

## LIBRARY COLLECTIONS POLICY



Current version in effect from: 29 Jul 2023  
Approved by the Academic Board: 13 Sep 2019  
Revised by the Academic Board: 28 Jul 2023

### Related Documents

University Libraries Agreement  
Regulation 2 Academic Board  
Regulation 11 Awards, Courses and Units

### 1. Purpose

- 1.1 The primary purpose of this Policy is to ensure retention of at least one copy of every unique print title (and any of its editions) held by any library that is a signatory to the University Libraries Agreement. This practice seeks to ensure that the overall library collections available to members of the University are not diminished and continue to be available to future scholars.
- 1.2 A secondary purpose of the Policy is to develop mutual awareness by libraries and their users, of collection policies and priorities, in order to assist in building collections and optimising resources by avoiding unnecessary duplication of specialist items.
- 1.3 Librarians need to balance the competing objectives of their own institution and the University, and the Policy aims to assist them in making decisions related to the development, and removal or retention, of library holdings.
- 1.4 The Policy also informs discussions and decision-making by library staff, in association with library sponsors, College administrators, and governing bodies.
- 1.5 Policy recommendations initiated by the Library Committee will also be better understood and endorsed by the wider University community.

### 2. Scope

- 2.1 This Policy applies to all University libraries which are signatories of the University Libraries Agreement.

### 3. Definitions

- 3.1 **Acquisitions:** The process of selecting and obtaining materials or resources for a library collection, which may include items in a variety of formats. Acquisitions are generally made according to a library's Collection Development Policy (CDP)
- 3.2 **Collection development:** The process of building a library's resources to meet the information needs of users in a timely and economical manner. Within the higher education sector, collection development to support the institution's teaching, learning and research activities is often a collaborative activity between library and academic staff.

- 3.3 **Collection Development Policy:** A document which guides a library's collection development decisions and practices. CDPs generally include: acquisition priorities, budgetary information, collection maintenance and weeding practices, details of new or special collecting areas, and co-operative arrangements with other libraries.
- 3.4 **Retention:** The retaining of materials in a library collection
- 3.5 **Transfer:** Moving of materials from their present library location to another
- 3.6 **Weeding or De-selection:** The process of selectively removing items from a library collection (and catalogue) by library staff
- 3.7 **Disposal:** the permanent removal of items no longer required by a library

#### **4. General Principles**

- 4.1 The development and preservation of comprehensive library collections are critical to providing the members of the University with high quality resources for theological education and research, and thus to fulfillment of the mission and vision of the University.
- 4.2 The Libraries that are signatories to the University Libraries Agreement aim to cooperate in the development of mutually beneficial collection policies that support the acquisition of the widest possible range of items.
- 4.3 The University supports the development and raising awareness of collection strengths both in individual libraries and across the network as a whole.
- 4.4 In support of developing the libraries and optimising resources, the University is committed to the Library Hub and the libraries support in-principle making electronic purchases through the Library Hub in accordance with individual Collegiate Agreements.
- 4.5 Decisions on the retention or disposal of items should rest with the senior librarian of each library, after consultation with library owners, academic staff, and other libraries within the University network.
- 4.6 Catalogued items held by only one library (including different editions) are not discarded but are retained by the original library owner or transferred to another library within the University network. In the case of the latter, ownership should also be transferred, and this should be explicit.
- 4.7 The Policy does not impact on donated items that fall outside a library's collection development policy guidelines.

#### **5. Principles Guiding Collaborative Collection Development**

All libraries that are signatories of the University Libraries Agreement are guided by a principle of cooperation, and whenever reasonably possible they:

- 5.1 Agree to provide access and borrowing rights to their libraries to all members of the University of Divinity.
- 5.2 Provide free inter-library loans (including cost of postage) and document delivery to other signatory libraries.

- 5.3 Support the development of University-wide collection policies and contribute to collaborative collection development policy discussions, activities and strategies developed by the Library Committee.
- 5.4 Contribute to projects associated with special collections held by libraries associated with the University, including linking to these collections via the Library Hub.
- 5.5 Maintain minimum cataloguing standards (as developed by the Library Committee) to enhance discovery of all library holdings in the University's combined library catalogue, avoid duplication of records, and optimise access to library collections via the Library Hub.
- 5.6 Have an in-principle commitment to making electronic purchases through the Library Hub.
- 5.7 Participate in the eBook purchasing model established for the purpose of purchasing single-title eBooks which are then available to all members of the University.

## **6. Retention Criteria**

- 6.1 In support of the development and preservation of comprehensive library collections across the University, criteria have been agreed to inform the retention, or otherwise, of items within a library's collection.
- 6.2 These criteria are as follows:
  - 6.2.1 Uniqueness of item – unique items within the scope of University of Divinity disciplines (as outlined in Regulation 11 Awards, Courses and Units) should be retained by a library within the combined library network.
  - 6.2.2 Location of item – A library may retain an item that is not unique within the library network, but which may be the only copy held within the State, or at a convenient distance.

## **7. Procedures**

- 7.1 When University libraries are making decisions about whether to withdraw, cull, relocate, donate or discard catalogued items from a library's collection, the following procedures apply:
  - 7.1.1 In the case of unique items, checking the title against the University of Divinity's holdings in WorldCat and either retaining the unique copy of a title (and any of its editions) in the library or transferring the unique item to another library in the University network.
  - 7.1.2 In the case of items found in other libraries, offering the items being withdrawn to other libraries within the University network in the first instance, whether by gift, sale or barter, and only then proceeding to wider disposal.

## **8. Date of Next Review**

- 8.1 This Policy must be reviewed no later than 31 December 2029.