

Library Collection Development Policy

Policy Category	Policy/guideline/procedure/rules		
Review	3 years from the date of approval		
Policy Code	GP020		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2024.2	Academic Board	29 February 2024	29 February 2024

1. Purpose

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.

2. 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.

3. Scope

This policy applies to all library collections on all the campuses of the Australian National Institute of Management and Commerce (IMC).

4. Definition of Terms

Acquisition means the process of purchasing library materials as recommended by library users based on the established criteria

eBook means a book available in electronic form

eJournal means a journal available in electronic form

Journal means scholarly material written by experts that is published regularly

Selection means the process of deciding which materials will be added to the library collection based on the established criteria

Smart Campus means targeted initiatives at the Institute designed to increase the availability of immersive videoconference and technology enabled spaces, digital and AI technology for information provision, i library resources, strengthen administrative processes and modernise teaching-learning methodologies

Subject Guides mean resources produced in the library which set out essential resources in various subject areas.

Weeding means the process of removal of resources from the library collection according to the established criteria

Withdrawn means deleted item status in the library management system or an item removed from the collection.

5. Objectives of the Development of the Library Collection

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

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

6. Collection Development Principles

6.1 Selection Criteria

6.1.1. Principles - The Library's Collection Development is 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.

6.1.2. Considerations - The Librarian takes into consideration the following matters when making purchases and subscriptions:

- They will 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.

7. The Collection: Acquiring Materials

7.1. *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, subject 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 mobile phones, laptops and iPads/Tablets on and off campus.

The Library Collection Development Policy is aligned with the Smart Campus initiative and aims to integrate e-books into the library system. This move is expected to provide substantial long-term advantages that include optimising space utilisation, managing storage better, and making it easier to access copies at both the main and satellite campuses.

7.2. 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.

7.3. *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.

7.4. *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 Behaviour, Entrepreneurship and Leadership, Financial Forecasting and Data Analysis, Electronic Commerce, Ethics, Trade, Financial Planning and Risk Management

7.5. Acquisition Criteria

1. The following materials will be given priority in acquisitions: Core Texts
2. General reference materials
3. Recommended readings
4. Materials identified by Academic Staff and the Librarian as meeting the needs of the Library's borrowers and to fill collection gaps
5. Suggestions by staff and students for works or materials reflecting this policy's objectives

To ensure we adhere to the Smart Campus concept, the IMC/TOP Library will purchase e-books over printed copies guided by the following criteria:

1. Preference on purchasing electronic format over physical textbook unless e-book is unavailable
2. Ease of use and accessibility
3. Cost-effective value that will provide access to:
 - a. Unlimited User Access (unrestricted use)
 - b. Limited User Access (e.g. 3 concurrent users) and/or
 - c. Subscription-based

7.6. *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.

8. 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.

9. 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

10. 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.

11. Weeding

Outdated copies are taken from the shelves and put into boxes for storage.

11.1 Weeding Procedures

11.1.1. Books may be withdrawn if:

1. Books have been superseded by its new edition
2. Books become irrelevant to the current teaching curriculum
3. Content becomes obsolete
4. Books were published 10 years ago or more
5. Books are damaged beyond repair (*the use of original copy justifies replacement*)

11.1.2. Approval for withdrawal or disposal

1. The Director of Learning and Teaching and the Head of Finance must approve the withdrawal or disposal of any item in the library collection
2. The ownership stamps must be removed or cancelled
3. The status of books must be changed to "withdrawn" in The Library Management System
4. Approval of disposal must go on file
5. The number and details of the books/items must be reflected in the request for withdrawal:
 - a. Title
 - b. ISBN
 - c. Date of Purchase or Recorded Date (*if applicable*)
 - d. Barcode Number (*if applicable*)
 - e. Withdrawn Status (*if applicable*)
 - f. RFID Tag Disabled Status (*if applicable*)

11.1.3. Disposal Options

1. Books can be taken from the shelves and put into boxes for storage (upon approval of the Head of Finance)
2. Books can be donated to organisations (e.g. charities, community groups, recycling institutions)

3. Books can be disposed of in an environmentally and appropriate manner

12. Collection Review

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

13. Core Texts: Quantities

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

13.1. Print Books

Number of Enrolled Students	1 Campus	2 Campuses	3 Campuses
1 to 50	1	2	3
51 to 100	2	4	6
101 to 200	3	6	9
201 + Students	4 maximum	8 maximum	12 maximum

13.2. e-Book

Number of Enrolled Students	Unlimited users	3 Users	1 User
1 to 50	1	1	1
51 to 100	1	1	2
101 to 200	1	2	4
201 + Students	1	As required	As required

14. Subject Guidelines Alignment with databases and e-books

14.1 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 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.

14.2. Librarian involvement

The development of subject and courses guidelines is facilitated by the membership of the Librarian on the Teaching Learning Committee.

15. 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 LLB 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.

16. 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".

17. Version Control

Historical Version	Approved by	Approval Date
2024.2	Academic Board	29 February 2024
2015.10	Academic Board	22 October 2015
2009.04	Academic Board	24 April 2009