

This document is designed to provide guidance for the staff and students of UNSW Canberra on the collection development policy of the UNSW Canberra Library.

The policy guidelines, as outlined below, were approved by the UNSW Canberra Library Advisory Committee on 27 March 2017.

Comments or questions should be forwarded to:

Senior Librarian (Collection Services) UNSW Canberra Library -- ([library@adfa.edu.au](mailto:library@adfa.edu.au))

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## Collection development mission

The goal of the UNSW Canberra Library is to facilitate access to information resources that will support the teaching, learning and research needs at UNSW Canberra.

## One online library.

The UNSW Canberra Library operates as an integral part of the UNSW library group (comprising four libraries) -- all operating as one online library. As one online library, all e-resources purchased by UNSW Canberra Library are to be acquired based on whole of UNSW access

## Breadth and depth of the collections

The Library aims to provide access to databases, books, journals and video material that will support teaching and research across the academic schools of UNSW Canberra. Most of the book acquisitions to cover the needs of the academic schools are supplied automatically through the YBP approval plan (see below).

## Budget allocations

The Library materials budget is allocated each year to the following accounts:

- \* Joint funding of electronic resources (Annual contribution to UNSW Library – 60% of materials budget)
- \* School allocations (SEIT, HASS, PEMS, SBUS)
- \* Defence
- \* UNSW Canberra electronic (for specialist defence/military databases)
- \* General

- \* Australiana
- \* Digitisation projects

The actual allocations made each year are proposed by the Senior Librarian (Collection Services). The academic school allocations and the 'Defence' allocation are based on the average expenditure of the previous 3 years) and approved by the UNSW Canberra Library Advisory Committee (LAC).

In addition to the above, the Library also manages a Navy allocation (funded annually by the Navy's Sea Power Centre) and an Air Power allocation (funded annually by Air Force).

### **Funding of e-resources**

On the basis of a MOU between the UNSW Library and UNSW Canberra Library, an agreed significant allocation from the UNSW Canberra Library's materials account will be ledgered each year to UNSW Library. This represents the UNSW Canberra Library's contribution to the annual cost of purchasing databases and maintaining subscriptions for e-journal collections.

UNSW Canberra Library will pay for individual e-books and specialised defence/military databases.

Decisions on major database purchases (generally e-resources costing over \$10,000) are made by the UNSW Library Collection Development Group (CDG). The UNSW Canberra Library is represented on this group by the Senior Librarian (Collection Services), or his/her nominee, who seeks to represent the interests of the academic schools at UNSW Canberra.

Any one-off purchases of e-resources that involve an expenditure or contribution by the UNSW Canberra Library of \$10,000+ would normally be approved by the Library Advisory Committee (chaired by the Rector).

### **Scope of the 'Defence' allocation**

Recognising the particular mission of ADFA as the nation's national tri-service defence academy, the UNSW Canberra Library seeks to maintain a collection of excellence in defence and strategic studies and general military history. Books on *contemporary* defence/military relevant topics are charged against the Library's 'Defence' allocation. Per a long-standing agreement with HASS, books specifically on pre-1946 military history are generally charged to the HASS library fund. In addition, agreements are in place with the RAN and the RAAF that obligate the UNSW Canberra Library to maintain "world best" collections in sea power and air power studies.

### **Scope of the 'General' allocation**

The Library's 'General' allocation is a non-specific fund that is available to cover:

- Multidisciplinary resource purchases that are relevant to more than just one academic school
- Resources dealing with teaching, learning and education generally
- Miscellaneous reference items (dictionaries, atlases, gazetteers, etc.)
- Financial contributions to assist special purchases by UNSW Library
- Materials supporting library practices and management
- Shortfalls in the annual academic school allocations

## Approval plans

UNSW Canberra Library encourages individual book purchase recommendations, *but does not rely on them for building the collections*. The Library has two approval plans in place for purposes of acquiring new books of relevance to the core teaching and research areas:

- **YBP approval plan:**

The Library maintains an approval plan with YBP to provide for automated rule based selection of books (via relevant acquisition triggers) that match the core teaching and research interests of the academic schools at UNSW Canberra. The goal of the Library is to acquire at least 60% of our books via this approval plan (on an e-preferred basis). The Library will strive to review the subject parameters of the approval plan at least once every 12 months to ensure that it stays current with changes in research and teaching priorities in the academic schools.

- **Australiana approval plan:**

For practical reasons it is preferable to have a separate approval plan (managed in Australia) for Australian published books dealing with Australian subjects. To that end, UNSW Canberra has an approval plan for Australiana.

## Individual purchase recommendations

Any person with borrowing rights at the UNSW Canberra Library may make recommendations for the purchase of library materials. This should be done by completing the 'Suggest a Purchase' form at the Library web site.

Purchase recommendations made by academics will generally be expedited as a matter of course and only academics have the right to express a preference for print format (otherwise the Library's practice will be to order books in E format).

All other purchase recommendations are subject to the approval of the Senior Librarian (Collection Services) or Acquisitions Coordinator and are assessed against UNSW Canberra teaching and research priorities.

If a student submits a book purchase request that will cost >US\$400, the Library will usually check with the relevant discipline coordinator in the school before proceeding to purchase. If a student submits a book purchase proposal that is not of obvious relevance, the Library reserves the right to query the purchase proposal. Final decision for purchase rests with the Senior Librarian (Collection Services).

## Donations

The UNSW Canberra Library is very selective about what material it accepts for donation and will only consider collections if they support core research or teaching priorities. Offers to donate individual books (one or a few items) can be accepted at the Service Desk.

Donations of major collections are subject to the approval of either the Senior Librarian (Collection Services) or the UNSW Canberra Librarian, or in the case of manuscripts or rare items, the Special Collections Curator. As a general rule offers to donate print journals will no longer be accepted.

Where the offer is to donate a large collection of books it is Library policy to request an itemised list first. Materials are only accepted on the clear understanding that the Library has control over what is kept and what is discarded, and where items will be located.

## **Procurement Guidelines**

### **'E' v Print**

UNSW Canberra Library will seek to acquire materials in electronic format wherever possible so long as the materials are available in an e-format approved by UNSW Library.

Advice and guidelines regarding approved e-formats and preferred licences are provided by the Manager of the UNSW Library Electronic Resources Unit (ERU). Where there are practical reasons for doing so, the UNSW Canberra Library may purchase print format over e-format. This will only happen in exceptional circumstances. The decision to make an exception on the Library's e- preferred rule will usually be taken by the Senior Librarian (Collection Services).

Academic staff may express a "personal preference" for print format when they make a recommendation for purchase, so long as the Library has not already acquired it in E format.

Examples of instances where print may be preferred to e-book format:

- The only available licence for the e-book is a single user licence and this is not deemed appropriate for the particular item. [*If a single user licence is reasonable, the Library will procure multiple instances of that licence; but cost often rules this out as an option.*]
- The e-book is exorbitantly expensive compared to the price of a print copy.
- The book contains detailed images or tables or scientific/mathematical notation which is not expected to display well in an E format
- The book is needed to be used as a work tool in the field
- The book needs to be consulted in a lab setting where computers cannot be utilised
- The client requesting the purchase has a medically diagnosed condition which limits their ability to spend time in front of a computer screen.

### **Requirements that must be met for e-resource acquisition at UNSW**

It is UNSW Library policy that individual e-books and individual e-journals will be considered for purchase so long as they meet all of the following conditions:

1. Available for institutional access via a proper institutional licence.
2. Available for whole of UNSW access
3. Made accessible via institutional IP domain (rather than via individual user ID and password)
4. Accessible using standard web browsers
5. Not requiring any proprietary software or special e-book reader devices.

On the basis of the aforementioned criteria, UNSW does not purchase Kindle e-books from Amazon.

UNSW has a preferred supplier for e-books (YBP). E-books will not be acquired individually if they are not listed in the YBP GOBI database and indicated to be available on a UNSW

approved platform. The Manager of ERU at UNSW will determine what is an approved e-book platform for UNSW.

### **Pre-publication orders**

UNSW Canberra Library policy is not to place orders for items pre-publication.

### **Document Supply services: when to borrow, when to buy**

UNSW Canberra supports hundreds of researchers (both academics and post-graduate research students). Individuals with specialist research topics can seek access to other resources via the UNSW Canberra Library's Document Supply (ILL) service.

As a general rule, books requested via Document Supply that have been published in the *current year or previous two years* will be passed to Acquisitions Section to consider for purchase. Ordinarily, if they align with ongoing areas of research/teaching at UNSW Canberra they will be purchased (rather than borrowed from other libraries). Books that would otherwise have to be borrowed from overseas libraries will also generally be purchased, if this option is available.

If Document Supply receives an ILL request for a book on a defence/military/cyber-security topic, it should always be streamed to Acquisitions Section for purchase if that option is available.

Library policy is that inter-library loan requests will generally not be processed if the Library already has an e-copy unless there are exceptional circumstances. Final decision rests with the UNSW Canberra Librarian who will consult with the relevant Head of School as required.

### **Limited access datasets**

In conformity with UNSW Library policy, UNSW Canberra Library will not generally purchase (or recommend to UNSW Library for purchase) datasets or other online resources that limit access to named individuals or restricted groups. All online resources purchased by UNSW Canberra Library should be available for access by all staff and students of UNSW. Therefore access by UNSW IP domain will always be the preferred option.

It is in conformity with this policy that the Library will not generally purchase courseware. However, subject to the approval of the Senior Librarian (Collection Services) or UNSW Canberra Librarian, the Library may pay required license fees for materials that need to be digitised for inclusion in specific courses.

### **Supplementary materials at publisher websites**

It is sometimes the case that UNSW has a licence providing institution wide access to a particular journal – but the publisher is putting up additional supplementary materials to their website, with restrictions on free access to this material without an additional licence. In such a situation, if the supplementary materials can be shown to be core to a teaching or research area at UNSW Canberra, the UNSW Canberra Library will seek to expedite access via a second layer UNSW licence.

### **Textbooks**

It is UNSW Canberra policy that items which are prescribed course textbooks are expected to be purchased by the student doing the course. It is not the role of the Library to supply

students with their textbooks. The Library will seek to acquire an E copy (if available) or otherwise a *single* print copy for inclusion in the UNSW Canberra in-house course readings collection. If a print copy is obtained and it comes with a single user access card with an access pin for purposes of accessing supplementary material at the publisher website, that access card will be discarded if it is only available for the first user of that book (and not accessible to any other users after that).

### **Working copies for tutors**

It is not the role of the Library to supply tutors with books as “working copies” *unless school funds are made available for this purpose.*

### **Working copies for academics**

Ordinarily all books borrowed from the UNSW Canberra Library are subject to recall by other users. Sometimes academics wish to use some of their grant funds for special purpose library acquisitions. Where this is the intention, the academic should liaise with the Senior Librarian (Collection Services).

If grant monies are used for purchase of books, the books will remain the property of the Library however the Library can organise for those books to be put on loan as permanent working copies, not subject to normal recall by other borrowers (i.e. they will be “suppressed” from view in the library catalogue).

### **Duplicate copies**

Ordinarily Library policy is not to procure duplicate print copies (*following decision of Library Advisory Committee, 21 July 2014*). If a book is in high demand the preference is to procure an e-copy. Sometimes the E version is unavailable and not anticipated. In such circumstances the Senior Librarian (Collection Services) will consider a request to purchase a duplicate copy, but *this will not apply to items that are prescribed course textbooks.*

### **Language**

In conformity with UNSW Library policy, the focus of UNSW Canberra Library is on building English language collections. Exceptions to this rule will be made where non-English language resources are required to support the teaching of languages other than English. At UNSW Canberra this currently only applies to Bahasa Indonesia. Ordinarily, academic schools wishing to have additional non-English language material purchased will need to provide their own funds for this purpose.

The Library will grant exceptions for funds to be used for the purchase of non-English language materials of value to its major collections of strength (i.e. military history, defence studies and cyber security).

### **Out of print items**

The UNSW Canberra Library will endeavour to acquire out of print items that have been requested for course teaching or research. The Acquisitions Section will seek to order out-of-print items through YBP’s Marketplace service.

### **Resources unavailable to the Australian market**

Sometimes the UNSW Canberra Library is unable to proceed with purchase of a particular item simply because it is unavailable for sale into the Australian market (which can apply to

both print and e-books). Library policy is not to use an overseas third party intermediary as a means of circumventing this restriction.

### **Journals (general)**

UNSW Canberra Library is committed to a comprehensive collection of e-journals relevant to the core teaching and research interests at UNSW Canberra. All subscriptions to e-journals are arranged by UNSW Library, Sydney. Academics at UNSW Canberra wishing to propose new titles for subscription should do so no later than the last week of September each year. UNSW Canberra Library continues to subscribe to a small number of print journals but will no longer take up any new subscriptions to journals that are not available in E format. Print is regarded as a redundant format for journal publications and the policy of the Library is to discard print journal runs if we have online access.

### **Reference books**

As a general rule it is UNSW Canberra Library's preference not to purchase expensive multi-volume reference books (>\$1,500) that are only available in print format. Print is regarded as a redundant format for high cost reference books. Final determination rests with the UNSW Canberra Librarian.

### **Multimedia**

UNSW Canberra Library policy is to prefer to acquire video materials in streaming format. For reasons of availability and price, some videos still have to be purchased on DVD. Academic staff may specify DVD format if that is their firm preference.

### **Courseware and software**

Funds in the Library's materials vote are not available to be used for the procurement of courseware or software. The common attribute of courseware is that access is governed by a very restrictive licence that typically limits access to a prescribed number of students, usually needing to authenticate with special password access. This conflicts with UNSW Library policy that e-resources should be available for whole of UNSW access, preferably via UNSW IP domain access. Where the nature of the resource is ambiguous, final decision on purchase rests with the Senior Librarian (Collection Services) and advice may be sought from UNSW Library in order that UNSW Canberra Library stays broadly compliant with UNSW Library policy.

### **UNSW Canberra authored works**

In conformity with UNSW Library policy -- The UNSW Canberra Library strives to purchase one *print* copy of any book authored or co-authored by a UNSW Canberra academic. The Library may choose also to acquire an e-copy.

### **Standards**

UNSW Canberra Library does not purchase standards in print format. Individuals requesting purchase of technical standards should be referred to:

- 'SAI GLOBAL database'. SAI Global will provide full text online access to all current Australian Standards, joint Australian/New Zealand Standards and joint Australian/New Zealand/ISO Standards.
- 'IHS standards expert'. This is the best starting point for international standards.

Some of the international standards need to be “unlocked”. The staff member or student should be advised to complete the online “unlock” request form. The request will be automatically forwarded to the UNSW Library administrator for standards who will expedite the “unlocking” of the particular standard (making it available online for the remaining calendar year).

Some military standards are available via the UNSW licensed databases; but most are not, and the UNSW Canberra Library does not purchase military standards. Military standards are generally restricted documents. Members of the ADF needing access to military standards should liaise directly with the Australian Department of Defence.

### **Newspapers**

The UNSW Canberra Library subscribes in print to ‘The Australian’, ‘The Australian Financial Review’, and ‘The Canberra Times’. Print copies are only retained for 4 weeks. UNSW Canberra Library relies on electronic access via Factiva; ProQuest Central; and Fairfax Media.

### **Microfiche/microfilms**

As a general rule the UNSW Canberra Library will no longer purchase materials on microfiche or microfilm. These are now regarded as obsolete storage formats. If an academic at UNSW Canberra desires purchase of a major collection which is only available in microfiche or microfilm, non-library funds may have to be provided for this purpose.

### **Professional society memberships**

Schools cannot use their Library fund allocations to pay for professional society memberships.

### **Article publication fees**

Schools cannot use their Library fund allocations to pay for publication fees or meet any other publication costs.

## ***Publications of particular publishers***

### **UNSW Press publications**

UNSW University Press titles are automatically received in e-format into the UNSW library system, via a UNSW Library approval plan.

### **Australian Defence Department publications**

The vast majority of reports published by the Australian Department of Defence (DoD) are no longer available in print format and are only published online on the Defence Dept. intranet. Because the UNSW Canberra Library is a UNSW library it does not have access to the DoD intranet and is therefore unable to provide online access to most DoD reports and publications.



Because the UNSW Canberra Library is not a Department of Defence library, the UNSW Canberra Library does not collect classified documents and reports. Items donated which are marked “Restricted” but which, by virtue of age (published before 1970) are likely to have been subsequently declassified (or are obvious candidates to be declassified) may be taken into the collection (but must be housed in the Special Collections area and will only be made available to persons who are members of the ADF). Advice can be obtained (and in instances of doubt should be obtained) from the Directorate of Classified Archival Records, Ministerial Support and Public Affairs Division, Dept. of Defence.

As part of the policy outlined above, UNSW Canberra Library does not acquire Australian Army “milpams” and will only accept donations of old milpams on the basis of the aforementioned guidelines.

UNSW Canberra Library continues to be a deposit library for print monograph publications of the Sea Power Centre, the Air Power Development Centre, and the Australian Army Research Centre. For the most part, the UNSW Canberra Library no longer receives print copies of the publications of ASPI or SDSC. Access to their publications is through their respective web sites.

### **DST Group (formerly DSTO) publications**

UNSW Canberra Library no longer receives DST Group (DSTO) publications in print format. DST sends electronic copies of all unclassified DST monographs to the National Library and these are made accessible via the Pandora Internet archive where they are all indexed by Google.

### **US Department of Defense publications**

As a general rule UNSW Canberra Library does not acquire US Defense Dept. publications on the assumption that those that are unclassified are available as open source via US DoD web sites or otherwise available through the NTRL database (US National Technical Reports Library) for which UNSW has a licence.

### **NTIS reports / DTIC pubs**

As a general rule, the UNSW Canberra Library will no longer acquire publications that are available through NTIS (US National Technical Information Service) or DTIC (US Defense Technical Information Center). DTIC publications are open access at the DTIC website. NTIS publications are available through the NTRL database (US National Technical Reports Library). UNSW has a licence for institutional access to NTRL. US Defense publications that are not available through either DTIC or NTRL should be assumed to be classified documents.

### **RAND reports**

UNSW Canberra Library no longer receives RAND reports in print format. Most RAND reports are accessible at the RAND website. Some RAND monographs (very selectively) are received as e-books via the YBP approval plan.

### **Australian Government publications (general)**

UNSW Canberra Library is not a deposit library for Australian government publications and generally no longer acquires print copies or creates entries in the Catalogue for e-copies. Exceptions will be made at the discretion of the Senior Librarian (Collection Services) for some items published by Dept. of Defence and Dept. of Foreign Affairs.

It is assumed that most Australian government publications are now being published electronically and made available from the relevant departmental websites (and archived via Pandora).

### **CSIRO publications**

All CSIRO books are acquired automatically by UNSW in E format.

## **Oxford University Press (OUP) books**

Most OUP books are acquired automatically by UNSW in E format (via Oxford Scholarship Online subscription service). There is a 3-4 month delay before new OUP publications appear in the UNSW library system. If a purchase request for a new OUP title is received from a client, and it is not yet available in E format, the preference of the UNSW Canberra Library will be to order a copy in print format.

### ***Weeding of the collections:***

The UNSW Canberra Library Collection Development Policy does not deal with de-selection and discard procedures. These are covered in the separate Collection Management Policy.

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