

## **COLLECTION DEVELOPMENT POLICY**

### **PURPOSE**

The purpose of the CG Spectrum Institute's (CGSI) library collection is to:

- support the curricular, teaching, learning and research activities
- support the attainment of student learning outcomes
- meet new and emerging curricula, information and research needs
- advance the culture of academic scholarship and lifelong learning
- provide timely, seamless access to electronic and physical library resources
- facilitate resource - based learning which enables users of the collection to learn from their own reflection and investigation of resources.

### **SCOPE**

This policy is a guide for the acquisition, development and maintenance of library resources to ensure that CGSI's library remains fit for purpose. The collection comprises all physical and electronic resources that support the curricular, teaching, learning, and research activities of CGSI business and Emotion Focused Therapy fields. This policy will be periodically reviewed to reflect changing needs. The Collection Development Policy supports the library and the CGSI's higher education objectives and *Strategic Plan*.

### **RESPONSIBILITIES**

The CEO is responsible for:

- the library carrying out their mission to meet their goals and objectives
- assist the library to purchasing the prescribed readings/texts and deselection as necessary
- ensuring all relevant materials are posted on the website

### **POLICY**

#### **Library Mission Statement**

The library's mission is to support the curricular, teaching, learning and research activities of the CGSI through the provision of excellence in information resources, courses and services.

#### **Goals and Objectives**

The library will achieve its mission by:

- curating all resources on subject outlines
- curating relevant resources on cognate areas engaging with students, staff and other clients to understand and meet their information needs
- striving for continuous improvement in the delivery of quality resources, services

and programs

- augmenting and embedding the library's information literacy program in curricular in collaboration with academic staff
- monitoring and enhancing responsiveness to clients' needs
- developing staff committed to the achievement of the library's mission.

### **Users of the Collection**

- Students
- Staff
- Alumni
- Other libraries
- Members of other library services.
- Community members

### **Selection guidelines**

Students are encouraged to purchase prescribed readings and these resources are published on CGSI website as the recommended textbook list.

- Subject outlines - resources on the outlines are core selection priorities and are categorized as prescribed, required or recommended.
- The library will provide access to prescribed, required and recommended resources either electronically or in the library and resources will be located in the reserve, TEA, lending collection or online. The TEA is a teacher resource collection.
- The library assists academics with the readings and checks for updated editions, electronic versions and out of print.
- For prescribed - one copy in the reserve and one copy in the lending collection and if available also an electronic copy (unlimited user license preferred). Multiple copies of works may be warranted if demand exist
- For required and recommended - one copy available either electronically or in the library
- New degree courses and reaccreditations – requires a library impact statement
- Research, cognate and literary learning areas for background and wider reading
- Staff and student requests and recommendations are encouraged

Preference is given to:

- Electronic versions – but this is dependent on availability, compatibility, platforms, access, and license requirements.
- Scholarly authors and publishers
- Works by CGSI staff, alumni and student authors
- Latest editions
- Seminal works
- Paperbacks due to cost

Consideration is given to:

- Time constraints – Interlibrary loans and reciprocal borrowing is available for

urgent

- requests or cost efficiencies.
- Collaborative purchasing agreements with Consortiums
- Student cohort numbers
- Existing collections strengths
- Donations – accepted but will be disposed of by recycling or offering to clients if the collection criteria are not met.
- Multiple copies of works may be warranted if demand exists.

### **Selection Aids**

- Subject outlines
- Catalogues and alerts from publishers and vendors
- Academic requests and recommendations
- Databases of new titles searchable by a number of access points.
- Visits and roadshows by relevant vendors
- Professional literature

### **Information Resource formats**

The library's collection development budget is allocated between physical and electronic resources in a range of formats to support trans-literacy, including:

- Audio - visual, including DVD's
- eBooks and eBooks
- Kits
- pPeriodicals and ePeriodicals
- Regalia
- Ephemera
- Archival
- Models
- Electronic database
- Streamed video and audio
- Apps, software and library network memberships

### **De-acquisition policy**

Resources will be withdrawn from the collection by library staff or after consultation with academic staff. A resource may be withdrawn if:

- its content has been superseded by a new edition or by other works
- its content has no current or future research value
- there are multiple copies of former textbooks which are outdated or are no longer used as texts
- it is damaged beyond repair
- it is in an outdated format
- Discards may be offered to other libraries or clients. Last copies of Australian titles will be retained

**RELATED**

Staff Library Policy  
External Lending Policy  
Student Library Rules Policy  
Student Library Loans and Resource Access Policy  
Student Use of Equipment Policy

**LEGISLATION**

Higher Education Standards Framework 2015  
Tertiary Education Quality and Standards Agency Act 2011  
National Code of Practice for Registration Authorities and Providers of  
Education and Training to Overseas Students 2018

**Version Control**

<b>Document:</b> Collection Development Policy		
<b>Approved by:</b> Board of Directors		<b>Date:</b> 30 March 2020
<b>Version:</b> V1.2	<b>Replaces Version:</b> V1.1	<b>Next Review:</b> 2023
V1.1	Further refinements	
V0.3	Develop and list responsibilities	