



LIBRARY AND INFORMATION SERVICES

Collection Development Statement

PURPOSE

This Statement addresses the framework for development of the Library's collection including acquisition of resources, the deselection of material, and collaborative collection building and use.

GOALS

The Library will support the teaching, learning, and other scholarly functions of the ACC by:

- acquiring and organising a relevant & well balanced collection, within budgetary constraints;
- responding to changes in teaching and research programs;
- maintaining the physical condition of the collection; and
- participating in resource sharing and networking at a national and international level.

COLLECTION SCOPE

The building of collections is based on teaching and research priorities determined through academic consultation. Consideration is given to building long term research collections which build on existing collection strengths, in addition to meeting current needs.

The ACC Library cannot meet every need from its own collection. It will collaborate with other libraries and consortia such as Gratisnet to ensure broad coverage of access where it does not hold items itself.

PRINCIPLES

The Library collects materials which represent a variety of opinions and perspectives. It complies with the principles of intellectual freedom enunciated in the [Statement on Free Access to Information](#) produced by the Australian Library and Information Association.

PURCHASE REQUESTS

Any requests for the purchase of items received by the Librarian from staff or students will be passed on to the Academic Dean for consideration at an academic and budgetary level.

DONATIONS

The Library will accept gifts of material provided they fall largely within collection priorities. Materials are accepted on the clear understanding that the Library has control over what is kept and what is discarded after review, and where items will be located. Only items which will enhance the collection are retained. A letter is sent to donors, acknowledging their support and advising them of the status of their donation.

Gifted material becomes the property of the ACC. Such gifts will be integrated into the existing collections, and cannot be claimed back at a later date. They are subject to the same conditions as existing collections, including processing, retention, location, use and disposal

Offers of gifts with significant resource implications will be referred to the President.

The Library also welcomes financial donations for collection development.

DESELECTION OF MATERIALS

The Library will review resources and deselect when:

- material is no longer relevant to research and teaching at the ACC;
- the content has been superseded by a new edition or by other works and the edition is no longer required;
- the physical condition inhibits access to its content;
- where a resource is available on-line with permanent access, multiple print copies will be only be retained if there is a special requirement; and
- material is obsolete and without historical significance.

The Library will retain any title that is the last copy in the country (or rare worldwide) as a means of preserving potential research material.

COMPLAINTS

Complaints concerning material in the collection should be addressed in writing in the first instance to the Librarian. If considered warranted, the Librarian will confer with the Academic Dean with a view to determine how the complaint may be addressed. In the event that a complainant is dissatisfied with the response, the complaint will be managed in accordance with the College's policies and procedures on Grievance Management Non-academic (Students) and Grievance Management (Staff).

BUDGET SCOPE

When considering additions to the Library collection, the Librarian will take into account not only the cost of new items, but also the cost of their upkeep and storage (e.g. storage boxes, journal binding, processing materials). In addition, costs considered will include Document Delivery/Interlibrary Loans, for both individual articles/books and consortia membership.

STATEMENT REVIEW

This Statement will be reviewed every 3 years.

RELATED POLICIES/DOCUMENTS

- Library and Information Services Policy
- Library Services Charter
- ACC Strategic Plan

VERSION CONTROL

Document: A017s Library and Information Collection Development Statement		
Responsible Officer: General Manager		
Approved by: Academic Board		Date: 1 December 2021
Approved by: Academic Board		Date: 14 December 2022
Version: V2.0	Replaces Version(s): V1.0	Next Review: December 2025
Nature of Change	December 2022 <ul style="list-style-type: none">• Noted approval authority as the Academic Board• Amended to cover the Diploma and the Degree• Minor changes to reflect staff organisational changes and typos.	