

## Library Collection Development Policy

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|------------------------|---|----------------------|--------------------------|
| <b>Policy Category</b> | <b>Policy/guideline/procedure/rules</b> |                      |                          |
| <b>Review</b>          | 3 years from the date of approval       |                      |                          |
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| <b>Version</b>         | <b>Approval Authority</b>               | <b>Approval Date</b> | <b>Commencement Date</b> |
| 2020.10                | Provost                                 | 26 October 2020      | 26 October 2020          |

### 1. Introduction

The Australian National Institute of Management and Commerce (IMC) is a higher education provider in the fields of business and law. The Institute seeks to advance knowledge through the provision of high-quality tertiary education and to foster an international academic environment in which students acquire lifelong learning and research skills that prepare them for their careers and professional roles in the general community. The Library helps to ensure the Institute meets these commitments.

The Library provides high quality, client-focused information resources to support teaching, learning and research activities of students, faculty and staff. The resources include all formats, physical and electronic, with a growing emphasis on e-resources.

IMC is expanding its subject offerings and delivering its courses through its digitally enhanced Smart Campus facilities. The Library's Collection Development Policy reflects the progressive development of IMC's Smart Campus concept.

This Collection Development Policy informs the Library's collection program.

### 2. Objectives of the Library Collection Development

In accordance with the overall strategic development of the Institute, the objectives of the Library's collection are to:

- support teaching, learning and research of students, faculty and staff including online and blended teaching and learning
- respond to changes and growth of the Institute's academic and research programs
- take advantage of, and actively develop electronic and digital resources to ensure that students and staff can access resources readily on and off campus
- ensure the broadest possible collection through online digital media and e-books whenever possible
- maximise online 'anywhere any time access' in accordance with the Institute's Smart Campus objectives

### 3. The Purpose of the Collection Development Policy

This Collection Development Policy is the blueprint for the operation of the Library. It is a planning and management tool that directs the selection and maintenance practices of the

Library. Its purpose is to:

- establish guidelines and principles concerning the development and maintenance of the library collection, including the selection of materials and collection practices.
- implement any relevant directives from the Academic Board, and the recommendations from review bodies that may be established or commissioned by the Institute from time to time.

#### **4. Collection Development Principles**

##### *Selection Criteria*

The Library's Collection Development are informed by the following broad principles:

- Scope – relevance to IMC's academic curriculum, programs and, research aspirations;
- Currency – updated versions and editions;
- Language – English; other languages will be considered if they complement teaching and learning;
- Format – e-format preferred but open to other options where e-format is not available;
- Authority – valid, credible resources from established suppliers.

The Librarian takes into consideration the following when making purchases and subscriptions:

- Support teaching, learning and research at IMC. That means the acquisition of textbooks and recommended readings is a priority;
- Reference materials that support subject areas being taught;
- English language resources that assist study and presentation skills;
- Leisure reading popular with students and staff;
- Current affairs that impact on subjects and areas taught.

#### **5. The Collection: Acquiring Materials**

##### *E-resources:*

In accordance with the Smart Campus concept, the focus of the Collection Development is on *e-resources*, which include e-databases, e-journals, e-books, subjects guides, open online resources, online modules, interactive multi-media materials and many more.

Consistent with our Smart Campus concept, the Library's Collection Development policy aims to ensure that students can 'carry' books on their mobiles laptops and iPads on and off campus.

E-learning tools and online programs

E-learning tools such as webinars, online forums and chatrooms as learning platforms are recommended for students. Multimedia, virtual classrooms, Moodle, web-based subject guides, online workshops and tutorials will assist in the delivery of programs. These tools complement learning resources.

##### *E-enabled library infrastructure*

In pursuance of the Institute's Smart Campus concept and the implementation of the recommendations of the Review, the Library has optimised e-resources access, by upgrading its content management system to a cloud-based, integrated resources, innovative and technology-

driven scheme. The Library's website subscribes to Springshare LibGuides to enhance student viewing and access. These measures will be supplemented by implementing IP authentication via Active Directory to facilitate access to our electronic collections. Cutting-edge e-resources, e-learning tools and online programs will continue to drive the Library Collection.

### *Non-electronic Resources*

While the Library focuses on e-resources, its collection will continue to include and build on physical resources where appropriate to support teaching, learning and research. The non-electronic collection is informed by the main subject areas and courses offered by the Institute that include:

- Business, Accounting, Economics, Finance, Law, Human Resources, Management, Public Relations, Marketing, Organizational Behavior, Entrepreneurship and Leadership, Financial Forecasting and Data Analysis, Electronic Commerce, Ethics, Trade, Financial Planning and Risk Management

Acquisitions for the Collection are based on:

- Core texts
- General reference materials
- Recommended readings
- Materials identified by faculty and the Librarian as meeting the needs of the Library's clients and to fill collection gaps.
- Suggestions by staff and students for works or materials considered within the Library Collection Development Policy framework.

### *Pricing*

The Librarian sources materials from vendors and suppliers and endeavours to obtain the best prices for acquisitions that include physical and electronic materials, e-learning tools and relevant infrastructure to support the Library.

## **6. Budget**

IMC allocates substantial funds to develop the Library's collection. The funds will go towards purchasing e-databases, e-books, e-learning tools and relevant infrastructure to support the e-Library.

## **7. Donations**

IMC accepts donations from institutions and individuals that will enrich the Library's collection and support teaching and learning. Donations will be accepted based on relevance to IMC's academic and research programs and by the Library's Collection Development Policy. Donations will be incorporated into the Library Collection. The Library reserves the right to decline or dispose of donations

## **8. Collection Maintenance**

Items are shelved, displayed and stored in compliance with the Institute's risk management and safety requirements to ensure they do not pose hazards to students and staff. Damaged items are repaired or replaced. Duplicates are welcome. They enable clients to borrow without the need to wait for returns.

## 9. Weeding

Outdated copies are taken out of shelves into boxes for storage. The Library maintains updated editions and revisions.

Weeding may not be a pressing issue as the Library Collection moves to e-format. The strategy will free up space for student learning.

## 10. Collection Review

The collection is reviewed regularly to ensure its integrity, diversity, quality, quantity, effectiveness, scope and currency.

## 11. Book Quantities: Ratio

For current core texts, the Library holds the following ratio of library copies to enrolled students. However, increasingly e-versions are being purchased in addition to physical texts.

| Number of Enrolled Students | Minimum number of copies held by the Library |
|-----------------------------|--|
| 1 to 20                     | 3 copies                                     |
| 21 to 75                    | 4 copies                                     |
| 76 to 200                   | 5 copies                                     |
| 201 + students              | 6 to 10 copies                               |

## 12. Subject Guidelines Alignment with databases and e-books

### *Subject guidelines*

For the Library to be effective in assisting with the Smart Campus concept and more efficient access to e-resources for its clients, it is essential for Institute's teaching and learning programs to be synchronised with its electronic resources. This requires active coordination between the Librarian, course coordinators and lecturers in the design of the course and subject guides. The Library is accordingly developing subject guidelines aligned to key subject areas highlighting relevant reference materials, databases and e-books. The guides will assist students in locating pertinent materials for their studies.

### *Librarian involvement*

The development of subject and courses guidelines is facilitated by the involvement of the Librarian in the Teaching and Learning Committee, a subcommittee of the Academic Board and which is responsible for students, teaching and learning.

## 13. Access to University of Sydney Libraries

### *University of Sydney Libraries*

In addition to access to e-resources available to students on and off campus, it is part of the Library's collection development policy to supplement its resources with external

resources. Given its proximity to the University of Sydney, students and staff from IMC are provided access to the University of Sydney Libraries, including its business and law libraries. The Institute pays for access to its students and staff. IMC will continue to subsidise memberships to the University of Sydney Libraries as a supplement to its Library.

As its programs expand, the Institute is actively pursuing a Collection Development Policy that reduces or removes reliance on external sources. Accordingly, in the long term, IMC plans to offer subsidies for only those studying in areas where the University of Sydney Libraries provides an exclusive and comprehensive collection such as Law and specialised research projects.

#### *Interlibrary Loans*

Where the Library is not able to meet the needs of students and staff, special requests can be made through interlibrary loans.

### **14. Learning Spaces**

While the use of e-resources impacts on the use of physical space needed to hold physical collections, the Library appreciates the need for learning and resources spaces where clients can access information while on campus. Accordingly, the Library has acquired additional space for student learning and studying, as well as discussion groups, to meet projected increased program offerings and student enrolments. New study rooms, meeting rooms and discussion rooms were added. More space will become available as the addition of space will be done in stages taking account of the growth in student numbers. This measure reflects, “The institute develops a learning/resources space development plan to allow for the managed growth of its spaces in line with its student profile”.

### **15. Version Control**

| <b>Historical Version</b> | <b>Approved by</b> | <b>Approval Date</b> |
|---------------------------|--------------------|----------------------|
| 2015.10                   | Academic Board     | 22 October 2015      |
| 2009.04                   | Academic Board     | 24 April 2009        |