Document Name
LIBRARY COLLECTION DEVELOPMENT POLICY

Document Number
PO-LIB-01

Document Status

<table>
<thead>
<tr>
<th>Author</th>
<th>Library Manager</th>
<th>August 2012</th>
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</thead>
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<td>Review and Endorsement</td>
<td>Teaching and Learning Committee</td>
<td>August 2012</td>
</tr>
<tr>
<td>Approving Authority</td>
<td>Academic Board</td>
<td>September 2012</td>
</tr>
<tr>
<td>Publication</td>
<td>Issue 12E</td>
<td>January 2015</td>
</tr>
<tr>
<td>Review Date</td>
<td>Review of Issue 12E</td>
<td>September 2015</td>
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1. POLICY STATEMENT
The Gordon Moyes Library provides resources to support the research and educational activities of the individual schools, students, staff and Alumni of Excelsia College.

The collection development policy reflects the practices and process of the library in providing resources to the multicultural, multi-disciplinary and multi-denominational community. The Library also seeks to support Excelsia College’s vision to transform lives through excellence in Christian higher education by:

- resourcing the scholarship and creative endeavors of the college.
- providing quality service to students, staff and alumni.
- providing awareness of and advancing information literacy skills whilst adhering to the Library Information Literacy Policy (PO-STU-03).

2. PURPOSE
The Collection Development Policy is prepared as a policy document to define the scope and nature of the collection and is addressed to the Excelsia College Teaching and Learning Committee. It aims to provide facilities for the use of resources for the informational, educational and reference needs of the library users. Our academic programs determine the information needs of the staff and students, and the library collection is committed to meeting these needs, and so its strengths are assessed accordingly.

3. APPLICATION
- To develop selection criteria to assess future acquisitions (see the Library Acquisition Policy and Procedure PO-LIB-02).
- To establish quality standards for the inclusion or exclusion of resources, and the handling of donations.
- To select resource materials across all areas of the collection, thus reducing personal or single subject bias to ensure the development of a balanced collection.
- To ensure the continuity of resource selection when staff changes occur.
- To ensure the collection is of sufficient size and quality to support the College’s instructional and research needs.
- To ensure required resources are ordered in a timely and efficient way.
- To keep those with responsibility of library budget informed of library needs so that acceptable and realistic budgetary levels are allocated to ensure equitable distribution of funds across the various schools.
- To facilitate interlibrary cooperation, and discussion to ensure resource sharing and subject specialisation.

3.1 Clientele served
Library services are available to:
- all Excelsia College students, faculty and support staff, and alumni
- all Excelsia College distance students and faculty
- all Australian College of Ministries students and faculty

3.2 Facilities
The Library aims to provide facilities conducive to study and research. At the same time access to these facilities and the collection must suit the majority of patrons.
During semester, the Library is open 8am-8pm Monday-Thursday, 8am-5pm Fridays. During breaks, hours are Monday-Friday 9am-5pm.

The library catalogue is available on-line at wesley.softlinkhosting.com.au/library/libraryHome.do allowing 24 hour remote access. Within the library, the catalogue can be accessed from all 22 student computers.

Library patrons have access to 22 computers enabling word processing and printing via a networked printer, Internet access, connections to printers, and a wireless network for personal laptops and card-operated photocopying facilities.

### 3.3 Resources

The Library should acquire, organise and maintain resources in both print and electronic formats to support all teaching programs of the College and promote their most effective use by students and faculty for studies at both undergraduate and postgraduate levels.

The scope of the collection is diverse and comprises of resources in the following formats: Monographs, serials, some available as electronic and/or hard copies, DVDs, videos, CDs, kits, theatre scripts, musical scores, and sheet music.

The responsibility for selection of resources is at the discretion of the Library Manager in some cases, but usually in collaboration with the Department Heads who routinely examine resource catalogues to guide the ordering of newly published or released materials.

Selection criteria of new resources taken into consideration include:

- content value
- currency
- authoritativeness
- relationship to existing collection
- availability of material in other publications
- cost.

Selection of electronic resources follows the same principles as for print materials, but also takes into account the appropriateness of licence conditions and cost effectiveness.

The principle guiding the development of the collection is that the library should hold a copy or copies of all resources listed on course unit outlines and reading lists issued to students. New material (particularly monographs) is acquired on the basis of required reading and recommended references which the Schools include in their course unit outlines for the following semester in line with the Library Acquisition Policy and Procedure (PO-LIB-02).

Students are advised that the College expects them to purchase personal copies of texts, so only one or two copies of these texts are normally shelved in the closed reserve collection. As students should have ready access to recommended references, priority is given to accessioning these and restricting loan periods to either overnight, three-day or seven-day loan periods. Works cited as representative references or “other reading” is acquired and located in the general collection or may be accessed from an appropriate online database.

All material acquired by the Library is catalogued using the Dewey Decimal Classification and is maintained on Softlink Liberty V5.

Books and audio/visual resources in the general collection may be borrowed by the College’s students (5 books for a period of two weeks) and faculty (7 books for a period of two weeks). External (off-campus) students may borrow 5 books for 3 weeks. Books, serial publications and audio/visual resources in the reference collection may not be borrowed, but are available for use within the Library complex.
All collection items may be copied in accordance with Australian Copyright law.

To complement the print collection, students and faculty have access to several password-protected online databases, and on signing an Online Service Declaration agreeing to the terms of use, they are issued with passwords.

Both the general collection and the reference collection are housed in the Library.

Donations, usually in the form of monographs and journals, are accepted. Donations are assessed for relevance and physical condition, and donors are asked to complete Library Donation Form LIB-F27. The Library reserves the right to dispense of those materials which are in excess of the needs of the collection.

The Library has several special collections of note. These include:

- The library of the Australian College of Ministries, containing many unique and valuable titles as well as some lengthy runs of journals
- 2000+ music CDs
- A set of 60 CDs of Sound Effects from the British Broadcasting Corporation
- A nine-volume video set of Playing Shakespeare.

3.4 Services
Library staff should instruct students and faculty both formally and informally as to how to effectively use the library systems and resources and assist faculty with their teaching/research needs.

The Library contributes to the orientation of newly enrolled students through guided reader education programs. These programs encompass familiarisation with:

- the library page on the College website
- the locations and layouts of College collections
- computer terminals
- organization of support for students with impairments or disabilities
- operating hours
- one-on-one tuition (where necessary) in using the library’s database and search tools
- online resources
- accessing lists of useful websites in particular disciplinary fields
- contributing to suggestions and evaluations, and handling complaints.

As library staff is aware of the College policy on plagiarism prevention and intellectual property rights, they can provide on-the-spot advice to students on acknowledgements and referencing for assignment and essay purposes. In this respect, library staff is able to assist faculty and students in applying the requirements of the College’s general style manual and that for theological students, thereby sustaining the value of academic integrity.

As is the case with students, faculty are provided with passwords to access the Library’s online databases which provide faculty with a powerful timely tool for searching recent refereed periodical literature, reviewed monographs, and abstracts. For preparation of conference papers, lectures and student references, these tools are regarded as one of the Library’s major assets and are valued by all faculties. The faculty induction process includes familiarisation with the Library’s locations, collections, resources, and services, including the range of special searches which the Library Manager is able to provide.

3.5 Library Staff
Professionally trained library staff should be appointed to maintain the library’s facilities, resources and services.
The Library Manager is a member of the College’s Teaching and Learning Committee, signaling the pivotal importance of library and information resources to the educational mission of the College. The Library Manager attends the Australian New Zealand Theological Library Association (ANZTLA) quarterly meetings and conferences, as well as those sponsored by Council of Private Higher Education (COPHE).

The Library Manager is assisted by a Librarian, a Library Technician and a Library Assistant.

4. BUDGET
The acquisitions budget is set annually by the Excelsia College Board. Funds for Library resources are allocated to each school. A fund has been allocated to the library for more general collection development. Allocation of funds between disciplines varies slightly each year to facilitate more extensive purchases when courses undergo changes or for their five-yearly major reviews.

Library facilities are also upgraded continually as needed, including such elements as shelving, computers, hardware, software, databases, keyboards, etc.

5. LIMITATIONS
The Gordon Moyes Library collection spans the entire Dewey catalogue, but items are excluded where the subject matter is not relevant to any of the courses. Material can also be excluded on the grounds of price, language, or physical formats for which the Library does not hold the equipment to enable its use, e.g. microfiche.

6. COLLECTION EVALUATION
The Gordon Moyes Library is relatively young, and a comprehensive review of the collection is undertaken in conjunction with the stock take. Subject areas identified with gaps are addressed according to the Library Acquisition Policy and Procedure (PO-LIB-02), and resources are obtained to support the implementation of the Library Information Literacy Policy (PO-LIB-03).

Relevant criteria in evaluation include:

- the growth of the collection in different areas, and the usage of individual items in those areas;
- age of the publications, and whether they are standard works or of peripheral interest
- the importance of the subject within the educational framework of Excelsia College;
- the development of the Library collection.

7. PRESERVATION ACTIVITY
After cataloguing, resources are processed, involving re-enforcement tape being placed inside the front and back cover to strengthen the spine, and an appropriate plastic or adhesive covering is applied. The library is well ventilated and has good insulation, and is regularly serviced by a pest control company, thus providing an environment conducive for the storage of library resources.

8. DESELECTION
Deselection has not been a priority in this Library. The College does have a policy, however, that collection items which are obsolete should be withdrawn and the collection is weeded at least biennially. Prior to stocktake older books that have never been borrowed are pulled from the shelves. These books are arranged into schools so the Department Head can evaluating them, they either go into the Stack collection or are put into the next book sale.
9. REVIEW OF THE COLLECTION DEVELOPMENT POLICY

The Collection Development Policy is flexible and reviewed annually in conjunction with ISO quality audits. This is done by Library staff and is ratified by the Library Manager who reports to the Teaching and Learning Committee.

This policy should be responsive to developments and changes in teaching and research programs and in library professional standards and technology.

10. REFERENCES AND RELEVANT DOCUMENTS

Library Acquisition Policy and Procedure (PO-LIB-02)
Library Information Literacy Policy (PO-LIB-03)