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LIBRARY ACQUISITIONS POLICY AND PROCEDURE

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1. POLICY STATEMENT
The Gordon Moyes Library is committed to the equitable allocation of funds to achieve the best possible return on expenditure to purchase resources to support teaching and learning needs of Excelsia College.

2. PURPOSE
The Library Acquisitions Policy seeks to outline the process of the Gordon Moyes Library resource procurements. Student numbers are taken into account, along with the cost of both print and electronic materials including journals, monographs, reference works, set texts, and databases in the disciplines offered by the individual schools.

3. PROCEDURE
Library resources are acquired through the following means:

- Monographs are generally sourced from online book suppliers with the more specialised being purchased through book shops.
- The Library is a member of ANZTLA (Australian and New Zealand Theological Libraries Association) and a consortium was formed to gain maximum value for expenditure on databases.
- COPHE (Council of Private Higher Education) librarians also have a consortium arrangement for cooperative purchases on print and online journals and databases.
- The Library has formed an alliance with a couple of other tertiary education providers to share the cost of database subscriptions.
- A purchase order is made out and signed by the appropriate person for all library resources.
- All library purchases are recorded on the Acquisition module of Liberty Library Management System.

3.1 Selection Aids
The following selection aids are used:

**Online Book Suppliers**
- Fishpond, Amazon and Book Depository

**Publishers**
- Catalogues and press releases received from publishers
- Websites

**Booksellers**
- Visits from booksellers, e.g. Koorong, Mosaic, Co-Op Bookshop
- Visits to booksellers, e.g. Published Art

3.2 Individual Orders
- Suggestions for new books should be made on the suggestion for purchase form which must be authorised by the Head of School. Orders will not be accepted without this authorisation.
- Person placing the order should check the online catalogue to ensure the title is not currently held in the library.
- As much information as possible should be included in the request, and orders should be placed well in advance of need to allow for unexpected delays.
- The Library staff will conduct bibliographic checks and then decide on a vendor. Priority will be given to vendors who supply promptly, offer good discounts and provide useful feedback on order status.
- If an item is expensive (currently items costing more than $100), further consultation may be necessary.
- Any purchase over $1000, e.g. database subscriptions, must be approved by the Managing Director.
• An official Excelsia College purchase order form which has been signed by the Library Manager, Academic Director or Chief Financial Officer, is required. The code for the School's budget to which the order will be charged must be noted on the purchase order.
• All orders will be placed through the Library Management System Liberty Version 5, allowing the Library to keep track of all purchases and know how much individual schools have spent of their budget.

3.3 Subscriptions
• Subscriptions are generally for print/online journals and databases.
• It is important to remember that once a subscription has been placed, it becomes a recurring cost which is charged annually to the School’s budget and that these costs are subject to inflation and if supplied from overseas, currency fluctuations.
• Requests for new titles will be considered after the request has been approved by the Academic Director.
• New subscriptions will be placed from the start of the next calendar year or volume, whichever occurs sooner.

The Library Manager will from time to time arrange free trials of new databases and Heads of School will then provide feedback as to their suitability for purchase. Print journal subscriptions have traditionally rolled over from year to year. The Library will continually review the use of print journals and make recommendations to the Heads of School and Academic Director for the next calendar year.

3.4 Donations
• Donors are asked to sign a Library Donation Form (LIB-F31).
• Library donations will be accessed by the same criteria as any other material; i.e. does it fit with the collection, is the physical condition acceptable, etc?
• Incomplete, inactive print periodicals or back issues will usually only be accepted where they fill in existing gaps in the collection.
• The College reserves the right to dispose of donations by discard, transfer or sale.

4. REFERENCES AND RELEVANT DOCUMENTS

Library Collection Development Policy (PO-LIB-01)
Library Information Literacy Policy (PO-LIB-03)