VICTORIA UNIVERSITY
COLLECTION DEVELOPMENT POLICY

CONTENTS

PART 1

Collection Development Policy - Victoria University

Teaching, learning and research are core activities of the University. The commitment to these activities is outlined in the University's Strategic Plan.

Further details about the University's Faculties, Schools and Departments & Strategic Research areas can be found at http://www.vu.edu.au/

PART 2

The Library

Collection development policy

Library operational plan

Funding

Campuses

Collection Development Policy

The goal of the collection development policy is to provide a framework by which to respond to the major client value expressed by the users of the Library: a comprehensive, relevant, on-campus collection of books and journals.

The collection development policy will provide clear statements which can be adapted to meet changing needs in the various areas of collection management; e.g. selection and de-selection of materials, acquisition of materials, and development of special collections.

Electronic access is the preferred option. The challenge for Victoria University Library is to implement more fully the electronic or digital library whilst maintaining traditional Library services as required.

The Library Operational Plan

Details of the Library's operational plan can be found at:

http://w2.vu.edu.au/library/info/   under the Heading "Plans".

Funding

Funding for collections comes from various sources:

Library recurrent budget that includes Higher Education funds, VE funds and full-fee paying student income

Research Infrastructure funds

Donations from individuals or organisations

Campuses

There are campuses at City Flinders, City King, City Queen, Footscray Nicholson, Footscray Park, Melton, St Albans, Sunshine and Werribee.

The Library runs as a single library across all the campuses. Students can borrow and access materials at any campus.

The collections at each of the campuses are of different sizes and are at different stages of development. The campuses may collect in widely different

areas for courses that are specific to their campus, but some courses are taught on more than one campus.

The range of students also differs from campus to campus, with some campuses having students from all levels (VE to higher degree) while other campuses do not.

In the process of reviewing the University's teaching and research role, courses may change from campus to campus and thus create different collection needs, often at short notice.

The Library is required to be flexible in carrying out its collection development policies as a result of having multiple campuses at different stages of collection development and the changes in course location and course structure that occur.

PART 3

Selection of Material

Selection of:

- [Individual Monograph and audio-visual items](#)
- [Serials – print and electronic](#)
- [Electronic resources](#)
- [PDA programs and subscription suites](#)

Selection of Material

Individual Monograph and Audio-Visual Items

Aim

To ensure that funds allocated by the Library for Information Resources are spent on the purchase of materials that build a collection that supports Teaching and Learning, and research of the University.

Responsibility

The responsibility for selection of new monograph and audio-visual titles resides with the staff with responsibility for a specific subject area. Normally these staff would be the College Librarians, with assistance from academic and teaching staff. A significant proportion of monograph and audio-visual material is also purchased through patron-driven models. These models result in material being purchased as titles are selected by the University Library patrons.

Policy

a) Funding is allocated at the start of the year for the purchase of monographs and audio-visual resources for the university, after allocations have been made to cover serial subscriptions.

b) The College Librarians will submit regular order requests for new monograph and audio-visual items to the Acquisitions Section indicating the appropriate fund code.

c) The College Librarians should aim to submit a regular flow of order requests to the Acquisitions Section. See also policies on, 'Prescribed Texts', and 'Recommended Texts', in Part 5.

d) Recommendations for items over $1500.00 must be referred to the Manager Information Resources and Collection Services.

e) The Library is moving towards increasing the proportion allocated to electronic resources (e-books) as reflected in the information needs of our clients and the altered mix in publishing output. Where access to an electronic title exists, orders will not be placed for print copy purchases. This policy also applies to Reserve material.

f) Preference is given to streaming video or audio files. Generally hardcopy DVD will only be purchased where streaming is not available.

Serials – Print and Electronic

Aim

The costs of maintaining a serials collection is high, with an average 10% inflation per annum expected in this area, and care must be taken to purchase new titles wisely.

In many cases titles are available in electronic format or by Electronic Document Delivery and these should be investigated as alternatives to hard copy subscriptions. Electronic access to serial subscriptions is the preferred option, and electronic access will always be purchased in addition to the hardcopy subscription if the hardcopy subscription must be retained to get electronic access. The additional cost of the electronic access is seen as warranted because of the benefit of access across all of our campuses and in some cases from remote locations. Duplicate hardcopy subscriptions will be cancelled where electronic access becomes available:

- if this does not negate the ability to gain electronic access,
- if the electronic source is reliable and enduring,
- and if the hardcopy journal is not required under one of the duplication exemption clauses.

Responsibility

The responsibility for selection of new serial titles resides with the College Librarians. New serial subscriptions costing over $A1500.00 per year will need to be referred to the Information Resources Management and Access Committee (IRMAC) for approval on an electronic resources recommendation form. A copy of the recommendation form is available on the Intranet.

When requesting an electronic serial subscription an evaluation form must be submitted to IRMAC. A copy of the evaluation form is available on the Intranet. The evaluation form ensures sufficient consultation is undertaken and allows the committee to take a coordinated approach to the implementation of a product.

The terms of reference for the IRMAC, assign the committee, responsibility for ensuring evaluation is undertaken on both print and electronic serial products and that a coordinated approach to their purchase is adopted.

Policy – Print and Electronic Serials

As a general rule, no duplicates of serials will be subscribed to. Duplicate serials will usually be cancelled where there are two or more paid subscriptions, or there are separate subscriptions for both electronic and hardcopy versions of a title (the electronic version will be the preferred subscription).

The exceptions to the rule will be as follows:

1. Titles which require the client to have an original issue on hand e.g. artwork.

2. Electronic copies which are not adequate replicas of the print e.g. graphs are not reproduced.

3. Titles primarily used for browsing which are of current value and which are not readily available electronically.

4. Titles required for course accreditation which are not available electronically.

5. Print subscription must be maintained for online access to subscription.

6. Standing orders for monograph titles such as subscriptions to loose leaf updates.

7. Occasional orders for individual issues of a serial.

8. Subscriptions to Australian newspapers.

9. Electronic embargo periods that restrict access to the current issue of a journal within a reasonable time frame.

10. Subscription must be maintained for package deal.

Where an individual subscription is cancelled because the Library also has an electronic subscription to an aggregate database that includes the title, if the title is later withdrawn from the aggregate database or the aggregate database subscription is cancelled, then an individual subscription may be reinstated

The amount of funding that can be committed to serials, is not fixed on a College basis. This is to allow for differences in disciplines in relation to serial and monograph needs. However there is an overall ceiling for Serials Expenditure with an upper limit of 75% of the total Resources allocation. Consideration must be given to the fact that the acquisition of serial resources implies an ongoing purchasing commitment, with high inflationary increases, from an unknown budget for the following year.

Individual subscriptions to journals available in full-text via aggregator datasets eg Academic Source complete or SportDiscus will not normally be purchased. Exceptions may be made for journals with embargo periods or incomplete coverage in the dataset.

Policy – Print Serials

Recommendations for new serial titles will be made by the appropriate staff with responsibility for a specific subject area after consultation with Academic and/or Teaching staff. In general the same selection criteria apply to print as to electronic serials – see next section.

Requests for print serials that cost greater than $A1500.00 must be referred to IRMAC for approval. They should be sent, using the existing serial recommendation form.

Policy – Electronic Serials

Selection criteria:

Electronic serial subscriptions must take into account -

a) Cost - new subscription should be approved of by the Colleges concerned. For a networked subscription it is desirable that all involved parties agree.

b) Scope - the value of the information source is determined on the basis of whether it is a unique source or duplicates existing print resources. Does it duplicate existing print resources or is it of unique value? Does it represent a unique source of, for example, Australian material?

c) Relevance - material contained in the subscription should be relevant to existing or planned VU courses.

d) Timeliness - the subscription should be updated sufficiently to suit client needs.

e) Accessibility - the product should have a user friendly interface with a reasonable number of searching access points. It must run on our existing network or stand-alone equipment. Print or download facilities must exist. Alert options and mobile applications are considered very positive features.

f) Any product operating on a new software platform must be available initially as an evaluation copy to ensure compatibility with the Library's network.

Electronic Resources

Aim

To guide the selection of electronic resources.

Policy

That the Library move towards increasing the proportion allocated to electronic resources and electronic information as reflected in the information needs of our clients and the altered future publishing output. Electronic access to resources is the preferred option

Selection Guidelines

The overarching principles of collection development remain, and the following factors are considerations intended to guide selection of electronic resources.

Many of these factors are already incorporated in the IRMAC's form for recommending electronic serial purchases which incorporates evaluation of content and access.

1. Substance
   - database quality
   - full text or bibliographic
   - value-added aspects - electronic publications have the potential added value of sound and motion. Alert options and mobile applications are considered very positive features
   - avoid duplication

2. Durability
   - how long is it expected to last, and if indefinite access to the electronic resources is desirable, perpetual licensing and archiving needs to be part of the licensing negotiation

3. Interest
   - does it provide diversity
   - is it of wide ranging application or local interest only (eg e-resources specific to one discipline)

4. Licensing
   - define ownership/leasing rights
   - define user population

- define what access is provided (remote, onsite)
- define permissible activities (viewing, downloading, copying, exporting, storing etc)
- The online access preferably is available University wide, the Library does not normally subscribe to online titles that Licensing agreements restrict to only one campus.

5. Technology-related issues
- integrated functionality, particularly of resource discovery and document delivery
- technical requirements such as compatibility of vendor and library technologies
- interoperability of standards and protocols
- TEST before you buy

6. Costs
- relative importance of ownership or access/use
- electronic resources are not routinely the cheaper option, however have the advantage of enhanced accessibility for users, sharing of resources etc and the additional expenditure is justifiable on that basis
- suitable technological infrastructure is required to enable access and use (viewing, downloading, printing etc)

7. Access provisions
- IP authentication is very much the preference
- Unlimited access is very much the preference
- Login and password access will only be taken up if the resource is considered essential and there are no alternatives, or for single user online serial access provided with a print subscription.

PDA Programs and Subscription Suites

The bulk of Victoria University's new library resources are selected via Patron Driven Acquisition (PDA).

Large PDA packages covering a broad range of publishers have been established with the aggregators EBL and Ebrary (about to merge as Proquest) and Ebsco.

Records for these resources are in the catalogue and discovery layer.

As patrons use these resources purchases are triggered and the resources are then owned in perpetuity.

Where publishers are well covered in these aggregators we will not purchase directly from the publisher. We will add publisher packages from the publishers that are not represented in the aggregators.

Retrospective coverage is provided by the large range of resources included in the Ebrary and Ebsco Academic subscription suites. The titles in these subscription suites are excluded from PDA.

PDA packages for streamed video material have also been established with Kanopy. When the video is viewed 5 times a subscription for 1 year is activated. At the end of that year the title will revert to PDA until another subscription is activated.

PART 4

Retention of Material

Retention of Print Collections

Aim

To guide the decisions on the retention of print resources to establish the core physical collection, in line with University teaching plans that will have a desired minimum percentage of future use, while non-core material is either relegated to storage or discarded. A collection development policy is prepared to enable the acquisition of a quality collection, and a retention policy must be used to assure continued quality in the collection.

Positive reasons for considering retaining a physical item in the collection as seen by the Library are:
- Proven circulation,
- Not available in electronic format,
- Works with photographs or similar that will not transfer well to electronic format,
- Children's literature award winning books,
- Classic works of the literature in that subject area,
- One of limited numbers of works held in that subject area and the information contained is still current,
- Victoria University author and affiliated authors
- materials that are relevant to the University's Key Research Areas,
- materials that are relevant to the University's teaching programmes as indicated by Handbook subject details, or recommended reading lists,
- materials that are relevant to any of the Library's Special Collections, as listed in the Collection Development Policy,
- subject dictionaries, handbooks and other reference works if content is still of enduring value,
- material listed in one of the standard published guides to Library materials.

Responsibility

The responsibility for making retention decisions concerning materials resides with the College Librarians and Library staff at each campus, who will consult with Academic and teaching staff. Deselection will be linked to the discipline and course plans, and each campus will nominate at least one area for review, as an annual objective. Where campuses purchase Legislation and Standards, and first aid manuals in print format, the annual review project must include consideration of these items, to ensure that the material is not out of date. Withdrawal of Library materials from Millenium and Libraries Australia is undertaken by the Collections and Metadata Librarian.

Policy

a) The area selected annually for review by each campus can be by subject area, or usage patterns or any other means considered appropriate by professional Library staff. Individual campus decisions must take into consideration the University's teaching and research programmes, and any University initiatives for the transfer of courses between campuses, or the introduction of existing courses at additional campus sites.

b) The selection of an area will take into account what is feasible given staff workloads.

c) Assumptions that have been made for retention of material not related to research programmes or new courses are that:
   - future use can be predicted,
   - past use is an indicator of future use,
   - an indicator of past use is the amount of time an item has remained on the shelf since its last use,
   - circulation figures are an indicator of actual use, both in and outside the library,
   - browsing should be taken into account.

d) Material published with contributions made by VU academic and teaching staff, past or present, evident within Millennium by the code 'v' in the BCODE3 field in the bibliographic record, will not be withdrawn.
   Material with VU affiliations which is no longer required is to be sent to the Collections and Metadata Librarian for consideration with regards to digitization or other needs.

e) Any one of the following general criteria may be used to justify the deselection of material. The criteria emphasise the qualitative rather than the quantitative, and in some cases are those that are also used for selection:
   - content, established in consultation with academic/teaching staff,
   - language, established in consultation with academic/teaching staff,
   - specific classes of materials, eg. almanacs,
   - items over a certain age, relative to the requirements of the subject area,
   - specific classes of materials with a specific age, eg. computer books after 5 years,
   - physical condition of the item,
   - subject area taught, or within the University's designated Key Research Areas,
   - elapse of time since the item last circulated,
   - availability of multiple copies or duplicate coverage,
   - availability of materials elsewhere,
   - availability of new editions,

- coverage of material in indexes(serials),
- price(serials),
- availability on ILL(serials),
- gaps in the holdings(serials),
- no longer active(electronic resources),
- significant changes in database quality(electronic resources),
- significant deterioration in database platform (electronic resources),
- significant increase in vendor pricing or subscription terms (electronic resources).

f) The general criteria are relied on for all subject areas, and individual subject areas may also have other criteria, specific to the needs of the collection that qualify the general criteria for that subject area. Any criteria used in addition to the general criteria will be documented in the review plan.

g) The Library recognises that equity must be addressed in not only the way the collection is weeded but also in the impact this has on users. General criteria will not be exercised where this clearly disadvantages a group of users, by a resultant lack of resources.

h) All withdrawn material will be checked, prior to disposal, to see if the item is the last copy in the Victoria University Library, and the last copy in a University Library within Victoria and the State Library of Victoria. If there are no other copies, the item should be considered for relocation to CARM regional store. Since July 2007 the holdings of monographs sent to CARM are retained in the catalogue with the location as CARM. This material is available for request on interlibrary loan by Higher Degree students and staff.

   When considering relegating items to CARM, the following points need to be considered:
   - The item must not already be held in the CARM collection
   - "The CARM collection contains last copies of valuable but low usage archival and research materials"
   - Serials with Australian imprints will not be sent to CARM as these will be held in the National and State Libraries.

i) Material tentatively selected for storage or discard will be subject to review by professional librarians, in consultation with academic and teaching staff. Consultation will be achieved through the most efficient means, depending on how the items have been identified, e.g. lists, shelf location.

j) Any item requested by a user, or loaned to a user during the review process will not be discarded.

k) Review of material at one campus may result in the relocation of the material to another campus to support the University's teaching and research programmes.

l) Serials:
- All print back runs of serials across the campus libraries, prior to the cut-off point of 10 years, to be sent to CARM, except as indicated in point (i) above. The exception to this will be those titles that are retrospectively useful to undergraduate students. The latter will be retained as complete runs or in multiples of 5 years beyond the 10 year period. Where an exception status has not been established, print serial runs past ten years will be discarded if not sent to CARM. Serials with Australian imprints will not be sent to CARM as these will be held in the National and State Libraries.
- No print back runs beyond 5 years will be kept for titles with reliable and comprehensive electronic archives. This generally means purchased backruns and current subscriptions with perpetual access. Backruns as part of a fulltext database (eg SportDiscuss) are subject to change.

m) Stack Collections are used as storage for older Reference or Periodical titles when shelf space is limited. These older titles should only be moved to Stack if they are expected to be used on a regular basis. Reference or Periodical titles that are not expected to be used regularly should be sent to the CARM store. Periodicals older than 10 years are normally sent to CARM rather than Stack unless required for undergraduate use. If space becomes available again on the open shelves the titles in the Stack Collection should be relocated there. Large relocations of titles to Stack or from Stack should be co-ordinated with the Collections and Metadata Librarian.

Items in the Stack should be relabelled STACK PER or STACK REF as appropriate and the location code changed to 'xsp' or 'xsr' where 'x' is the campus code. Items relocated in Stack Collections are shelved in their original classification scheme order. As such these runs should also be included in the annual weeding programs carried out at each VU campus.

The Law Collection has its own STACK LAW collection. The policy regarding the STACK LAW collection will be found in the Law Collection Policy, see the Collection Development Policy Part 7: Collections.

Titles from Lending Collections that are weeded may be sent to the CARM store and not placed in Stack. If these weeded titles are not appropriate for CARM or transfer to other campuses they are withdrawn.

Retention of ebooks

Subscription and PDA ebook titles

Titles within subscription and PDA packages are removed from the catalogue on the advice of the package vendor.   Titles in these packages are not static and may be added or removed due to changes in vendor agreements with the publishers.

Records for these packages are refreshed regularly via record loads from Serials Solutions or the vendors. It is not feasible to remove individual titles which remain accessible in the package because

      a. A user can still access the book if they are searching the package interface;
      b. The record may be returned to the catalogue during the record load process and there is no automated method available to set up alerts for such titles.

Should a title which has been removed from a subscription or PDA package still be required a request for purchase should be sent to IRCS libraryacquisitions@vu.edu.au who will investigate alternative access.

Examples of ebook PDA packages: EBL, Ebrary PDA and Ebsco PDA titles. Records for non-purchased PDA ebooks can be distinguished by the wording in the marc field 002 'Patron driven purchased title', or the 001 field begins with 'EBL'. These fields are only visible in staff views.

Examples of ebook subscription packages: Ebrary academic complete international subscription collection, Ebook academic subscription collection Worldwide (Ebsco), OECD iLibrary.

Purchased ebook titles

Purchased titles will be removed from the catalogue only when requested by Library Staff. They should be removed based on the following criteria:
* Superseded edition when we have purchased a newer edition;
* Material that is inaccurate or out of date.

Requests for removal should be forwarded to IRCS at cataloguing@vu.edu.au .
Titles by authors with VU affiliations will not be completely removed from the catalogue (see below).

Ebook titles will remain in the catalogue unless deselected by Library Staff as there is very little catalogue maintenance required once an ebook is purchased and catalogued.

Ebooks and VU authors

Author affiliations are unlikely to be noticed when ebook titles are added to the catalogue as the records are usually loaded in bulk, and the books themselves are not viewed during the cataloguing process.

Library staff are to alert IRCS at cataloguing@vu.edu.au when such titles are noticed in the catalogue. The bibliographic record number and the title of the ebook should be provided.

Once notification has been received, the bibliographic record for purchased ebooks will be given the code 'v' in the BCODE3 field – this conforms to the procedure for print titles.

PDA titles by VU authors
A purchase for these will be forced if there are no print copies already in the collection. Requests to force purchase of these titles should be sent to IRCS at libraryacquisitions@vu.edu.au.

Withdrawal process
Ebooks with the code 'v' in the BCODE3 field in the bibliographic record will not be withdrawn.

Should one be out of date and so no longer relevant to the collection:
- The bcode3 field will be changed to 'n' (suppression) to remove it from the public catalogue, and
- A note will be added to the bibliographic record (002 field) with the wording "DO NOT WITHDRAW. VU AUTHOR".

The record must remain in the catalogue as the title may be required for research evaluation purposes, but will no longer be searchable in public instances of the catalogue (i.e. the Classic catalogue or Discovery Layer).

Relocation and Disposal of Material

Aim:

To ensure that only required Library materials are relocated when courses transfer between campus libraries and appropriate consultation is undertaken with the Collections and Metadata Librarian

Policy:

All Library resource relocations are co-ordinated through the Collections and Metadata Librarian in the Library's Information Resources and Collection Services Branch. Material relocated must be re-catalogued and processed for its new location after review of its suitability for retention.

To ensure this outcome is efficiently achieved appropriate guidelines must be supplied by Campus Library staff, to the Collections and Metadata Librarian.

These guidelines should be the outcome of consultation by Campus Library staff with relevant Departments and staff. Consideration should also be given in the formulation of these guidelines to overlapping subject areas, funding source of purchase and collection strengths.

The guidelines supplied may include:
- withdraw item if held at destination campus
- withdraw item if never borrowed
- withdraw if class set
- fund code the material was originally purchased from

If no guidelines are supplied, the Collections and Metadata Librarian will formulate a rational relocation guideline based on the previously outlined criteria.

To ensure the formulation of appropriate guidelines from the initiation of the transfer project and efficient processing of the material the Collections and Metadata Librarian will be involved in initial discussions with Academic and Campus Library staff.

PART 5

Acquisition of Material:

ABS Library Extension Program

Budget allocation process

Commonwealth Library Deposit and Free Issue Scheme (LDS)

Donations

Electronic, hardback, paperback monographs

e-print repository for the research output of VU staff and students

Expensive items

Free web based resources

Gratis monograph items

Gratis serial items

Language of the collection

Multiple copies of book/AV items

New editions

Offshore courses – resource provision

On approval/blanket orders

Out of print items

Prescribed texts

Recommended texts

Software

University and TAFE handbooks

Victoria University publications (including Higher Degree Theses)

ABS Library Extension Program

Aim

To provide guidelines for the acquisition of materials provided under the Australian Bureau of Statistics' Library Extension Program.

Policy

1. Print items supplied by the ABS Library Extension Program publications are catalogued for use by all patrons of the Library.

2. Items are normally located in the reference section of the Library.

3. Footscray Park Campus Library aims to hold one copy of each issue of each print title (including individual coverage of all states, and national titles) published by the ABS since the Program commenced at the Victoria University Library in 1992, and will retain these items indefinitely.

4. Campus Libraries* other than Footscray Park will receive one copy of each issue of the print publications and will generally follow the retention guidelines below:
   - Annual publications – retain 3 years
   - Year books, monographs – retain indefinitely
   - Irregular publications – latest 2 issues

   Publications in the above categories are supplemented by Time-Series data available online.

5. Staff with responsibility for a specific subject area at campuses other than Footscray Park are able to nominate specific titles, if they are not available online which are not covered by statement 4, to be added to the Program when these titles relate to specific areas of study or research undertaken at that campus.

6. Staff with responsibility for a specific subject area at campuses other than Footscray Park can vary the retention guidelines for specific titles, when these titles relate to specific areas of study or research undertaken at that campus. These variations will be conveyed in writing to the Collection Services and Metadata Librarian, with the specific approval of the campus section head, so that the holdings statement is modified.

* These campus libraries are part of the ABS Library Extension Program: City Flinders, Footscray Park, St Albans, Werribee and Footscray Nicholson.

Budget Allocation Process

Aim

To ensure that the distribution of funds for Library materials, to support teaching and research meets the needs of our users, across faculties and schools and campuses, and is sufficiently flexible to adjust to changes in the nature and location of the University's educational programs. The process should be more than a dollar distribution formula.

Policy

The Library Materials Budget allocations are used to purchase print or electronic books, serials, audio-visual items, CD-Roms and online databases, and any other items required for the University Library collections.

The allocation of funds for the purchase of Library materials is distributed as follows:

Separate amounts based on previous year expenditure patterns are allocated to Higher Education(HE) & Vocational Education(VE). Serials allocations for both the Higher Education(HE) & Vocational Education(VE) sectors, are taken off the top of the respective amounts, before any allocations are made to Faculty areas. An upper limit of 75% of the total Resources allocation is set, for expenditure on subscriptions.

The Law Library allocation of $390,000, is taken out of the HE allocation on the basis that it was a special allocation the University made to support a Law collection, and will share in future budget increases on a pro-rata basis.

The Research Infrastructure funds are allocated on the advice of the Office for Research, as these funds are only received as the result of a successful grant application.

Serials

The amount of funding that can be committed to serials is flexible with an upper limit of 75% of the total Resources allocation. Consideration must be given to the fact that the acquisition of serial resources implies an ongoing purchasing commitment, with high inflationary increases, from an unknown budget for the following year. Electronic access to serial subscriptions is the preferred option, if there is a choice, the Library will subscribe to the electronic version of the serial not the hardcopy. Electronic access will always be purchased in addition to the hardcopy subscription if the hardcopy subscription must be retained to get electronic access. The additional cost of the electronic access is seen as warranted because of the benefit of access

across all of our campuses and in some cases from remote locations. Duplicate hardcopy subscriptions will be cancelled where electronic access becomes available

- if this does not negate the electronic access

- if the electronic source is reliable and enduring

External members

The Library has external members, who are not students or staff of the university, who pay a subscription for Library service, or who are CAVAL members (CAVAL is a co-operative venture by Victorian university libraries). There is no obligation to purchase resources specifically for CAVAL or subscription members. The Library's responsibility is to support teaching and research and meet the needs of our users, across faculties and schools and campuses.

Commonwealth Library Deposit and Free Issue Scheme (LDS)

Aim

To provide guidelines for the acquisition of materials published by the Australian Government, and managed by the Australia Government Information Management Office, Department of Finance and Administration. VU is regarded as a Free Issue Library under the LDS.

Policy

1. Items supplied by the LDS of the Australia Government Information Management Office are catalogued and made available for use by all patrons of the Library, if they are considered relevant to the Library collections.

2. Items supplied under the Scheme are located at the Footscray Park Campus Library unless directly relevant to a research area based on another campus. The item is then located at that campus.

3. Additional copies of print titles must be purchased if required for other campuses.

Guidelines

There is no requirement for the Library to retain any of the materials received and publications may be discarded on receipt or at a later date.

Staff will make reference to the Australian Government Information Management Office (AGIMO) "Discarding Policy for Libraries" when decisions are being made concerning discard.

Donations

Aim

To provide guidelines for the acceptance or rejection of donated collections and individual items offered to the Library for HE or VE courses. This does not include items received gratis. Gratis items are materials that the Library would have purchased had they not been available free of charge. (Materials that fall into the latter category include, but are not limited to, the following: Victoria University publications and theses, and working papers/research papers/discussion papers from other organisations and universities).

Policy

A. Individual Monograph and Audio-visual items

Donations of individual items will not be accepted at Library Service Desks. Donors should be referred to the Golden Key program that operates across the University.

B. Serials

1. Where there are no existing print holdings, serial donations will not normally be accepted, unless:

   a) the title is held electronically for current issues, and the donation is not available electronically for the period of coverage being offered
   b) the title is significant under the terms of the general policy on Special collections (Part 7 / page 2 of the Collection Development Policy)

2. Where there are existing holdings, donations will be accepted if they satisfy one of the following:

   a) there are single issues that fill gaps in the holding
   b) there is a complete run that will extend the holding prior to the existing commencement of the campus designated as holding the title in a bound form

3. The Library will normally only accept donations on condition that the Library will reserve the right to dispose of any items which are later considered to be unwanted or duplicated. Single issues of periodicals with no existing holdings will not normally be accepted.

4. Obligations under the Cultural Gifts Program need to be taken into account prior to the acceptance of any serial material. The Library will not normally be responsible for the cost of acquiring a valuation of items considered for donation under taxation incentive schemes.

C. Collections of Monographs/Audio-visual items

1. Receipt and processing of donations is coordinated through the Collection Services and Metadata Librarian in the Library's Information Resources and Collection Services Section, under the direction of the Manager Information Resources and Collection Services. Due consideration will be given to input from Campus Library Staff, in relation to donated material.

2. Unsolicited donations, received directly by the Collection Services and Metadata Librarian, will be evaluated and if considered of value will be catalogued for the collection.
    *   Additional copies will not be added to the collection
    *   Older editions will not be added if newer editions are in the collection or if the subject covered is not from one of our strategic research areas

3. Academic staff may be consulted for advice regarding particular items or formed collections being offered. Formed collections or bulk donations are to be regarded as those donations that fill any of the following criteria:
    *   is of significant value either monetary or in terms of collection strength
    *   is a formed collection that requires special handling, for example, special codes attached to records or special processing
    *   contains a large number of volumes

4. The Library will not normally be responsible for the cost of acquiring a valuation of items considered for donation under taxation incentive schemes.

5. In assessing the worth of an item offered as a donation, the following questions will be considered:
    *   is it relevant to research?
    *   is it relevant to current courses?
    *   is the physical condition satisfactory?
    *   does it duplicate existing holdings?
    *   is it relevant to the western region of Melbourne?
    *   along with the following additional guidelines for the cataloguing of formed collections:
        i.   the subject matter of any formed collection processed must fit with the collection evaluation done on the collection area. Failing this staff with responsibility for a specific subject area will need to write a justification for the addition of the material, specify its content, quality and be endorsed by academic/teaching staff;

ii.   there is written confirmation from the Campus Librarian/Officer in Charge, that there is sufficient space on the shelves for that collection. The Information Resources and Collection Services Section will assist with providing linear estimates if required;

iii.   entry into Libraries Australia is negotiated for original cataloguing. Each case must be negotiated and would be considered for rare materials in Special Collections.

iv.   one copy of an item is sufficient for the whole university library collection;

v.   alternatives to cataloguing are used when appropriate. Special Collections material could be listed rather than catalogued.

6.   The Library will not normally agree to accept items 'sight unseen'.

7.   The Library will accept responsibility for arranging freight of large batches of donations that have been accepted, and for the cost of this freight.

8.   The Library will only accept donations on condition that the Library will reserve the right to dispose of any items that are later considered to be unwanted or duplicated.

9.   The Library staff member who accepts a donation and liaises with the donor is responsible for documenting the agreed arrangements and for acknowledging the donation as appropriate.

10.   No single volume donation will be catalogued to Stack. Given the cost of processing and cataloguing an item, this is not a reasonable request for a single volume donation.

Guidelines

The above statements will apply as appropriate to the material being considered, taking into account whether the material is a single issue/copy, whether it comprises a large number of items, or whether it is a partial or complete formed collection.

Electronic, Hardback, Paperback Monographs

Aim

To provide guidelines for determining whether a monograph is purchased as electronic, hardback or paperback edition.

Policy

Electronic is preferred but where this is not available and a decision must be made between hardback or a paperback edition of the same monograph, the requestor/staff with responsibility for a specific subject area makes the decision on format.

Where a copy of a book is held electronically and in print, the policy will be that no additional print copy should be acquired for the University Library. Additional print copies will not be purchased to satisfy hold/s for the print copy.

Paperback will normally be preferred unless one of the following conditions applies:

1. The item is required urgently and is only available locally in hardback at the time of the request.

2. The subject area is one that is judged by the staff member with responsibility for a specific subject area to be best served by the purchase of hardback.

Guidelines

In the event that a staff member with responsibility for a specific subject area requests a "hardback preferred" item to be purchased, every endeavour will be made to achieve this. However, if Acquisitions Services is informed by a supplier that the item cannot be acquired in this format, the staff member with responsibility for a specific subject area will be contacted and asked to confirm whether the paperback edition is acceptable.

E-print Repository for the Research output of VU Staff and Students

Aim

A significant proportion of the research produced by VU staff and higher degree students is intended for publication for the general purpose of recognition and impact. The Library has established a digital or E-print repository for the scholarly and research output of VU staff and students, to:

- Increase the impact of VU research output
- Raise the profile and prestige of the University
- Manage these assets in a secure and stable environment with ease of access

The E repository will contribute to a growing international corpus of refereed and other research literature which is available online and to a process which is occurring in universities worldwide.

Definitions

Open Archives Initiative (OAI): The OAI develops and promotes a low-barrier interoperability framework and associated standards to enhance access to E print archives. (http://www.openarchives.org)

Policy

The official University Policy can be found on the University Policy Register: http://wcf.vu.edu.au/GovernancePolicy/PDF/POI041116000.PDF

Material that represents publicly available research and scholarly output of the University is to be located in the University's E print repository. Contribution of materials to the E Repository by staff and students is encouraged but voluntary.

In effect the E print repository applies to the corpus of refereed scholarly and research literature, refereed conference proceedings, and other refereed output, as contributed by VU to the outside world.

The E print repository will use the open archive initiative approach, which enables access to web-accessible material through interoperability standards and harvesting.

Guidelines

The following types of material will be accepted

- Refereed scholarly and research articles and contributions by current Victoria University staff and students at the post print stage (this is subject to the agreement of the publisher).
- Refereed scholarly and research literature by current Victoria University staff and students at the pre-print stage (with corrigenda added subsequently if necessary at the discretion of the author).
- PhD and Masters by Research degree thesis by VU students (as prepared for the Australian Digital Theses (ADT) process).

The following material will not be accepted for submission

- Material to be commercialised
- Material containing confidential information
- Material that promulgation of which infringes a legal commitment either by Victoria University or the author.
- Previously published material where the publisher prohibits inclusion of post prints in a scholarly or digital repository

Any material that fails to comply with the guidelines for inclusion may not be accepted for submission or may be removed from the repository as necessary. Responsibility for complying with the University's Copyright policies and procedures; any third party contracts, copyright legislation and publisher's rights, rests with the staff member or student making the submission. The staff or student submitting the work for deposit needs to ensure that they have checked any such policies that may impact on the ability to include their work in the E Print repository.

Expensive Items

Aim

To provide guidelines in the identification and purchasing of expensive books, and where the price is unknown or underestimated by the requestor.

Definition

Expensive book: a book which is over five (5) times the average cost, or else over $500.

Policy

1. Average price levels for books are established at the beginning of each year by Information Resources and Collection Services staff.

2. When an order request submitted to the Acquisitions Section has no price listed, or the price is underestimated, reference is made to the average price levels. Where the item falls into the expensive category, the request will be sent back to the appropriate Subject Liaison Librarian for review.

3. Major purchases of items of $1000.00 and above, must be referred to the Manager Information Resources and Collection Services.

Guidelines

1. CD-Roms and serials are not included in this policy as they come under separate review processes.

2. Kits, videos and multi-volume book sets are handled on a case-by-case basis and not included in this policy.

Free Web Based Resources

Aim

To acknowledge that free web based resources can be an important source of information and to provide guidelines for their inclusion as part of the collection.

Policy

The Library will catalogue or provide electronic links to free web based material that the Library is committed to maintaining, or maintaining access to for its clients, including government publications, and resources that are considered as having research value.

Guidelines

1. The free web based resources must have unrestricted access terms, and access must be technically feasible.

2. The overarching principles of collection development remain, and the following factors are considerations intended to guide selection of electronic resources:

   Substance
   - database quality
   - value-added aspects
   - avoid duplication

   Durability
   - how long is it expected to last

   Interest
   - does it provide diversity
   - is it of wide ranging application or local interest only

3. "Grey" material, for example web documents that are roughly equivalent to articles, promotional pamphlets, newsletter type materials, community information, sites which are too large and amorphous, home pages of corporations, universities, government agencies, and other corporate bodies should be referred to the relevant Subject Liaison Librarian or Liaison Officer for inclusion on the Librarys InfoLink webpage.   Infolinks are web sites selected by Library staff as having value in a particular subject area, and arranged according to subject.

4.	An Electronic Resource [Access, Acquisition and Arrangement] Request Form must be completed for full-text material (non "grey") that requires an entry in the catalogue
http://dev.library.vu.edu.au/staff/committees/EISCC

Gratis Monograph Items

Aim

To provide guidelines for the acceptance or rejection of gratis monograph items.

Responsibility

The responsibility for the decision rests with the Subject/Liaison Librarians responsible for the subject area on the individual campuses.

Policy

Gratis monograph material will be accepted, if it is material that the Library would have purchased, had it not been available free of charge. The material must satisfy one of the following five criteria:

1. Supports a course
2. Supports a research area
3. Is relevant to a special collection
4. Is relevant to a collection strength
5. Is useful as an information source

Material that falls into this category include, but are not limited to: Victoria University publications and theses; working papers, research papers, and discussion papers from other organisations and Universities, and trade association publications relevant to the course curriculum.

Gratis Serial Items

Aim

To clearly indicate the criteria under which gratis serial material will be accepted.

Responsibility

The responsibility for the application of these criteria rests with the Subject/Liaison Librarians responsible for the subject area, on the individual campuses.

Policy

The ABS criteria for collection at each campus will continue to be used for collection purposes. One complete set of all standard ABS printed products will be received for the Footscray Park Campus. Five complete sets of all Commonwealth and Victorian ABS standard printed products will be received for the City Flinders, St Albans, Sunbury, and Werribee campus collections.

The AGPS agreement will continue to be used for collection purposes. The agreement states that the Library will receive free of charge one copy of each publication of AGPS. AGPS materials are catalogued selectively. The selection is made by Footscray Park Subject/Liaison Librarians, and Cataloguing staff. Material that is not catalogued, but must be retained, is kept in the compactus at Footscray Park in the Serials area, arranged according to year of publication and then alphabetically by title.

The South Pacific Commission (SPC) agreement will continue to be used for collection purposes. The St Albans Library is a deposit library for all publications from the South Pacific Commission.

NEW gratis serials (not ABS or AGPS or SPC) must satisfy one of the following five criteria:

1. Supports a course
2. Supports a research area
3. Is relevant to a special collection
4. Is relevant to a collection strength
5. Is useful as an information source

Other factors that can then be taken into consideration are:

6. Some assurance that it will continue to be received
7. Expected use by clients

8. Is it available electronically?

Duplicate gratis serial titles are not normally accepted, unless the Faculty/School indicate that it is crucial for teaching purposes.

Language of the Collection

Aim

To provide guidelines for the acquisition of materials published in languages other than English.

Policy

There is no restriction on the purchase of foreign language material although the collection is predominately English Language.

Multiple Copies of Book/AV items

Aim

To provide guidelines for the purchase of multiple copies for the collection.

Definitions

Prescribed text:

> a text nominated by a member of the teaching staff to which the students will require frequent and direct access in order to study a subject.

Recommended reading:

> a text nominated by a member of the teaching staff to which the students should refer in order to gain additional information to support the lecture program.

Study tool:

> a text that supports specific aspects of learning and study but may not be directly nominated for particular reading lists, e.g. style manuals, and guides to essay/report writing.

Policy

1. The prescribed text will preferably be purchased as an e-book and networked across all campuses. Where only print is available, at least one copy, and preferably two print copies, of every prescribed text will be purchased, for the campuses on which the course is taught. Normally, of these two copies one will be held in the Reserve Collection and one will be held in the main collection.

2. The number of copies of Recommended reading and Study tools will be determined by the number of students in the course at each campus.

3. The preferred maximum number of multiple copies of a Recommended reading or Study tool title is six (6) per campus.

4. Additional copies may be purchased beyond the relevant number, based on the number of students in the course at each campus, when authorised by Library staff with responsibility for the specific subject area, in response to evidence of exceptional demand.

5.   Where a copy of a book is held electronically and in print, the policy will be that no additional print copy should be acquired for the University Library, where multi-user access to an electronic title exists and requests are received for print copy purchases.

Guidelines

Higher Education Sector

Prescribed texts: a maximum of two copies per campus

Recommended reading/ Study tools:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4
121 - 150	5
151+	6

VE Sector

Prescribed texts:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4

Recommended reading/Study tools:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4
121 - 150	5
151+	6

VE and Higher Education texts have been separated in the formula even though they are not separated within the Library. This recognises that VE-based courses tend to be more specifically text-oriented than higher education courses.

A lower maximum has been set for prescribed texts in recognition that students are expected to purchase their own copies of these where possible or practicable. However, purchase of a higher number of multiple copies may be justified when there is a particular need; for instance, when the text is not readily available in Australia for purchase by students and it is not likely to be imported in large quantities.

Where class sets are required to be held in the Library and are purchased by the Faculty/Department, the multiple copies guidelines do not apply. Requirements for multiple copies for pre-tertiary courses will be assessed on an individual basis, depending on the number of students enrolled, the length of the course, and the cost of the items.

New Editions

Aim

To provide guidelines for the addition of new editions of works already in the collection, and for the treatment of superseded editions.

Responsibility

The responsibility for the retention or withdrawal of superseded editions (editions are normally considered superseded and withdrawn where information is outdated/misleading and/or incorrect) rests with the relevant staff with responsibility for a specific subject area at the Campus level in conjunction with academic/teaching staff where necessary.

Policy

When the existence of a later edition of a work becomes known it is selected for acquisition.

The arrival of a new edition of a work will prompt the evaluation of all editions (and multiple copies) held for retention or discard.

All readings (books with chapters by more than one author) are normally retained.

Classic texts are normally retained.

Superseded editions are only transferred to another Campus library, if it is considered appropriate, after consultation has taken place with the appropriate staff with responsibility for a specific subject area.

Offshore Courses – Resource Provision

Introduction

Victoria University delivers a range of programs from diploma to doctoral level in a number of overseas countries. Normally Library support for offshore courses is the responsibility of offshore partner sites.

Distinction between Offshore and Distance education

Offshore courses are programs where the students are primarily taught offshore.

The Library endorses the CAUL "Guidelines for Library Services to offshore students"   (http://www.caul.edu.au/best-practice/OffshoreLibraryServices.doc) The Library primarily provides web-based resources for offshore courses, where the license agreement permits this.

Resources Provided Electronically

Increasingly resources are provided electronically. Students can access these resources via the Web. Licence agreements for databases are negotiated to cover offshore student access where possible.

VU library offers a number of electronic services to offshore student access and the academics teaching them.
- remote access to the Library's catalogue and the catalogues of other academic libraries
- electronic journal full text and abstracts
- electronic reserve
- electronic VU exam papers
- subject gateways and web guides
- an online information skills tutorial
- Australian theses in digital form
- Document delivery

These services can be accessed through the Library web page.

Infoquest, the VU email enquiry service, is also available through the Library web page. Online instruction is provided regarding the required hardware and software to enable electronic access, and authentication and passwords for access.

On Approval / Blanket Orders

The University Library engages in approval/blanket order schemes. Each is individually negotiated with suppliers, and are primarily e-preferred.

Out of Print Items

Aim

To provide guidelines for the ordering of Out of Print items.

Policy

1. When submitting an order to Acquisitions for an item that is, or may be out of print, it is the responsibility of the Subject/Liaison Librarian to clearly mark on the order form "OPS" (ie; Out of Print Search required)

2. Clearly highlighting "OPS" ensures that the request is brought to the attention of Acquisitions staff who will enact an Out of Print Search should the item be out of print or unavailable.

Prescribed Texts

Aim

To provide guidelines for the purchase of prescribed texts.

Definition

Prescribed text:

> a text nominated by a member of the teaching staff to which students will require frequent and direct access in order to study a subject.

Policy

The prescribed text will preferably be purchased as an e-book and networked across all campuses. Where only print is available, at least one copy and preferably two print copies of every prescribed text will be purchased where available for the campuses on which the course is taught.

Of these two copies, one will be placed on Reserve if requested by the lecturer. If there are no copies requested to go on Reserve, the two copies will be placed in the main collection.

Print copy will not be acquired for the University Library, where multi-user access to an electronic title exists and requests are received for print copy purchases.

Guidelines

Higher Education sector: a maximum of two copies

VE sector:

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4

VE and Higher Education texts have been separated even though they have not been separated within the Library collection. This recognises that VE courses tend to be more specifically text-oriented than Higher Education courses.

A low maximum has been set for prescribed texts in recognition that students are expected to purchase their own copies of these where possible or practicable.

Recommended Texts

Aim

To provide guidelines for the purchase of recommended texts.

Definition

Recommended reading:

> a text nominated by a member of the teaching staff to which the students should refer in order to gain additional information to support the lecture program.

Policy

The Library aims to purchase 90% of available recommended reading for the campuses on which the course is taught. In some cases the presence of the material at another campus or access to the title as a networked e-book may be considered sufficient for student reference due to the nature of the material, the date of publication, or the number of students involved. Where multi-user access to an electronic title exists, requests for print copy will not be fulfilled.

Guidelines

No. of students	Copies per campus
1 - 30	1
31 - 60	2
61 - 90	3
91 - 120	4
121 - 150	5
151+	6

Software

Aim

To provide guidelines for the request for acquisition of software for inclusion in the Library collection.

Policy

The Library does not purchase software applications for client use. The Department of Information Technology Services within the University has responsibility for the acquisition of software applications.

Guidelines

1. Where software has an information component and is regarded as supporting the information needs of our users, it may be considered for purchase under any of the following conditions:

    a) It is a tangible product that can be available for loan.
    b) Multiple users and multiple loading are permitted.

2. Where software must be loaded on a single PC it will not normally be purchased by the Library.

University and VE Handbooks

Aim

To provide guidelines for the acquisition of university and VE handbooks for the collection.

Policy

VU Handbooks

- The handbook is available electronically, print copy of pre-electronic handbooks are held at Footscray Park Campus.

Other University and TAFE Handbooks

- VU libraries will not maintain a print collection of other university and TAFE handbooks.

These resources are accessible on the Library Web Resources webpage: http://w2.vu.edu.au/library/infolink/vrc/universities.htm

Victoria University Publications (including Higher Degree Theses)

Aim

To provide guidelines for the acquisition and handling of items published by the Victoria University, and higher degree theses submitted by students of the University.

Policy

1. All areas of the University that publish materials are requested to deposit a copy of each title to the Library, at no charge to the Library.

2. All works intended to be readily available to the public and/or available to the University community will be deposited in the Library and listed in the Australian national union catalogue and the Victoria University catalogue.

3. In addition, the Library can allocate an ISBN (International Standard Book Number) that can be printed in the work prior to publication. (This is done by the Collection Services and Metadata Librarian).

4. a) One copy of theses intended to be readily available to the public and/or available to the University community will be deposited in the Library and listed in the Australian national union catalogue and the Victoria University catalogue. The Library will normally only accept Masters by research and Doctorate Theses. The Library is a participant in the Australian Digital Thesis project whereby deposit submissions are also invited electronically.

   b) Copies of student theses are made available for use at Victoria University Library or through the interlibrary loan system, provided that the student has not completed the documentation indicating that the thesis is not to be made available, at the time it was lodged.

5. Materials not covered by this policy include memorabilia, artefacts and official University records. The University Archive will normally collect such materials.

PART 6

Collection Performance and Evaluation

Collection Evaluation Methodology

Procedure to be followed when preparing Collection Evaluation Reports.

Aim

The challenge for the Victoria University Library is to implement more fully the electronic or digital library whilst maintaining traditional library services as required. The Cumulative Method of collection evaluation will assist in the achievement of this aim, and to this end will include all formats of items, including electronic, but excluding serials.

Purpose

Collection Evaluations are used to assess the strength and depth of books in a particular area. Both print and purchased electronic books are included in the evaluation. It is also used to build the collection where there are gaps, preferably with online resources.
Collection evaluations are used by library staff as well as academics to assess the collection in a particular subject area, for purposes such as accreditation as well as teaching resources. Subject liaison staff have the responsibility to maintain the collections in their area to ensure that they are relevant to teaching and research areas.

Guidelines

The Cumulative Method of collection evaluation combines several existing methods to provide checks and balances to overcome each method's drawbacks. The core of this approach is to base the evaluation on the course programs offered by Colleges, Institutes and other Units within the University. The areas that should be reported on in the Collection Evaluation Reports are listed in Appendix A.

Step 1. Choose a Collection Area for Evaluation

The collections on each campus are developed to support the course programs they offer. By using a combination of personal experience, the College handbooks and academic advice select a course program and corresponding area of the collection for evaluation. Evaluations may be carried out for a particular campus, or university-wide. The coordination of collection evaluations will be overseen by the College Librarians.

Step 2. Choose a Comparison Institution

Using a combination of personal experience, handbooks and academic advice locate a similar course program at another institution. If there is no such institution, explain the reasons why.

Care must be taken in ascertaining that the course program at the comparison institution is similar to the one at VU and particularly that the comparison institution's Library catalogue offers "subject" searches by Library of Congress Subject Headings (LCSH) and not just keyword. Innopac sites should be chosen, where they are available and appropriate.

Step 3. Comparison Analysis

Assign a maximum of 10 LC Subject Headings to the topics covered in the course program. A keyword search for books in the subject area using the Library catalogue can be used to find the LC subject headings. The full LCSH, including the extension should be used, if this makes the subject heading more relevant to the subject area of the course program.

Create an Innopac list for each LC Subject Heading. These lists will be used to provide the necessary data for the VU statistical components of Steps 3, 4, 5 and 6, see Appendix B. The list for each Subject Heading should be limited to the campus where the evaluation is taking place, and also include electronic resources (Location = INT . see Appendix B. A title can appear on more than one list as it may have been assigned several LC subject headings. Use the total number of items in each Innopac list and subject searches on the comparison institution's Library Catalogue to compile the total number of items in each subject area, see Table 1 below. This is a measure of how the collection area rates on the quantity of items.

TABLE 1

Comparison analysis of subject areas in the Marketing Degree- Victoria University and Macquarie University

	Number of Holdings	Number of Holdings
Subject Headings	Victoria University (or a specific campus)	Macquarie University
Marketing	4196	550
Communication in marketing	120	56
Export marketing	320	187
Green Marketing	19	15
Internet Marketing	361	135
New Products	218	145
Selling	267	62
Product management	144	103
Consumer behavior	449	273
Total	**6091**	**1524**

Step 4. Collection Growth

To gauge the collection growth, list the number of items added in the last 3 years.See Table 2 below. Use the Innopac lists created in Step 3 to compile the figures for this table, see Appendix B.

TABLE 2 (Example Only)

Collection Growth analysis of Subject areas for the Marketing Degree.

Subject Headings	Victoria University	Number of titles added July 2008-July 2011
Marketing	4196	963
Communication in marketing	120	47
Export marketing	320	39
Internet Marketing	361	65
New Products	218	44
Selling	267	18
Social Marketing	33	19
Product management	144	16
Consumer behavior	449	82

Step 5. Collection Currency

A number of databases can be used to check the currency of the collection area.
Currency compares the collection under evaluation with the titles printed in the subject areas over the previous 12 months.

Global Books in Print (GBIP)

Do an Advanced search. Type in the keywords from your subject heading,(note that you may need to use other kw), select 'in print', and select the past year for the publication dates. Save the first 100 titles.

GOBI

Go to http://www.gobi3.com Access to GOBI requires username and password which are available on the docstore. At the GOBI homepage click on Options and My Preferences to change classification preferences e.g. LC to Dewey then Save the change. Click on Search then choose Standard. Select appropriate search parameters, search for the last year, enter LCSH for your subject in the Subject field or enter keywords in the Title field, select English as Language. Sort results by Pub Year descending. Mark all titles. Select Add To Folder to add marked titles to your folder (or create a new folder). Specify the List Action then click OK. Click on Folders to access your

list. Advanced Search provides Compose Query feature that allows searching by keywords in LCSH field.

James Bennett (JBO) is accessible at http://www.bennett.com.au/ and requires a group login, a user name and a password.

A list of the login details is available at:
https://kit.vu.edu.au/library/ir/acquisitions/default.aspx

Search by DDC subject area, or subject area in the appropriate fields displayed on the default page.
Limit by geographic area, pub date to and from for the last year, and by the appropriate readership levels. Click Search.
From the title list, select desired titles and click Select an Action and click Add to Selection List. Save the last 100 titles.
To create a brand new selection list, click Create New. Assign a name and other elements and click Create. Click Add to add the titles to the list and click Close. Click Selection Lists heading and double click the list hyperlink to view the titles.
Check the GBIP/GOBI/JBO title lists against the appropriate Innopac list created in Step 3, see Appendix B. Both sets of data should be provided in Table 3, see below.

E-books should not be excluded as the collection development policy for acquisition is electronic preferred.

TABLE 3 (Example Only)

Currency analysis of Subject areas for the Marketing Degree.
Please note that in this case, there were not enough individual titles in GBIP.

Subject Headings	VU Holdings	GBIP available individual titles	VU holdings checked against GBIP titles
Marketing	4196	96	37
Communication in marketing	120	90	45
Export marketing	320	57	31
Green Marketing	30	67	46
Internet Marketing	361	102	68
New Products	218	35	14
Selling	267	66	31
Product management	144	65	37
Consumer behavior	449	48	29
Total	6105	626	338

Step 6. Collection Relevance

Loans activity can indicate the relevance of the collection to the course program. The Innopac lists created in Step 3 can be used to provide the total numbers of checkouts and renewals for each subject heading, see Appendix B. This data is then used to compile Table 4, see below.

Note: Due to the reporting parameters of ebook platforms, data is not available regarding the number of checkouts of VU owned ebooks. The checkout and renewals data in Table 4 relates to print books.

Items not borrowed in the last 5 years must be included in the Table below. The file that is created to give these figures provides information for weeding the collection. The list of items selected for deletion is sent to the relevant Campus Librarian for action.

TABLE 4

Circulation Activity of Subject Areas related to the Marketing Degree.

Subject Headings	VU Holdings 2005- 2010	Checko uts	Renewal s	Not borrowed in the last 5 years
Marketing	1,180	8,422	18,146	180
Communication in marketing	94	751	1,234	9
Export marketing	183	1,407	3,179	18
Green Marketing	10	22	76	2
Internet Marketing	146	647	2,172	14
New Products	72	455	1,068	8
Selling	127	280	809	13
Product management	49	261	417	3
Consumer behavior	269	1,727	4,028	26

Step 7. Conspectus Level

Assign a conspectus level to the collection in accordance with the "Collecting Level Indicators" at http://www.nla.gov.au/collection-development-policy/collecting-level-indicators

Appendix A

Collection evaluation reports: guidelines

One copy of the report is to be submitted to the Information Resources Librarian in a WORD file. The Font used should be ARIEL. Date of completion of Report should be at top of Report.

Format

1. Statement of overall evaluation
2. Statement on the availability of a comparison institution and details of the chosen institutions' course program
3. Comparison analysis of subject areas. (Table to be included)
4. Collection growth analysis of subject areas. (Table to be included)
5. Currency analysis of subject areas. (Table to be included)
6. Collection relevance analysis (Table to be included) - Identify items to be withdrawn from the collection.
7. Conspectus level statement

Appendix B:

Creating lists

Procedure to create lists to provide the data for Step 3.

- Access Millennium
- Select ADMIN
- Set initials
- Select Create Lists from left menu bar.
- Select an empty file that will be large enough to accommodate your search result
- Click on Search Records
- Name the file- include your initials and date in the title
- Under Store record type- ITEM
- Leave Range of Item to be searched unchanged
- Enter Terms and Conditions for the search by double-clicking on the following-
- **Type**, select Bibliographic
- **Field,** select Subject
- **Condition**, select Starts With
- **Value A**, enter the subject (e.g. biochemistry)
- Click on Append Line to add a new line and the Boolean Logic AND.
- **Type**, select Item
- **Field**, select Location
- **Condition**, select Starts With
- **Value A**, enter the location code for your campus i.e. s (St Albans), f (Footscray Park), n (Footscray Nicholson), c (City Flinders), u (Sunshine), w (Werribee), l (Queen St)

Figure 1

- Click on Append Line to add a new line and the Boolean Logic OR
- Type, select Item
- Field, select Location
- Condition, select Equal to
- Value A, enter Int
- Highlight the last two lines and then click on Group
- Click on Search
- REMEMBER to delete all lists when you have finished your evaluation

Procedure to sort and export lists to provide the data for Steps 4-6:

To collate data for Step 4 sort existing lists by created date and Step 5 <u>sort</u> lists by title.
- Select the following menu options:
- Create Lists
- Highlight the file number of the first file to sort
- Click Sort Records
- Enter Terms and Conditions for the sorting by double-clicking on the following
- Type, select Item
- Field, select CREATED
- Click on Append Line to add a new line and the Boolean Logic A AND
- Type, select Bibliographic
- Field, select Title
- Click on Sort/Save

Your list can be exported to Excel as follows:
- Click on Export Records
- Enter Terms and Conditions for the search by double-clicking on the following:
- Type, select Item
- Field, select CREATED
- You can Append to include additional fields to be displayed such as title, ISBN, total checkout and total renewals. These data are needed in steps 5 and 6. See Figure 2
- Click on Browse and select a directory to save the file in
- Name your file with .txt as the file extension
- Start up the Excel application and open your .txt file
- Select Delimited as Original Data Type. Click Next
- Under Delimiters, select Comma then Next
- Click Finish
- Format the columns as necessary. See Figure 3
- Save file as .xlsx

A list of items will be displayed for this subject heading. These can be tallied to provide the data for the Table 2 in Step 4 indicating holdings added in the last three years. Titles from the list printed from GBIP for this subject heading

can be checked against this list to provide the data for the table in Step 5.

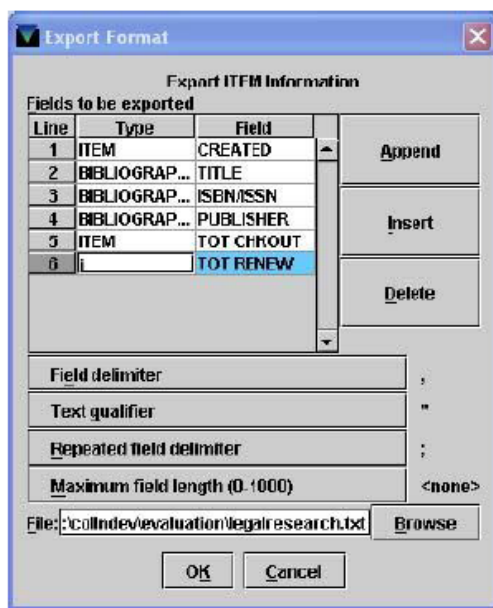The example below will also assist with Step 6 .

TABLE 5

Figure 2

Procedure to collate data for Step 6:

To collate data for Step 6 : create a list of print books not borrowed in the last 5 years.

This will be used to weed the collection.

When the material is selected to be withdrawn from the collection, send the list to the relevant campus librarian who will arrange for the material to be sent to CAVAL or recycled as appropriate.

Cataloguing have created a search strategy called "fts weed" and saved it in the Saved Searches in Millennium.

The following strategy can be adjusted where the instructions are:
- AND ITEM LCHKIN less than "01-01-2007" to the date 5 years before the list is run.
- (ITEM LOC equal to "f " OR ITEM LOC equal to "f7 " OR ITEM LOC equal to "fa7 ") AND ITEM CREATED less than "01-01-2007" AND ITEM LCHKIN less than "01-01-2007" AND ITEM OUT DATE equal to " - - " AND ITEM HOLD not exist

The following example relates to a 2012 search:
- item location is FTS main, 7 day loan or AV 7 day loan, item created before 2007 (i.e. so the item is at least 5 years old), item last checked

in before 2007, item not out on loan (out date is blank), no holds on the item and status is Available (-).

When you are ready to create the list, select a big Empty list in Millennium,
- click on the Search Records button
- give your review file a name
- store record type should be Item, and then click on the Retrieve Saved Query button and select "fts weed" (it should be at the bottom).
- then click on Search
- once you have created the list you can then sort it by clicking on the Sort Records button and then selecting the fields to sort by
- normally a weeding list would be sorted by call number first, which is in the item record, and then by title, in the bibliographic record.

There is a guide to creating lists on Sharepoint at https://kit.vu.edu.au/library/ir/digital/EISS%20Documents/Millennium%20Create%20Lists%20Guide.doc

Appendix C

Revised Conspectus Collection Depth Indicator Definitions (1997)

Introduction

The following revised Conspectus collection depth indicator definitions were developed in 1996 and early 1997 under the auspices of the Association of Research Libraries with the help of WLN. More than 30 active Conspectus users from the United States and abroad worked together to update the original language in a way that would improve the use of the definitions without diminishing the value of assessments that had employed the original definitions.

The revised definitions are the result of a conscious attempt to make them uniformly applicable to all subjects. Consequently, the definitions are generic. Supplemental guidelines have been and should continue to be developed to communicate common sets of understanding about the definitions within the context of a particular subject or area, e.g., fiction, children's literature, architectures, etc.

The revised definitions also reflect the need to deal more adequately with non-print and electronic forms of information and access/ownership issues in collection development.

For topics requiring information in non-print formates at the Basic Information level and beyond, it is assumed that appropriate visual, aural and other materials will also be collected, e.g., dance, music, etc. To determine the appropriate collecting levels for topics in which non-print resources are essential, add the phrase 'appropriate non-print media' to the line detailing the collecting of monographs and reference works. For example, Basic Information Level for a music collection would include "a limited collection of monographs, reference works and appropriate non-print materials."

Relevant electronic resources are equivalent to print materials at any level as long as the policies and procedures for their use permit at least an equivalent information-gathering experience. Electronic journals, whether remotely or locally stored, are equivalent to print journals if

1. access to the electronic resources is at least equal to the print product;
2. there is access to a sufficient number of terminals; and
3. the information comes at no additional cost to the patron.

Similarly, a full text electronic archive of monographs, periodicals, images, etc., whether loaded locally or accessed over the Internet, is also equal to the original format if patron access and cost are equal or superior.

Document delivery services that are not instantaneous are not the same as those providing immediate availability off-site or electronically. The Conspectus measures resources owned by a library and its branches, if any, or those resources that are immediately accessible. The Conspectus does not measure what is obtained on a delayed basis from another library system or vendor, whether the delay is 10 hours or 10 days. Nonetheless, Conspectus users should feel free to provide details in the Notes Field about library user services which supplement but do not replace the library's owned resources.

Language Coverage Codes were not revised for this edition.

Conspectus Collection Depth Indicator Definitions:

0   Out of Scope

Library does not intentionally collect materials in any format for this subject.

1   Minimal Information Level

Collections that support minimal inquiries about this subject and include:

* A very limited collection of general materials, including monographs and reference works.

Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2   Basic Information Level

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.

- A limited collection of representative general periodicals.

- Defined access* to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

3 Study or Instructional Support Level

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and to support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialised monographs and reference works.

- An extensive collection of general periodicals and a representative collection of specialised periodicals.

- Limited collections of appropriate foreign language materials --- e.g., foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German.

- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.

- Defined access* to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and to for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

4 Research Level

A collection that contains the major published source materials required for doctoral study and independent research includes:

- A very extensive collection of general and specialised monographs and reference works.

- A very extensive collection of general and specialised periodicals.

- Extensive collections of appropriate foreign language materials.

- Extensive collections of the works of well-known authors as well as lesser-known authors.

- Defined access* to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material that is retained and systematically preserved to serve the needs of historical research.

5   Comprehensive Level

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., 'a special collection'), in all applicable languages includes:

- Exhaustive collections of published materials.

- Very extensive manuscript collections.

- Very extensive collections in all other pertinent formats. A comprehensive level collection may serve as a national or international resource.

* "Defined Access" footnote
Defined access means more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library or institution's home page, etc., which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, e.g., from limited to extensive to very extensive access to collections of electronic information.

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PART 7

Collections

Special Collections - General Policy

Materials added to the campus libraries, either by purchase or donation, will normally be added to the regular open access collections. This provides the greatest ease of access to Library clients, encourages use of the materials and minimises initial cataloguing/processing and ongoing access costs.

Under special circumstances the decision may be made to house materials in separate sequences either on open access or closed access. Criteria for deciding to place materials in such sequences will include the following:

1. The material is Regional archival material which relates to individuals or organisations from the Western Region of Melbourne.

2. The material is directly relevant to at least one of the University's major research areas (as defined in the Research Management Plan) and is in need of special environmental protection conditions because of its rarity of physical condition. These materials will be housed in the Special Collections room at the Footscray Park campus.

3. The material is directly relevant to at least one of the University's major research areas (as defined in the Research Plan), has been developed as a formed collection and the best use will be made of it for research purposes by continuing to hold the materials together. This condition will not normally be agreed to for collections of monographs and serials but it is intended for collections of manuscript, pamphlet or non-standard format items where retaining the materials will provide a form of self-indexing and reduce the processing work required by Library staff.

Under exceptional circumstances the Library may decide to form a special collection because it is the only condition under which a donor will provide materials to the Library. Such exceptions will only be agreed to where the material is of particularly great significance to the University and where the possibility of all other alternatives has been exhausted.

All proposals to create new special collections or to add new formed collections to existing special collections require the approval of the relevant Campus Librarian and the Manager Information Resources and Collection Services.

Sir Zelman Cowen Collection

Location

Footscray Park Campus Library

Person Responsible for the Collection

Faculty Librarian (Faculty of AEHD)

Background and Aim of the Collection

The collection was donated in March 2012 by Lady Anna Cowen and contains the material from Sir Zelman Cowen's Commonwealth Office Library. The University has a strong connection with Sir Zelman Cowen, who was a former Australian Governor-General and distinguished legal academic.

The Sir Zelman Cowen Centre forms part of the Victoria University Law School. In partnership with the Cambridge University Board of Continuing Education, the Centre provides training, research and support to the government, judiciary, legal practitioners, court staff and other professions associated with the legal sector.

Policy

1. Selection criteria:

   The collection will be a static acquisition representing a snapshot in Sir Zelman Cowen's career and interests.

2. Access:

   This collection is held in closed access. Access to the collection is for bona fide researchers who need to utilise the collection more extensively. This is arranged via the Faculty Librarian (Faculty of AEHD).

   Single items from the collection can be requested by researchers at the Service Desk in Footscray Park campus Library. Items are retrieved each morning from the Special Collections for use in the Library only. Retrieved items are held at the Service Desk for pick-up for 5 working days. The researcher's identification number and details are recorded prior to the item being released for use on the Library premises.

Crow Collection

Location

Footscray Park Campus Library

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus

Background and aim of the collection

The collection was donated by Ruth Crow. The material had been part of a collection acquired by Ruth and Maurie Crow. The aim of the collection is to provide unique material on town planning and urban studies issues, left wing political groups, and child welfare. There is a working Crow Collection Association that meets regularly to monitor the collection and how it is used. They also have a working agenda incorporating issues on local government.

Policy

1. Selection criteria:

    Donations are assessed by the Subject Liaison Librarian (Faculty of Arts) for suitability as additions to this collection. New material is not generally purchased for this collection.

2. Access:

    Access is only given to bona fide students who need to utilise the collection more extensively. This is arranged via the Subject Liaison Librarian (Faculty of Arts).

    Otherwise, the students identify the item required and write down the details and submit them to the Information Desk. The item is retrieved for them and ready to be collected the next day from the Information Desk. The student's identification number and details are recorded prior to the item being handed over. Items are not to go out of the Library.

Law Collection

Overview:

This collection development policy is intended to articulate the overall collection development aims of the Victoria University Law Library and provide a better understanding of the Law Library's current collection and future acquisitions program.

The Victoria University Law Library will aim to collect materials that will support the School of Law in achieving its aims and objectives in relation to teaching learning and research. The Victoria University Library's vision and mission will underpin the continued development of the law collection.

1.   Background

1.1   The Law Library collection – Brief History & Scope
University funds were allocated to the Library to commence collection of materials including: Books, Law Reports, Legislation, Journals and online resources in the preparation for a new degree course in Law. The Queen Street site officially opened in August 2003 and the bulk of the Law collection currently resides at this location.
Footscray Park campus also maintains a limited law collection to support subjects taught at that campus.

1.2   Description of collection
The primary users of the collection are the law students and law staff. The Law Library will serve as a legal research repository in the University, and will strive to maintain a strong collection of materials in areas of special curricular and research interests to facilitate excellence in legal research and scholarship.

1.3   Secondary Users
Members of the legal profession and the public are welcome to use the collection; however, they are not specifically catered for.
E-Services in the area of law are only to be used by students and staff of the University.

1.4   Arrangement
The law collection at Queen Street is classified using the Moys classification scheme.

2.   Scope of current collection:

2.1   Collecting policies
This collection policy should ensure that the law collection complies with the minimum standards for law collections as set out in the Council of Australian Law Deans Standards for Australian Law Schools (CALD

Standards). Material selections are made to ensure a balanced collection between types of material (i.e. law reports, journals, monographs, reference material, law reform material, legislation) between jurisdictions, and between subjects currently taught in the School of Law within the existing budgetary constraints.

2.2 Jurisdictions

The major jurisdiction in which the Library collects are the Commonwealth of Australia and the State of Victoria. Other jurisdictions are:

- Other Australian States and Territories
- New Zealand
- USA
- Canada
- United Kingdom or England
- People's Republic of China
- Asean Member States
- European Union

3. Australia

3.1 Commonwealth

The Library aims to provide comprehensive holdings of Commonwealth primary materials.

Primary materials: Legislative

Parliamentary materials

Bills
House of Representatives and Senate - Currently held in the Law Collection at Queen Street. Online access is available via government website (*Online repository for case law and legislation*) & commercial provider.

Hansard
House of Representatives held in the Law Collection. Print collection incomplete. Online access via government website. Senate held in the Law Collection. Print collection incomplete. Online access is available via government website.

CALD Standard 5.4.1(d) & (e) requires that the collection include "parliamentary materials of the Commonwealth of Australia … including Bills, parliamentary papers and reports of parliamentary proceedings appropriate to the subjects taught" and "such other official publications of the Commonwealth of Australia … as are necessary …".

Statutes
Current numbered official and reprinted Acts are held in the Law legislation collection. Incomplete collections of Commonwealth reprinted acts and numbered acts are available at other campus libraries. Access is also available to government website and commercial provider versions.

CALD Standard 5.4.1(a) requires that the collection include "all public general Acts of the Commonwealth of Australia … in official and reprint form".

Statutory Rules
The Law Collection receives numbered and reprinted statutory instruments (rules/regs.) Bound volumes are held in the Law collection.
Online access is via Government website and commercial provider.

CALD Standard 5.4.1(b) requires that the collection include "all statutory instruments and other secondary legislation of the Commonwealth of Australia … in original and reprint form, relevant to the subjects taught".

Treaties
Publicly available treaties are accessed via Austlii.*

Primary material: Case Law
Commonwealth law reports, Federal Court Reports and Australian law reports are held in the Law Collection and are available online via commercial providers.
Unreported judgments are available online via commercial providers. Unreported cases are also available via Austlii*

CALD Standard 5.4.1(c) requires the collection to include "all reported decisions of the superior court of Australia … that are relevant to the subjects taught together with such decisions of other courts that are necessary to the understanding of those subjects".

Secondary material
The Library aims to collect or to provide access to major current monographs, commentaries and reports (government and law reform), essential reference works and a comprehensive range of leading journals.

CALD Standard 5.4.1(g) requires that the collection include "such secondary works (including textbooks, monographs and periodicals) relating to the law of the Commonwealth of Australia … as are necessary to support the teaching and research objectives of the law school".

Secondary tools

CALD Standard 5.4.1(i) requires that "tools, such as general law encyclopaedias, citations, periodical indexes and current awareness services, which are necessary for the identification and uploading of primary and secondary legal materials for the legal systems in which teaching and research are undertaken" are part of the collection.

3.1.2 States of Australia

The Library aims to provide comprehensive holdings of Victorian primary materials. Other states and territories are collected as comprehensively as required.

3.1.2.1 Victoria

Primary materials: Legislative

Bills

Hardcopy is not collected. Online access is available via government website and commercial provider.

Hansard

Hardcopy is not collected. Legislative Assembly & Legislative Council available via government website and commercial provider.

CALD Standard 5.4.1(d) & (e) requires that the collection include "parliamentary materials of the … jurisdiction in which the law school is located including Bills, parliamentary papers and reports of parliamentary proceedings appropriate to the subjects taught" and "such other official publications" of the state … "as are necessary".

Statutes

Current reprinted Acts and numbered acts are held in the Law Collection. Online access is also available via government website and commercial provider.

CALD Standard 5.4.1(a) requires that the collection include "all public generals Acts of the … jurisdiction in which the law school is located, in official and reprint form".

Statutory rules

The Law Library collects numbered and reprinted statutory rules in hardcopy. Online access is available via government website and commercial provider.

CALD Standard 5.4.1(b) requires that the collection include "all statutory instruments and other secondary legislation of … the jurisdiction in which the law school is located in original and reprint form, relevant to the subjects taught.

Primary material: Case Law

Victorian Reports are in the Law collection in hardcopy and online via a commercial provider. Unreported judgments are available online via commercial provider and Austlii*

CALD Standard 5.4.1(c) requires the collection to include "all reported decisions of the superior courts of … the jurisdiction in which the law school is located that are relevant to the subjects taught, together with such decisions of the other courts that are necessary to the understanding of those subjects".

Secondary materials
The Library aims to collect or provide access to a comprehensive range of monographs and reports dealing with law in Victoria. CALD Standard 5.4.1(g) requires that the collection include "such secondary works (including textbooks, monographs and periodicals) relating to the law of … the jurisdiction in which the law school is located as are necessary to support the teaching and research objectives of the law school".

Secondary tools
CALD Standard 5.4.1(i) requires that "tools, such as general law encyclopaedias, citations, periodical indexes and current awareness services, which are necessary for the identification and uploading of primary and secondary legal materials for the legal systems in which teaching and research are undertaken" are part of the collection.

3.1.2.2 Other States

Primary materials: Legislative
The preferred method of access is by Austlii* and/or State Government homepages.

Primary materials: Law Reports
The law reports of the following states and territories are actively collected and are available in the Law collection:
- New South Wales
- Queensland
- South Australia
- Western Australia
- Tasmania
- Australian Capital Territory
- Northern Territory

Unreported judgments are available via commercial provider and Austlii.

Secondary material

The library aims to collect or to provide access to major current monographs and reports that support the teaching program of the School from states other than Victoria.

4. Other jurisdictions

The Library collection extends to major texts in core subjects, with few primary materials. Monographs and journals are purchased selectively. The Library subscribes to very few foreign language law journals.

4.1 New Zealand

Primary legislative materials were received by donation. This collection is not updated. Current legislative materials are available via Lexis.com.

The Library collects New Zealand law reports. Some New Zealand case materials are available via Worldlii. Major texts in core subjects are collected. Major journals and law reviews are available via AGIS and other commercial providers.

4.2 USA

There is no attempt to collect primary materials in hardcopy. The decisions of the Supreme Court have been received as part of a donation. Primary and secondary materials are available via commercial provider and US government websites. Major texts in core subjects are collected. Major journals and law reviews are subscribed to and accessible online via commercial providers. Some reference material is held.

4.3 Canada

There is no attempt to collect primary materials. Primary and secondary material is available via commercial providers, CANLII *(Online repository for case law and legislation)* and Canadian government websites. Major texts in core subjects are collected, and journals that support the teaching or research of the School will be subscribed to within budgetary constraints.

4.4 United Kingdom/England

There is no attempt to collect primary legislative materials. UK Law Reports series were received as a major donation and continue as a subscription service in the Law collection.

Cases are available via UK government websites, BAILLI *(Online repository for case law and legislation)* and commercial provider. Major texts in core subjects are collected and journals that support the teaching or research of the School will be subscribed to within budgetary constraints.

4.5 People's Republic of China

Primary materials will be made available by subscribing to ISINO Law. Limited access to Cases is available via Worldlii *(Online repository for case law and legislation)* and commercial provider. Major texts in core subjects are collected and journals that support the teaching or research of the School will be subscribed to within budgetary constraints.

4.6 Asean Member States

There is no attempt to collect primary materials in hard copy. The library will comply with CALD Standard 5.4.1(f) & (h) which require that "where teaching is provided in the law of any legal system other than that of Australia..., primary legal materials and official publications from that legal system, sufficient to support the objectives of such teaching" and "primary and secondary comparative material from other legal systems which are the subject of study in the law school and are adequate to support the school's teaching and research programs".

4.7 European Union

Other than UK materials there is no attempt to collect primary materials in hard copy.

The library will comply with CALD Standard 5.4.1(f) & (h) which require that "where teaching is provided in the law of any legal system other than that of Australia..., primary legal materials and official publications from that legal system, sufficient to support the objectives of such teaching" and "primary and secondary comparative material from other legal systems which are the subject of study in the law school and are adequate to support the school's teaching and research programs".

4.8 All other countries

The Library in general does not currently collect the primary materials of other countries. It does collect selected scholarly legal publications that are indexed in the major law indexes. The Library will purchase texts only where they directly support the School's teaching and research.

5. Formats

The Library collects printed materials, and audio-visual material. Electronic databases to access journals, text, legislation are also collected.

There is a significant collection of law journals and reviews on microfiche as part of the Hein collection.

6. Languages collected

The collection has an emphasis on English language material. For items from non-English speaking jurisdictions, English language translations are preferred. Publications in language of origin will be

collected when this is necessary to (i) understanding or (ii) for research or reference purposes.

7. Duplication

The primary law collection will be held at Queen Street. Textbooks and serial titles purchased for the Law collection at Queen Street will not automatically be duplicated for Footscray Park and vice versa. Access to both electronic and print is sought upon subscription. Decisions on duplicate titles of texts take into account student numbers both on and off campus

8. Exclusions

As a general rule the Law library does not collect the following types of materials: newsletters, newspapers, popular and self help legal works, juvenile texts, practice materials, archival materials and manuscripts, recreational reading materials and print versions of unreported court decisions.

9. Selection procedures

9.1 Books

9.1.1 Standing orders

The Library has standing orders for new monographs with the following law-specific publishers:

- LexisNexis
- Law Book Company
- Federation Press
- CCH

9.1.2 Ordering

Recommendations with all available bibliographic information should be sent to the Law Librarian or directly to Acquisitions via the online order form.

Urgent requests should be noted as such. All requests cannot be urgent.

Orders may be referred back to the requestor if:

- The item is extremely expensive (normal threshold is UD$1000)
- There is likely to be ongoing commitment.
- The item is out of print.

All items are ordered by Acquisitions.

9.2 Serials

The purchase of a new serial is a long-term commitment for the Library. Each request for purchase should be made to the Law Librarian in the first instance.

The Law Librarian will consult with the Head of School for titles that exceed AUD$1000 per annum before they are added to the collection. This will ensure new purchases are aligned to the teaching and research needs of the School and the serials collection remains balanced.

All new titles are ordered by Serials.

9.3   Gifts and Donations

The Library accepts gifts in materials, the Law Librarian reviews possible donations via mailing lists and other avenues.

The Library does not undertake to keep all law materials it is given, and will redistribute unwanted material as it deems appropriate. A donation may be declined if a donor wishes to impose conditions that are unacceptable to the library.

The Library does not automatically accept donations under the Cultural Gifts Program. The Law Librarian should be consulted before the cultural gifts procedure is commenced.

Materials that are offered as donations can be refused if the series of titles does not reflect the collection development policy and if items are currently held in the collection.

9.4   Superseded material

The Library is committed to building a current and retrospective scholarly legal research collection. The collection development process involves decisions not only about what to acquire, but also retain, discard or move from "active" areas of the collection to areas for little-used materials. As such the law collection is weeded according to the criteria set out in the Library deselection guidelines of the University Library Collection Development Policy.

At least one copy of earlier editions of law texts will be retained at Queen Street. Footscray Park may choose to rely on the Queen Street archival copy or retain such material in the collection on site. Superseded material is withdrawn from the collection and disposed of according to Library Policy.

John and Shirley McLaren Collection

Location

Footscray Park Campus Library, Room P210.

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus.

Background and aim of the collection

John McLaren was a long-standing member of the Faculty of Arts at Footscray Park Campus and a leading figure in Australian Literature studies. In 1993 the Library agreed to accept John McLaren's personal collection of Australian Literature on his retirement with the rare material being placed in the Special Collections Room. Upon his retirement from the Faculty in 1999 the Library received the McLaren collection of rare Australian novels, poetry and criticism with funds to establish a Special Collection that would bear the name of John and his late wife, Shirley, who was also very active in the field of Australian literature.

Policy

1. Selection Criteria:

    This is a closed collection to contain the rare and valuable book and serial items from John McLaren's personal collection and his estate. It is not envisaged that this collection will be added to.

2. Access:

    The John and Shirley McLaren Collection is closed access collection. Requests for access should be made to the Librarian responsible for the collection. Researchers will record their details in the Visiting Researchers' Book but will not normally be supervised during the time they use the collection. Items in the McLaren Collection are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

Papua New Guinea and Pacific Collection

Location

Footscray Park Campus Library

Person responsible for collection

Librarian (College of Arts), Footscray Park Campus

Background and aim of the collection

A collection of books, journals, government reports and pamphlets on PNG was bought by Victoria University from Queens College Library at the University of Melbourne in 1994. It was established at the College during the 1960s by a group of students with an interest in Papuan independence and charts the development of PNG until the mid-1970s. From 2005 onwards this collection on PNG was expanded to include donated and rare items on the Pacific region.

The aim of the collection is to provide materials for researchers in the PNG and Pacific studies area.

Policy

1. Selection criteria:

    The collection may be added to if suitable material is found. The main collection and the periodicals collection at Footscray Park already has significant holdings of books and journals from or about PNG and the Pacific region which are purchased to support teaching and research at the University. It is not envisaged that this type of material be added to the PNG and Pacific collection. Material suitable to be added to the collection includes rare manuscripts, pamphlets, journals, and government publications of research value.

2. Access:

    The collection is closed access. Material to be used under supervision. Materials are not for loan.

Radical Literature Collection

Location

Footscray Park Campus Library

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus

Background and aim of the collection

The collection was established in 1994 with the purchase of materials from Hugh Anderson. Mr Anderson collected materials relating to radical groups in Australia, particularly the Communist Party of Australia.

Over 900 pamphlets, including many from overseas, as well as books and journals are included in the collection. There are a number of folders containing newspaper clippings, fliers and ephemera, minutes of meetings, speeches, course notes and some of the more fragile bulletins and journals.

The collection has historical and social relevance and is aimed at being a research collection for those studying social issues related to radical groups in Australia.

Current focus groups:

- Australian Communist Party and off-shoots
- Anti-Newport Campaign
- Coalition Against Poverty and Unemployment

Policy

1. Selection criteria:

   Material must be related to radical groups in Australia. Overseas material is included when it is relevant to the development and 'cause' of a particular group.

   Example 1 - The Australian Communist Party cannot be separated from the worldwide Communist movement, therefore materials relating to communism worldwide will be collected.

Example 2 - The Anti-Vietnam War movement. It would be appropriate to collect material on the movement throughout the world, and events in Vietnam, China, etc., relating to the conflict and peace movements.

Radical groups are identified as groups formed to fight against 'the system', hold extreme views, or seek reform on controversial issues.

2.   Access:

Access is arranged via the Subject Liaison Librarian (Faculty of Arts).

Otherwise, the students identify the item required and write down the details and submit them to the Information Desk. The item is retrieved for them and ready to be collected the next day from the Information Desk. The student's identification number and details are recorded prior to the item being handed over. Items are not to go out of the Library.

Rationalist Collection

Location

Footscray Park Campus Library, Room P210.

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus.

Background and aim of the collection

The Rationalist Society of Australia (RSA) was formed in Melbourne in 1926. The RSA operated a Library from the 1930's onwards. In February 2003, this Library of 1300 items was donated to Victoria University Library and renamed the Rationalist Collection. The RSA summarises its interests in the following statement, " The Rationalist Society of Australia prefers reason to prejudice, evidence to faith; promotes secular ethics and education; and holds lectures, conferences and social activities." As a result the Rationalist Collection contains rare and valuable books and serials on a diverse range of subjects including Australian history, Australian politics, education, theology, economics, civil society, and anthropology. Works on philosophy, especially Humanism, are a feature of the collection.

Policy

1. Selection Criteria:

    The Rationalist collection contains the rare and valuable book and serial items from the RSA Library. The RSA has agreed to provide annual funding for the development of the collection. The RSA has submitted title lists from different times in the collection's history to guide the replacement of missing items. Members of the RSA will also suggest new titles to be purchased. The Librarian responsible for the collection will approve all purchases. The Rationalist Collection can also be added to by donation.

2. Access:

    The Rationalist Collection is closed access collection. Requests for access from researchers or members of the RSA should be made to the Librarian responsible for the collection. All visitors will record their details in the Visiting Researchers' Book but will not normally be supervised during the time they use the collection. Items in the Rationalist Collection are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

Regional Archive

Location

Footscray Park Campus Library

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus

Background and aim of the collection

The Regional Archive preserves the records of individuals or organisations from the Western Metropolitan Region of Melbourne. The Regional Archive is located at the Footscray Park campus Library. Generally records acquired for the Regional Archive will complement Key Research Areas in the University. Currently these research interests focus on left wing political groups (including the Communist party) and community groups involved in urban and social planning.

Policy

1. Selection Criteria:

    Records are usually acquired by donation and their acquisition should be approved by the librarian responsible for the collection. Victoria University Library may not accept collections of records unless accompanied by funding for cataloguing, processing and storage. Due to the difficulty of supervising researchers using the Regional Archive the Library will not normally accept any embargoed material for inclusion in the Archive.

2. Access:

    The Regional Archive is closed access collection. Requests for access should be made to the librarian responsible for the collection. Researchers seeking access must comply with the Archive access rules and any other conditions stipulated by the donor. Researchers will record their details in the Visiting Researchers Book but will not normally be supervised during the time they use the collection. Items in the Regional Archive are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

    The Regional Archive includes the following collections of documents:

    - The John McLaren Papers: documents concerning his working life.

- The Parer Papers: relating to Michael Parer's 1968 ABC TV documentary.
- 'A Tiny Ship In Space', about the Catholic-Communist dialogue in Aust.
- Kensington History of Community Organisations Project 1975-1995,
- Western Region Centre for Working Women Co-operative Ltd 1976-98,   WESTDOC nos. 14 – 1525 (some missing),
- Western Region Commission 1975-87.

Special Collection

Location

Footscray Park Campus Library

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus

Background and aim of the collection

The major part of the collection was purchased from John White. The collection was set up to house rare and valuable items and has continued to be a safe repository for items that require a preservationist environment.

Policy

1. Selection criteria:

    The collection is strong in Australian history, literature and art. Within the collection there are books, pamphlets, periodicals, Antiquarian booksellers' catalogues. postcards, slides and exhibition catalogues.

2. Access:

    Users do not have direct access. Once they identify an item on the OPAC, they submit details of it to the staff at the Information Desk. The item will be retrieved for them after the need to view the item has been established. When the item is taken from the shelves a marker is put in its place. The item is taken to the Information Desk where the client's identification number and the title of the item are recorded in the logbook. The item must be perused at the table provided for this purpose near the Special Collection room.

    The user must only use a pencil, and not a pen, when making any notes. If the user wants to photocopy the item they must indicate this to the library staff member on duty at the Information Desk. The staff member will consider the book's physical condition and if there is any risk of damage to the spine of the book the photocopying will not be allowed.

Timor-Leste Collection

Location

Footscray Park Campus Library

Person Responsible for the Collection

Faculty Librarian (Faculty of AEHD)

Background and Aim of the Collection

The collection was formed around an initial donation in March 2012 from the Oxfam Australia Library. It was augmented in 2012 - 2013 with rare and research quality items already held in the Footscray Park Main Collection. This collection will be added to by donations from personal and organizational collections and is intended to chart the development of Timor-Leste as an independent nation.

Policy

1. Selection criteria:

   Donations are assessed by the Faculty Librarian (Faculty of AEHD) for suitability as additions to this collection. New material is not generally purchased for this collection.

2. Access:

   This collection is held in closed access. Access to the collection is for bona fide researchers who need to utilise the collection more extensively. This is arranged via the Faculty Librarian (Faculty of AEHD).

   Single items from the collection can be requested by researchers at the Service Desk in Footscray Park campus Library. Items are retrieved each morning from the Special Collections for use in the Library only. Retrieved items are held at the Service Desk for pick-up for 5 working days. The researcher's identification number and details are recorded prior to the item being released for use on the Library premises.

Union of Australian Women Collection

Location

Footscray Park Campus Library

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus

Background and aim of the collection

The collection was donated by the Union of Australian Women, Victorian Branch. The collection includes correspondence, committee meeting minutes, annual reports, UAW constitution, newsletters, manuscripts, and pamphlets covering the period from the 1950's to recent years. The UAW were keen to have the collection housed at a location where it could be recorded, preserved and made more accessible to the community.

The collection is an important resource for the women's studies programs taught at the University.

Policy

1. Selection criteria:

    New material is not generally purchased for this collection. There will be ongoing donations from the UAW from time to time. This material may have to be solicited.

2. Access:

    The collection is closed access. Material is to be used under supervision. Materials are not for loan.

Vaccari Collection
(Elda Vaccari Collection of Multicultural Studies)

Location

Footscray Park Campus Library

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus

Background and aim of the collection

The original collection was made up of two parts: the AIMA (Australian Institute of Multicultural Affairs) and the Vaccari Italian Historical Trust. It is a collection devoted to multicultural studies and immigration issues. It is made up of monographs, serials, reference items and vertical files.

Policy

1. Selection criteria:

    The selection criteria is based on a collection objective to emphasise an understanding of current migration and refugee issues, citizenship and post-arrival settlement issues, migrant education, ethnicity and language-related items. The strategy has been to strengthen the existing core materials and to reinforce the resources of this specialist collection.

2. Access:

    The monographs, serials and reference collections are open access but the vertical files must be accessed via the approval of the Subject Liaison Librarian (Faculty of Arts). The most valuable material, often irreplaceable items, are in the vertical file.

Ray Verrills Collection

Location

Footscray Park Campus Library, Room P208.

Person responsible for collection

Subject Liaison Librarian (Faculty of Arts), Footscray Park Campus.

Background and aim of the collection

Ray Verrills was born in Sydney in 1915 and died in Melbourne in 1999. He was involved in the Australian Communist Party from the 1940s onwards and the Realist Writers group from the 1960s onwards. He was also a senior Commonwealth Public Servant. He collected throughout his life, books on Australian literature, and left wing politics and philosophy in Australia and overseas. His collection was donated to the Library by his Estate in February 2000. The Faculty of Arts supported the acquisition of the Verrills collection with funds to assist cataloguing.

Policy

1. Selection Criteria:

    This is a closed collection containing items donated to the Library by the Estate of Ray Verrills. It is not envisaged that this collection will be added to.

2. Access:

    The Ray Verrills Collection is closed access collection. Requests for access should be made to the Librarian responsible for the collection. Researchers will record their details in the Visiting Researchers' Book but will not normally be supervised during the time they use the collection. Items in the Verrills Collection are not for loan. This also applies to Inter-Campus and Inter-Library Loan.

Ray Verrills Collection

PART 8

Physical Maintenance of the Collection

General policy

Digital Preservation

Preservation, repairs, replacement and maintenance of physical collection

Binding of serials

General Policy

The aim of any preservation program is to identify, maintain and preserve items consistent with their use and significance to the collection. This may require the preservation of the physical format of the item, the preservation of the intellectual content in another format, or the preservation of both the information and the physical format.

Generally, the on-going cost of maintaining an item over its lifetime will far exceed its initial purchase price. Resources are such that not all material can be treated equally. Decisions for preservation have to recognise that not all items need to be given the same level of care, security and attention.

Preservation is a Library wide activity, involving all staff. Preservation activities include selection of the most appropriate format for acquisition, conserving and repairing the collections, creating preservation surrogates, controlling the environment, and establishing conditions of use.

Digital Preservation

Much of the collection is now held in digital formats.

The preservation of digital resources requires the preservation of the resource itself on media of sometimes varying reliability and security, and also the maintenance of software to enable the user to interact with the resource. The maintenance of the software may require ongoing financial input.

For Victoria University's purposes the preservation intent is about the information content of the original resource and to maintain access to the resource for as long as the resource has value for the needs of the University. Print material held in the Special Collections may be digitized or there may be plans to digitize. The print copy is also maintained but the preservation of the look and feel of the original when digitizing is also important. Digitization enables access to the content while protecting the original.

There are two main groups of electronic format material– the material that is held locally and the material that we connect to over the internet.

Locally held

1) On DVD or CD-Rom

   These formats are loaned out and can be damaged or lost. Suitable machines with appropriate software to read this media are required. Where possible these formats are to be gradually replaced with online streaming options.

2) Files attached to bibliographic records are stored on the Millenium server.

   The Millenium server is backed up nightly. These files are generally in pdf format supplied by the publisher. These files are available to remote users once logged in, and the location is given as intranet.

Connected via the internet

These resources are the databases covering ejournals, ebooks and video streaming.

Standards for the maintenance of access and the resources are written into the licence agreements for these resources. The vendor is responsible for the maintenance of the resources and the provision of access.
Perpetual access to purchased resources is always sought. Normally perpetual access is received for the material published during the subscription period.

Access in instances of the publisher no longer maintaining resources for a range of reasons is covered in many instances by the Library's membership

and the publishers' participation in preservation programs. The library is currently a member of two preservation programs, CLOCKSS and Portico. Where access to journals or ebooks is via large aggregator suites the Library has no control over the coverage of the suite. If a resource is core and essential to a teaching program there may be a need to purchase the resource or take out a subscription and access to backruns if the resource is dropped from an aggregator suite.

Similarly if a journal is accessed via a publisher's suite, and it changes publisher, there may be a need to take out a subscription to ensure access to current issues and back files. This would only be considered if the title is core and essential to a teaching program.

Print runs of journals are not normally withdrawn until equivalent online access is purchased and established.

Victoria University Institutional Repository (VUIR)
VUIR is currently hosted offsite and the hosting company is responsible for the maintenance of resources and access.

Preservation, Repairs, Replacement and Maintenance of Print

The Library believes that ongoing and routine print collection maintenance will reduce the likelihood of serious damage to its collections. Damaged Library materials in need of attention may be identified at point of circulation or re-shelving.

Collections maintenance includes:

- Monitoring the condition of its collections on an ongoing basis and taking action to replace or to treat, or reformat, as appropriate, individual items identified as being damaged. Decisions to purchase replacements for deteriorated books in available formats are made by the relevant College Librarian. Where available the replacements will be purchased in electronic format.

- Maintaining cleanliness in the main collections and storage areas and endeavouring to clean collections using appropriate methods.

- Providing appropriate storage conditions for the collections including using appropriate containers - boxes, sleeves, wrappers and similar materials to protect collections.

- Materials in need of special environmental protection conditions because of their rarity or physical condition will be housed in the Special Collection room at the Footscray Park Campus Library. It is recognised that the Library has collections of value but because of physical constraints only rare and valuable items that require a preservationist environment will be housed in the Special Collections room at the Footscray Park Campus Library as outlined in the Special Collections general policy in Part 7.

- Recognising that photocopying is a major source of damage to printed materials, restrictions apply to the copying of at risk Special Collections material. The staff member will consider the book's physical condition and if there is any risk of damage to the spine of the book the photocopying will not be allowed.

Binding of Serials

The following policies have been adopted for the binding of serial titles for all campuses. A distinction is made between titles which are available electronically within the University and titles which are only available in print. Electronic access to serial subscriptions is the preferred option. As a general principle where titles are available in perpetuity electronically, and are cost effective, then back issues will normally only be held in electronic form.

General Principles:
For those titles not available electronically, the following general principles will apply:

- No weeklies should be bound unless it can be demonstrated that they publish substantial articles of long term significance for preservation.

- No titles will be bound which have a reliable back issue archive available electronically. Where the reliability of the archive was not evident an exception would be made with details of the justification for the exception.

- No title should be bound which has a retention period of only up to five years.

- Unique titles are normally bound. This implies that a title which is unique at Victoria University would be bound regardless of which campus it was located at. This will ensure that unique titles are preserved for all users.

- Only one set is normally bound. Minimising expenditure on binding will only be achieved by one set being bound for the entire Library. Duplicate sets will not normally be bound. A cheaper form of binding, like spiral-binding, may be used for particular types of serials if considered appropriate and desirable.

- The following factors are taken into account to determine which campus holds the bound volumes.

    i. Use: the extent that a title is actually being used at a campus

    ii. Number of students: the number of students studying relevant courses and therefore using a particular title

    iii. Current teaching program: the longest holding of a title, and therefore also the bound volumes, is to be at the same campus the major provider of the relevant course or program

Binding of Serials

iv. Current research program: the bound copy would normally be held at the campus with the most research taking place in the relevant area

v. Cross faculty use: where there is difficulty in relating a title directly to one faculty, the cross-faculty use is to be considered in the binding decision

vi. Length of holdings: this would be a prime determinant in many holdings. Generally, the campus with the longest holding would continue to have the holding bound if current teaching and research warrant such action

vii. Space: it may be preferable to bind particular sets at the campus with more shelving space when there are space limitations on other campuses

- Decisions in relation to binding are made by SIS Librarians after consultation with relevant Library and Academic staff, and are then communicated to the Serials Staff.

- Unbound issues which are not to be bound are normally kept for a 2 or 5 year period and are then discarded. The retention period is determined by the appropriate SIS Librarian..

- Issues from sets which are not to be bound are to be made available for filling any gaps in the bound set. This material should be forwarded to serials who will check for gaps and required issues.

PART 9

Glossary

Subject Liaison Librarians:

Includes Subject Liaison Officers and those Campus Librarians that have subject responsibilities

Undergraduate:

Includes both Higher Education and VE students

Working copies:

Materials purchased for Library staff use in the pursuit of their professional activities