

Academy Library collection development policy for UNSW Canberra (2014)

The purpose of this policy document:

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

Comments or questions should be forwarded to:

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Academy Library
UNSW Canberra

Contents

GOAL	3
GUIDING PRINCIPLES	3
A. One online library.	3
B. Funding of E resources:.....	3
C. E preferred resources	3
D. Breadth and depth of the collections.	4
E. Academy Library is not an archive.	4
F. Academy Library is not a museum.....	4
G. Relevance of document supply services.....	4
H. Limited access datasets.....	4
I. Textbooks.....	5
J. Duplicate copies.....	5
K. Language	5
L. Special purpose funding supplementation from the academic schools.....	5
BUDGET ALLOCATIONS	6
SELECTION PRACTICES	6
A. Individual purchase recommendations	6
B. Australiana approval plan	6

C.	YBP approval plan	6
D.	Scope of the Defence Vote	7
E.	Scope of the General Vote	7
F.	Out of print items.....	7
G.	Donations	7
MATERIAL TYPES		8
A.	Australian Defence Dept publications	8
B.	US Dept of Defense publications	8
C.	NTIS reports ; DTIC pubs	8
D.	RAND reports	8
E.	Australian Government publications (general).....	9
F.	Journals	9
G.	Multimedia.....	9
H.	Courseware and software.....	9
I.	UNSW Canberra authored works.....	9
J.	Standards	10
K.	Newspapers	10
L.	Microfiche/microfilms	10

GOAL

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

GUIDING PRINCIPLES

The Collection Development policy of the Academy Library aims to comply with the broad principles of the UNSW Library collection development policy.

A. One online library.

The Academy Library operates as an integral part of the UNSW library system (comprising five libraries) -- all operating as *one online library*. All E resources purchased by Academy Library are to be acquired on the basis of *whole of UNSW* access.

B. Funding of E resources:

Decisions on major purchases are made by the UNSW Library Collection Development Group. The Academy Library is represented on this group by the Collection Services Team Leader (or his/her nominee) who seeks to represent the interests of the academic schools at UNSW Canberra.

C. E preferred resources

Academy Library will seek to acquire materials in E format wherever possible so long as the materials are available in an E format approved by UNSW Library. Where there are practical reasons for doing so, the Academy Library may purchase print format over E format. Academy Library policy is that this should only happen in exceptional circumstances. The decision to make an exception on the Library's E preferred rule will usually be taken by the Collection Services Team Leader. Academics cannot express a "personal preference" for print format when they make a recommendation for purchase.

Examples where print may be preferred over 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.
- The E-book is exorbitantly expensive compared to the price of a print copy (generally a consideration where the E-book is at least 300% more expensive than the hardcover print version)
- 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

D. 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 at the four academic schools of UNSW Canberra. In addition, recognising the particular mission of ADFA as the nation's national tri-service defence academy, the Academy Library seeks to maintain a collection of excellence in defence and strategic studies and general military history. Special MOU's are in place with the RAN and the RAAF that obligate the Academy Library to maintain "world best" collections in sea power and air power studies.

E. Academy Library is not an archive.

The Academy Library functions as part of the UNSW library system. UNSW Library is not an archival library; nor is the Academy Library. Consequently the physical collections will regularly be subject to weeding. This will generally target items that have been in the collection for at least 7 years or more and which have no circulation history. Current policy is to exempt the humanities and military collections from weeding (except for duplicates that are no longer in regular use). Items that meet the criteria for weeding will also *generally* be exempt if they are last national copy.

F. Academy Library is not a museum.

The Academy Library does not collect realia or artefacts. The Australian War Memorial is a more appropriate venue for such material. Offers to donate paintings may be accepted at the discretion of the Academy Library Manager.

G. Relevance of document supply services

UNSW Canberra supports hundreds of researchers (both academics and post-graduate research students). The Academy Library cannot possibly meet the information needs of all researchers from its own collections. Individuals with specialist research topics should seek access to other resources via the Academy Library's Document Supply service. As a general rule books requested via Document Supply that have been published in the current year or previous two years will be purchased for the collection. Document Supply services will not generally be available to undergraduates (with exceptions for 4th year engineering or honours students).

H. Limited access datasets

In conformity with UNSW Library policy, Academy 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 Academy Library should be available for access by all staff and students of UNSW. Access by UNSW IP domain will always be the preferred option. It is in conformity with this policy that the Library will not purchase courseware. However, subject to the approval of the

Collection Services Team Leader, or Academy Library Manager, the Library may pay required license fees for materials that are needed to be digitised for inclusion in specific courses.

I. Textbooks

It is not the role of the Library to supply students or tutors with their textbooks. The Library will seek to acquire an E copy or otherwise a single print copy for inclusion in the Course Readings collection.

J. Duplicate copies

Ordinarily, Academy Library will no longer order duplicate copies of print books (following decision of Library Advisory Committee, 21 July 2014). If an argument can be made that exceptional circumstances apply, then approval must first be obtained from the Head of School, after which the Academy Library will seek approval from either the Rector or Deputy Rector.

K. Language

In conformity with UNSW Library policy, the focus of Academy 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*. Academic Schools wishing to have additional non-English language material purchased will generally need to provide their own funds for this purpose (particularly for major acquisitions). The Library will generally only allow such funds to be used for the purchase of German or French language materials (which are acknowledged to be important in military history scholarship). Currently, Academy Library policy does not allow for the purchase of Chinese or Japanese language materials. Staff and students at UNSW Canberra needing access to Chinese language resources in particular are strongly encouraged to make use of the collections at Menzies Library (ANU) and also at the National Library.

L. Special purpose funding supplementation from the academic schools

The Library welcomes offers from the academic schools to provide financial supplementation for special purpose acquisitions. As a general rule arrangements need to be in place before the end of October each year. Schools should confer with the Collection Services Team Leader.

BUDGET ALLOCATIONS

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

- * School allocations (SEIT, HASS, PEMS, SBUS)
- * General
- * Australiana
- * Defence
- * Electronic

The actual allocations made each year are proposed by the Academy Library Manager and approved by the UNSW Canberra Library Committee.

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).

SELECTION PRACTICES

A. Individual purchase recommendations

Any person with borrowing rights at the Academy 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 and visiting research fellows will generally be expedited as a matter of course. All other purchase recommendations are subject to the approval of the Collection Services Team Leader or his/her nominee and are assessed against UNSW Canberra teaching and research priorities. Final decision for purchase rests with the Academy Library Manager.

B. Australiana approval plan

The Academy Library strives to maintain a broad based collection of books on core Australian subjects via an 'Australiana' approval plan. Through this approval plan the Library aims to acquire all the important books published each year on Australian literature, Australian politics, Australian history (including military history and natural history) and Australian public policy.

C. YBP approval plan

The Library maintains an approval plan with YBP to provide for automated rule based selection of books that match the core teaching and research interests of the four academic schools at UNSW Canberra. The goal of the Library is to acquire at least 65% 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.

Recommendations to amend the approval plan should be made to the Collection Services Team Leader.

D. Scope of the Defence Vote

The Academy Library applies the Defence budgetary allocation to fund the purchase of books and journals in contemporary defence/military studies. As per an MOU of long standing with the School of Humanities and Social Sciences, the Defence allocation is used to fund the purchase of items dealing with *contemporary* post-WWII military/security topics. Books dealing with pre-1946 military history will ordinarily be charged to the HASS library allocation. Final decision rests with the Collection Services Team Leader.

E. Scope of the General Vote

Expenditure of the General vote will generally be at the discretion of the Collection Services Team Leader. The General vote will usually cover:

- 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 that are of particular relevance to UNSW Canberra

F. Out of print items

The Academy Library will endeavour to acquire out of print items that have been requested for course teaching.

G. Donations

The Academy Library is very selective about what material it accepts for donation and will only consider collections if they support core research or teaching priorities. 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. Donations of collections are subject to the approval of either the Collection Services Team Leader or the Academy Library Manager. As a general rule offers to donate print journals will no longer be accepted.

MATERIAL TYPES

A. Australian Defence Dept publications

Because the Academy Library is not a Defence Dept library, the Academy Library does not collect classified documents and reports.

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

As part of the policy outlined above, Academy Library does not acquire Australian Army "milpams".

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

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

B. US Dept of Defense publications

As a general rule Academy 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 (National Technical Reports Library) for which UNSW has a licence.

C. NTIS reports ; DTIC pubs

The Academy Library will no longer acquire NTIS or DTIC publications. Access to all of these should be available via the NTRL database (for which UNSW has a licence). If they are not available through NTRL, they can be assumed to be classified documents.

D. RAND reports

Academy Library no longer receives RAND reports in print format. Most RAND reports are accessible as open source publications at the RAND website. Some RAND monographs are received as E-books via the YBP approval plan.

E. Australian Government publications (general)

Academy 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 Collection Services Team Leader 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 the National Library's Pandora service).

F. Journals

Academy 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. Academy Library makes its recommendations for new subscriptions in the 1st week of October each year. Academics at UNSW Canberra wishing to propose new titles for subscription should do so no later than the last week of September. Academy Library continues to subscribe to a small and diminishing number of print journals but as a general rule will no longer take up new subscriptions to journals that are not available in E-format.

G. Multimedia

Academy Library policy is to prefer to acquire video materials in streaming format for delivery via the Kanopy streaming service. For reasons of availability and price, some videos still have to be purchased on DVD.

H. 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 library funded 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 Academy Library Manager (and advice may be sought from UNSW Library in order that Academy Library stays broadly compliant with UNSW Library policy).

I. UNSW Canberra authored works

The Academy Library strives to purchase one copy of all books authored or co-authored by UNSW Canberra academics.

J. Standards

Academy Library does not purchase standards in print format. Individuals requesting purchase of technical standards should be referred to the SAI GLOBAL database (for which UNSW has a licence). 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.

Some of the international standards need to be “unlocked”. This will be clearly indicated in the SAI Global database. The staff member or student is 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).

The Academy Library does not have online access to and does not purchase any 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.

K. Newspapers

The Academy Library subscribes in print to *The Australian*, *The Australian Financial Review*, and at least one newspaper from each state and territory. Print copies are only retained for 4 weeks. Academy Library relies on electronic access via Factiva and ProQuest Newsstand for current online access.

L. Microfiche/microfilms

As a general rule the Academy 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 that is only available in microfiche or microfilm, non-library funds will have to be provided for this purpose.