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| Library Collection Management Guide 2022 |
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**Authorised by: Manager Library**

Contents

[1 Document Control 2](#_Toc113531123)

[2 Introduction 2](#_Toc113531124)

[3 Definitions 3](#_Toc113531125)

[4 Collection Management 3](#_Toc113531126)

[4.1 Purpose of the Collection 3](#_Toc113531127)

[4.2 Selection of Material 3](#_Toc113531128)

[4.2.1 Responsibility 3](#_Toc113531129)

[4.2.1.1 Library staff 3](#_Toc113531130)

[4.2.1.2 Students 3](#_Toc113531131)

[4.2.1.3 Teachers 3](#_Toc113531132)

[4.2.1.4 Others 3](#_Toc113531133)

[4.2.2 Selection Criteria 3](#_Toc113531134)

[4.2.2.1 General Criteria 3](#_Toc113531135)

[4.2.3 Budgets 4](#_Toc113531136)

[4.2.4 Number of Copies 4](#_Toc113531137)

[4.3 Access 4](#_Toc113531138)

[4.3.1 Campus Libraries 4](#_Toc113531139)

[4.3.2 Book Rooms 4](#_Toc113531140)

[4.3.3 Borrowing rights 4](#_Toc113531141)

[4.4 User Groups 5](#_Toc113531142)

[4.5 Library Resources Budget 5](#_Toc113531143)

[4.6 Collection Management Processes & Responsibilities 5](#_Toc113531144)

[4.7 Background to the Collection 6](#_Toc113531145)

[4.8 Categories of Resources 7](#_Toc113531146)

[4.8.1 Reference Resources 7](#_Toc113531147)

[4.8.2 Fiction/Literature 7](#_Toc113531148)

[4.8.3 Standards 7](#_Toc113531149)

[4.8.4 Legislation 7](#_Toc113531150)

[4.8.5 EAL and Literacy Materials 7](#_Toc113531151)

[4.8.6 Toys 7](#_Toc113531152)

[4.9 Formats 7](#_Toc113531153)

[4.9.1 Print Resources 7](#_Toc113531154)

[4.9.2 Audio-Visual Resources 8](#_Toc113531155)

[4.9.3 Electronic Resources 8](#_Toc113531156)

[4.9.4 Music Scores 8](#_Toc113531157)

[4.9.5 Print Periodicals 8](#_Toc113531158)

[4.9.6 Newspapers 9](#_Toc113531159)

[4.9.7 Open access 9](#_Toc113531160)

[4.10 Selection of Resources 9](#_Toc113531161)

[4.10.1 Library Liaison 9](#_Toc113531162)

[4.10.2 Donations 9](#_Toc113531163)

[4.10.3 Cost 9](#_Toc113531164)

[4.10.4 Censorship 9](#_Toc113531165)

[4.11 Languages 10](#_Toc113531166)

[4.11.1 Limitations 10](#_Toc113531167)

[4.12 Co-Operative Use of Resources 10](#_Toc113531168)

[4.12.1 Inter-Library Loan And Document Delivery Scheme 10](#_Toc113531169)

[4.12.2 Reciprocal Borrowing Schemes 10](#_Toc113531170)

[4.13 Collection Evaluation 10](#_Toc113531171)

[4.14 Collection Maintenance 11](#_Toc113531172)

[4.14.1 Disposal (Weeding) 11](#_Toc113531173)

[4.15 Periodical Retention 11](#_Toc113531174)

[4.16 Stocktaking 11](#_Toc113531175)

[4.17 Collection Management Review 11](#_Toc113531176)

[4.18 Methods of Dealing with Complaints 12](#_Toc113531177)

[5 Related Documents 12](#_Toc113531178)

[5.1 Forms 12](#_Toc113531179)

# Document Control

| Version | Date | Amended by | Changes Made |
| --- | --- | --- | --- |
| 2022 | 14/10/2022 | Jason Peart | Revision & reformatting of 2015 Collection Management Guide |
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# Introduction

The Library Collection Management Guide informs students, teachers, and the broader Box Hill Institute community about the principles and practices used to manage the Institute’s Library collection. Library staff will apply these principles and practices in their management of the Library collection on behalf of the Institute. Nothing in this Guide should be taken to override any Institute policy or procedure.

This Guide covers, among other matters, the:

* purpose of the collection
* selection of material
* feedback about material
* maintenance of the collection
* removal of material from the collection
* conditions of access to the collection.

# Collection Management

## Purpose of the Collection

Box Hill Institute’s Library collection exists primarily to provide relevant, high quality, academic information to support learning and teaching in Institute courses. The collection may also support the research interests of staff, and include a limited number items or equipment directly used in learning and teaching.

## Selection of Material

### Responsibility

#### Library staff

Individual Library staff are responsible for recommending that material be added to the Library collection, and for initiating standard purchasing processes. Library staff are responsible for ensuring that their recommendations substantially meet the *Criteria for Selection* listed below.

#### Students

Students are welcome to suggest material for inclusion in the Library collection by contacting the Library via the link on student web. All suggestions will be considered by Library staff in light of the *Criteria for Selection* listed below.

#### Teachers

Teachers are encouraged to contact Library staff about any material for the Library collection, or additions to their recommended reading lists. Note that your suggestions will be assessed against the *Criteria for Selection* listed below.

### Selection Criteria

#### General Criteria

* Relevance to courses being delivered or planned
* Potential demand – subject to the *Number of Copies* section below
* Age of the material – preference is given to material published in the last two years. Material published more than five years ago will only be purchased in exceptional circumstances.

The Library aims to make available prescribed texts and some of the recommended reading from course booklists or course outlines.

### Number of Copies

The following guidelines have been developed for Library staff. Where appropriate, staff should use local knowledge, Library budget allocation, demand, availability of copies held and prevailing circumstances to make informed decisions. Note that these are guidelines and not an entitlement. The Library will happily include additional copies purchased from teaching area funds in the collection.

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| 01-20 Students | 1 Copy |
| 21-40 Students | 2 Copies |
| 41-60 Students | 3 Copies |
| 61-80 Students | 4 Copies |

## Access

### Campus Libraries

The Institute maintains Libraries at the Box Hill, City, and Lilydale campuses. [Contact details and address information](https://studentweb.bhtafe.edu.au/course/view.php?id=16587) is available on StudentWeb. Each Library houses collections directly related to the courses offered at its campus.

Each Library has set opening hours during teaching periods, but hours may vary during term break and over summer. Current information about [Library hours](https://studentweb.bhtafe.edu.au/course/view.php?id=16587) is available on StudentWeb.

Students are considered members of the Library for the duration of their course and staff for the duration of their teaching contract. Membership entitles staff and students to access resources at any of the Library locations. Alumni and public memberships are available at a cost.

The Library is committed to fair and equitable access to the collection. In general, all materials are available for access and loan to staff and students of the Institute. Individual agreements for access and loan with other educational institutes outside of established reciprocal borrowing and inter library loan arrangements are specified within memorandums of understanding or service agreements. The exceptions to this are items that are placed on reserve at the request of teachers or Library staff.

Electronic resources are universally accessible to all except where licensing arrangements specifically restrict the access. Students studying offsite have access to the Library’s Catalogue through the Internet and to electronic resources upon authentication via the Institute’s StudentWeb website.

A listing of the collection can be found on the Library’s catalogue. The physical resources are available in one or more of the campus libraries and the electronic resources can be accessed via the website at <https://studentweb.bhtafe.edu.au/library>

### Borrowing rights

Students can borrow up to 15 items, staff 20 items. Information on borrowing, placing holds, renewing loans and returning items is available on the library website.

## User Groups

The primary users of the Library are students undertaking courses offered by the Institute, either on campus, off campus, on-site in the workplace and full-time, part-time and sessional Institute staff. The Library acquires resources to support the primary user groups.

Staff and students of other institutions, where a reciprocal borrowing arrangement, agreement, or memorandum of understanding exists with the Library, can also access the Library resources. The Library is open to alumni and members of the public who may access some resources and borrow materials for a small annual fee.

## Library Resources Budget

The Institute funds the Library on an annual basis.

The acquisitions budget for Library resources is divided into separate funds for print periodicals; monographs (books including eBooks) and electronic resources.

Funds for monographs are divided between teaching areas based on student contact hours, student need, and the number of campuses where courses are taught. Consideration is also given to the teaching methodology, library use, the introduction of new courses and the per unit price of academic literature. There are separate budget allocations for Degree and higher level courses, with at least a minimum amount being allocated for each. Separate allocations are also made for common resources, and contingencies.

## Collection Management Processes & Responsibilities

Monograph resources and periodical subscriptions are selected by Information Services Librarians based on their liaison responsibilities. Most are provided shelf ready from external Library Supply Companies. Free materials may be sourced directly by Information Services Librarians. Decisions about the addition of donations to the collection are also made by librarians based on their liaison responsibilities.

There is a separate budget for electronic resources, with decisions about purchases made by the Library Manager and Library Operations Manager in conjunction with Information Services Librarians. Electronic resources are often purchased through consortia arrangements with other educational institutions.

Collection Management is the responsibility of the Library Operations Manager, and individual Information Services Librarians. Collection management includes ensuring resources exist to support Institute courses. Budget monitoring is undertaken by each Information Services Librarian for their liaison areas Students and staff are welcome to suggest resources for inclusion in the collection.

Library Information Services staff, together with teaching staff, determine resource requirements to ensure that resources are relevant to courses. Where it has been identified that gaps exist in the collection, Library staff work with teaching staff to identify and prioritise appropriate resources for acquisition.

Resources are selected and evaluated on a range of factors including authority of author, quality of publisher, reading level, ease of use, physical quality and currency. Self published or independently published materials are not acquired as they do not fit the selection criteria. Institute regulations require the Library to purchase from recognised library suppliers.

The Library selects freely available electronic resources on the basis of quality, level, and relevance, durability (longevity and stability of website) and access requirements, search functionality and service support.

The number of copies purchased of core textbooks or other materials is negotiated between library staff, and teaching centre staff. In certain circumstances multiple copies of materials may be purchased to satisfy the demand by teaching areas for concurrent use and access. The decision to purchase multiple copies will be based on the experience and judgement of Library staff, the Library budget allocation for the requesting Centre and advice from other staff. As a guideline, a formula for determining the requirement for purchase of multiple texts is outlined in Appendix 1. Teaching Areas may also allocate funds for purchase of class sets, which are to then become part of the library collection.

## Background to the Collection

The Library primarily acquires resources to support teaching programs and to a lesser extent, the research needs of teaching staff. It is expected that over time the collection of materials to support the research interests of staff will increase as more degree or higher level programs are added to Institute offerings. In general, each Library houses resources that are specific to the teaching areas of that Campus.

Hard copy resources are located in each Library. At the Elgar Library, the items in higher demand are located in the Book Room, accessible only in staffed hours. Open shelves in the body of the Library provide extended hours access to a portion of the collection

The library collection at each campus is arranged according to the Dewey Decimal Classification system.

The Library endeavours to provide a balance of resource formats; with electronic resources generally being purchased in preference to hard copy. Decisions on format depend on factors such as cost, accessibility, and ease of use.

The Library collection is not limited to the physical resources it holds or periodical and electronic resources to which it subscribes. Various agreements with Victorian Universities and TAFE Institutes and access to the Internet further extend the range of resources available to staff and students.

**3.7.1 Collection Diversity statement**

To provide a diverse and inclusive collection the library will provide, where appropriate, access to resources with a range of coverage in perspectives, authorship, and subject matter.

The library regularly assesses existing collections to ensure they are reflective of the diversity of the library’s user groups, and actively selects content to address imbalance in historically underrepresented areas, such as the dominance of male artists in the arts collection.

The library will work with its end processing supplier to ensure cultural competence in cataloguing and assigning subject headings.

Library Information Staff will work with teaching staff to provide advice on curriculum resources. This may include

* Selection in multiple formats for accessibility
* Selection to provide a gender balance of authors
* Selection to provide a balance of perspectives.

## Categories of Resources

### Reference Resources

Although the vast majority of ready reference information is available electronically, there are a limited number of reference resources in the Campus Libraries that are not for loan or only for overnight loan.

Reference resources may include:dictionaries yearbooks, handbooks, and encyclopaedias.

### Fiction/Literature

Particular genres are acquired if the literature is directly related to a course conducted by the Institute, e.g. for VCE courses.

### Standards

Electronic access to standards is available through the Library’s subscription to Techstreet. Current staff and students can also print standards in accordance with licensing agreements. A small number of purchased copies of some Australian and overseas standards are held in the library collection.

### Legislation

Legislation and regulations are freely available via the web through Australasian Legal Information Institute (Austlii)’s databases. The Library will only purchase printed legislation and regulations where a specific teaching need exists.

### EAL and Literacy Materials

English language texts including easy readers, are acquired as they support EAL courses.

### Toys

There are small collections of children’s toys available at the Lilydale Library. These were purchased to support the Early Childhood Education and Care courses but can be generally borrowed. The collection includes items such as dolls, hand puppets, puzzles, plastic figurines and building sets. This collection does not have an ongoing budget.

## Formats

The Library collects resources in a wide range of formats recognising the different learning needs of our students. While the content of a resource may be of primary significance, the format of the item can increase or limit its utility. The Library has a strategy to increase the number of electronic resources and purchases online materials in preference to hard copy wherever possible. This means eBooks are generally purchased in preference to print and streaming video in preference to DVDs.

### Print Resources

Print resources in both hardback and paperback format are collected. Paperbacks are the preferred option due to budgetary constraints and in particular for disciplines where resource currency is limited. Hardback may be the preferred option for books in high demand or enduring value. eBooks are purchased in preference to print, where cost and functionality allow.

### Audio-Visual Resources

Audio Visual resources include online videos, CDs, DVDs, and multi-media kits (items consisting of a variety of formats). The library does not actively collect these formats. Streaming is the preferred access model.

### Electronic Resources

Online materials are a key and growing area of the Library Collection. Online databases provide access to material such as periodical articles, conference papers, newspapers and theses. eBooks are increasingly purchased in preference to print copies. Videos and standards are also purchased in electronic format. Electronic resources have particular utility for off campus students and students unable to access the campus libraries during staffed hours. The library will work with IT to ensure equitable access to e-Resources.

Specific selection criteria that will be considered for electronic items include:

* price
* reputation of vendor
* content and course relevance
* provision of off campus access
* the facility to embed links to resources at point of use
* COUNTER compliant statistics
* captions/transcripts for audio visual materials
* multiple user access.

Additional selection criteria

* A trial of at least 2 weeks duration. The success of the trial, and any feedback received will be considered in the decision making process
* Perpetual access to back-files if the subscription is terminated
* Usage conditions that, at a minimum, include academic fair use provisions

Renewal of electronic subscriptions will also take into account usage figures, and feedback from users.

### Music Scores

Print music scores are purchased and made available to support the delivery of the significant music courses conducted by the Institute.

### Print Periodicals

Print periodicals form a diminishing part of the collection. Periodical subscriptions are annually evaluated to ensure the collection is relevant and current. Some titles continue to be relevant resources for student and staff use.

Criteria for selecting periodicals include:

* usage
* relevance to courses
* subscription cost
* audience reading level
* country of origin.
* Not available via a library electronic subscription.

### Newspapers

Access to newspapers is provided via the Library’s electronic subscriptions.

### Open access

The Library is a strong supporter of open access information resources. Open access books are available via the library catalogue. The Library provides links to open access materials in the [Open Access Library Guide.](https://libguides.bhtafe.edu.au/c.php?g=953822&p=6919639)

## Selection of Resources

### Library Liaison

Library Information Services staff, with liaison responsibilities for specific teaching areas, work with teaching staff from those areas to acquire appropriate resources.

Factors relevant to resource selection and acquisition include relevance to curriculum, potential student and staff demand and currency.

The Library aims to make available prescribed texts and some of the recommended reading from course booklists or course outlines.

### Donations

Donations form a small part of the Library’s collection. Free, unsolicited resources may be offered for inclusion in the Library collection. Resources will be assessed to determine if they meet the selection criteria as set out in this guide.

Acceptance of a donation is also dependent on several factors: format, publication date and condition of material, cost of preparing it for inclusion in the collection and, in the case of periodicals, continuity of supply. The Library will decide whether to retain or dispose of donations. Donors are to be informed of these conditions, and if desired, given a copy of this guide.

As a general principle, the Library does not accept conditional donations of material, other than, upon request, to return any items not required for the collection to the donor.

Where a donor does not require the return of unwanted material, the Library will dispose of it in the most appropriate way.

Donations of over $150 value will be registered centrally with the CEO office. Donations of any value will be recorded.

### Cost

Item cost is a significant selection criterion, and alternative sources may be sought and recommended if a particular item is considered prohibitively expensive.

### Censorship

The Library supports the ALIA (Australian Library and Information Association) statement on free access to information. <https://read.alia.org.au/alia-free-access-information-statement> ALIA believes that library and information services have particular responsibilities in supporting a sustainable and free flow of information and ideas. These include: equal and equitable rights of citizens to information, the development of an inclusive approach regarding access to information and ideas irrespective of the controversial nature of information or ideas, ensuring clients have access to information from a variety of sources, catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas, resisting attempts to restrict access to information and observing laws and regulations governing access to information.

## Languages

Resources written in languages other than English are only acquired if relevant to the teaching program. Generally, English language resources are acquired, however some bi-lingual materials, such as dictionaries and course specific texts, and foreign language material that is mostly pictorial (art and floristry) are collected.

### Limitations

Recreational resources are not acquired. Recreational resources are defined as those resources that are not directly related to the programs conducted at the Institute. Staff and students are referred to their local municipal Library for recreational resources. There are some recreation fiction titles available for loan in the library collection, but these collections are not added to. The library supports the campus little free libraries for recreational materials.

## Co-Operative Use of Resources

The Library cannot always provide in house access to all the resources required to support a program area. Various schemes provide staff and students with access to resources at other Australian libraries so these broader research needs can be fulfilled.

### Inter-Library Loan and Document Delivery Scheme

Resource sharing is facilitated by the Inter-Library lending (ILL) and Document Delivery (DD) scheme administered by the National Library of Australia. All students enrolled at BHI and CAE can access resources from over 700 other Australian academic, public, or private libraries. Items will be sent to BHI and passed on to the student (for DD) or loaned via the BHI library system (for ILL). This service is free for Degree or higher level students & standard ILL fees apply for VET students and staff.

### Reciprocal Borrowing Schemes

The Library participates in the free CAVAL Reciprocal Borrowing Scheme within Victoria. Student enrolled in a course of more than one year, with the exception of secondary VET students, are eligible to use the free CAVAL reciprocal borrowing scheme offered by Victorian TAFE and University libraries.

## Collection Evaluation

For the collection to remain relevant and effective, it requires continuous evaluation.

The evaluation of the collection is a continuous and joint process between Library and teaching staff to ascertain the relevance of the collection and to identify under-resourced areas of the collection. Evaluation of the collection includes:

The subject coverage (breadth) of the collection

The amount and type of material (depth) which constitutes the collection

The strong areas/weak areas of the collection

Age of the collection

Out of print materials considered of enduring value are identified and labelled accordingly so that they are not weeded from the collection.

Foundation resources or those deemed to be the definitive or authoritative work in an area are retained. These resources have either been established or widely recognized as a model of authority or excellence. Certain valuable resources are also retained.

## Collection Maintenance

Physical maintenance of the collection is an on-going activity. Identifying resources in need of repair or replacement is the responsibility of all Library staff. Observations made when lending, processing returned materials, and re-shelving are useful in detecting items that require repair or replacement.

### Disposal (Weeding)

The collection is weeded of unwanted resources on an on-going basis by Library staff preferably in conjunction with subject specific teaching staff.

Criteria for removal from the collection include:

* out-of-date, inaccurate or misleading content
* worn, soiled or in poor condition
* unusable or inappropriate formats
* low loan records
* damaged or with missing parts
* unnecessary duplicates
* little used or unlikely to be used in the future
* withdrawal of a course of study by the Institute.

The Library will ensure that all weeded items are disposed of appropriately. Appropriate avenues of disposal include recycling.

## Periodical Retention

Decisions regarding the renewal or discontinuation of periodical subscriptions are made in consultation with teaching staff. Information Services Librarians use a Periodical Assessment Tool (PAT) which allows consideration of the subscription’s continued utility. A subscription will only be renewed if the information is directly related to a course subject, is not available readily via an electronic database licenced to BHI or duplicated in another BHI resource.

## Stocktaking

Stocktaking is undertaken on a rotational basis at all Libraries.

The aim of the process is to accurately reflect the location of all resources in the Library catalogue and is done every two years if possible

## Collection Management Review

This guide is a working document and any suggestions or recommendations will be welcomed and considered by Library Management for inclusion. This guide must continue to be relevant and useful in responding to student and staff and course needs. Any queries regarding the content of this Guide should be directed to the Library Manager, who will ensure the comment is taken into consideration. The Library Management team will assess and review the document and ensure any necessary amendments are included and promoted.

A regular review of this document is scheduled on a three yearly basis,

## Methods of Dealing with Complaints

All complaints regarding the Library can be lodged electronically via the Student Feedback facility on StudentWeb. Complaints can also be addressed to the Library Manager or other library staff directly. Complaints will be assessed in consultation with the relevant Library team members, and any action or decision will be forwarded to the Complainant. If not satisfied, the Complainant should be encouraged to make an appointment to see the Library Manager

**APPENDIX 1**

Library Liaison Librarians

Liaison is aimed at fostering greater cooperation and understanding between teaching and Library staff to provide appropriate support to teachers and students, and to achieve greater integration of Library services and facilities into the educational programs of each Centre.

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| **Business, IT and​ Applied Arts:​** ​​​​ | |
| ​Art & Design; Fashion: | ​Susan Jenkins |
| ​Business & Sport; Commerce: | Simon Stockdale |
| ​Culinary Arts and Hospitality: | ​Simon Stockdale |
| ​Floristry: | Susannah Ball |
| ​Hair & Beauty: | Susan Jenkins |
| ​IT & Security; Library Studies: | ​Jane Adams |
| ​Music: | ​Mark Suares |

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| ​**Contracted Delivery** | |
| ​Defence, Education & Support | Jane Adams |
| ​Prisons Project: | ​Refer to the liaison librarian for the subject area being taught |

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| **Foundation Studies:** | Mark Suares​​​​​​​​ |

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| ​**Health, Community and Life Sciences:​** ​​​ | |
| ​Early Childhood: | ​Susannah Ball |
| ​Nursing and Community Services: | ​Susannah Ball |
| ​Science & Animal Studies; Horticulture: | ​Simon Stockdale |

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| ​**Trades, Technology and Transport**: | ​ ​Susannah Ball |
| ​Electrical | ​ ​Jane Adams |