

Library Collection Development Policy

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Category: Academic	Date Created: September 1997
Responsibility: Library and Learning Manager	Date Last Reviewed: October 2017
Approval: Executive Director Student Success	Version: 17.1

Purpose

To guide UCOL Library in assuring the quality, relevance and balance of its collections to support learning, teaching and research requirements. This requires materials that embrace the full spectrum of information media to meet a variety of learning and teaching formats including flexible delivery.

Scope

This policy applies to UCOL Library and all staff and students involved in the selection or recommendation of materials for the Library's Collections.

Responsibility

The Senior Librarian, in consultation with the Executive Director Student Success has the professional responsibility for ensuring the collections endeavour to meet the needs of all library users.

Policy Statements

Selection and Purchasing

The Senior Librarian has control of the designated budget for purchase of all materials for the Library Collections including: Books, Serials, Electronic resources and other appropriate media.

The Senior Librarian will maintain a balance between electronic and traditional print formats, ensuring a focus which encompasses the strategic directions of UCOL including electronic and flexible delivery.

The Library will support the teaching and research needs of all UCOL programmes with consideration to the introduction of new programmes and new areas of research interest.

The Senior Librarian encourage and actively seek input from academic staff both informally and through regular library and faculty meetings to ensure the collections meet the needs of their programmes.

All library users are invited to make recommendations for purchase to the Senior Librarian.

Collection Priorities

The library will serve as a gateway for coherent access to major national and international information and research resources through a variety of communications media.

The Library Collections will provide materials and information which supports and supplements the learning, teaching and research needs of all students and staff.

Material which does not fit into current teaching or research programmes may be purchased at the discretion of the Senior Librarian if it is considered to be appropriate for the general interest of users and fits the scope of the Library Collections.

Through information literacy programs and informal assistance the library staff will teach the research skills necessary for individuals in the UCOL community to utilise the information resources and collections independently, critically and efficiently using a variety of information technology.

Intellectual Freedom

The principles of intellectual freedom shall be adhered to in the selection of library materials. It is the responsibility of the Senior Librarian and Executive Director Student Success and all staff selecting materials to ensure that materials are not excluded, restricted or removed from the collection because of partisan or doctrinal disapproval or pressure, or because of the race, nationality, or political, social, moral or religious views of their authors.

Collection Maintenance

A systematic de-selection and withdrawal programme will be carried out on a regular basis to ensure the Library's Collections reflect the current information and research needs of the library's users and the institute as a whole. Also to ensure that there is sufficient space for the collection to grow and develop and that obsolete and worn material is removed and replaced or updated if necessary. Decisions on de-selection will be made in consultation between the Senior Librarian and Academic Staff.

Relevant Legislation

- Copyright Act 1994

Related Documentation

- [Library Collection Development Procedure](#)