away by students will be donated to charities or discarded
- Discarded items must be processed according to the JCUB deselection procedures.

Decisions regarding replacement of damaged items will be made by library staff. Repair or rebinding of materials may also be undertaken.

### Related Documents

JCUB Library Service Charter	September 2016
JCUB Library Rules	September 2016