Library Collection Policy

Purpose

To outline the Library's position on, and principles applying to, the purchase, subscription, and provision of access to resources to support the University's teaching, learning and research.

Scope

The policy applies to all staff, students, alumni and those wishing to access resources from outside of the University.

Exclusions

Teaching materials created by University staff (as defined in the Intellectual Property: Ownership and Management Policy) are excluded from the terms of this policy, unless released publicly.

Scholarly works produced by University staff and research students are collected by the Library for the Research Outputs Repository under the Open Access Policy. These resources are excluded from the terms of this policy regarding deselection.

Responsibilities

The Chief Information Officer (Library/IT) will ensure organisation-wide adherence to this Policy.

Policy

1. The Library will provide access to a collection of resources that support the University's teaching, learning and research. These resources should be high quality, discoverable, accessible, and usable.

2. To ensure maximum accessibility, the Library will provide resources that can be accessed by staff and students online, with physical resources provided only in exceptional cases where there are no suitable online alternatives.

3. The Library will aim to meet the resource needs of staff and students via a combination of licensed resources, free and openly licensed resources, and resource sharing arrangements with other libraries and information providers. The Library is committed to balancing financial prudence with the needs of Library users, and will prioritise resources that best serve users' research and educational requirements while maintaining fiscal responsibility.

4. The Library will undertake collection evaluation, deselection and relegation activities to ensure that the collection continues to support the evolving teaching, learning and research requirements of the University.

5. The Library will aim to provide accessible versions of content to meet the needs of students or staff with a disability, through timely acquisition of or conversion to accessible formats.

6. The Library will ensure that primary research materials and focussed collections of items of cultural, historical, or political significance will be organised, maintained, and preserved as Special Collections.

7. The Library will consider donations of material based on this Collection Policy.

8. Access to online resources via the Library may be restricted by licence conditions to current staff and enrolled students (and for some resources, alumni). Visitors to the Library in person may be permitted to access some content under the terms and conditions of use of that content and in accordance with the [University's Health, Safety & Injury Policy](#)

9. The Library works within the University's risk management [policy](#) and [framework](#) to identify, assess and address potential risks associated with the collection, and associated operational activities.

Collection Management Principles

1. Publications by and about the University and its staff will be acquired wherever possible.

2. Unlimited access licenses and those with generous provisions for use, loan, or download are preferred over more restricted licenses.

3. Consortia purchasing and subscription arrangements are preferred where appropriate.

4. Selection, purchase and provision of ebooks will use evidence-based and demand-driven models informed by usage data and analytics.

5. Decisions to commence or cease subscribing to resources will be based on both qualitative evaluations, including consultation with current and/or potential users of the resource where practical, and quantitative analysis of usage and return on investment.

6. Preference is given to full text content that is appropriately indexed.

7. Indexing and discovery of open access content is encouraged, to provide the University community with greater flexibility in re-use of content. This is also consistent with the University's [Open Access](#) Policy.

8. To minimise student expense and improve equity of access to education, UniSA courses are encouraged to adopt Open Educational Resources (OERs) or curated reading lists using open- and flexibly-licensed Library resources in place of limited user-license textbooks.

9. When a limited license textbook has been assigned for a course, the Library will purchase one license (the least restrictive available) as a perpetual electronic purchase. For textbooks not available for electronic purchase, the Library may purchase no more than one print copy.

10. The Library encourages staff and students of the University to recommend resources that could be useful for their teaching, learning, research, or other University activities within the context of this policy.

11. Specialist, unique and/or discrete research needs may be met through resource sharing with other libraries.

12. In line with the University's [2023 Stretch Reconciliation Action Plan](#), the Library will explore engagement with Aboriginal Peoples on the description, management, and custody of collections when they relate to Aboriginal people, culture, language and/or heritage.

13. Donations to the collection (including Special Collections) will be based on the following considerations:

    o Will the donation significantly enhance and complement existing collections?

- o Will the donation contribute strongly to UniSA's education and research themes?

- o Is the donation nationally or internationally significant and likely to attract interest from the academic community?

- o From the perspective of collection consolidation, would the donation be better situated at another Library?

- o Is appropriate physical space available and are the environmental conditions of that space suitable for access, display and storage of the donation?

- o Are ongoing resources available to manage, describe and make the collection discoverable and useful to the academic community?

Accessing the Collection

Access to online resources via the Library is restricted to current staff and enrolled students of UniSA (and for some resources, alumni), unless made freely available by a provider with or without an open license.

Authorised users may view, print and/or download content from these online services provided such use is for study, teaching or research, does not constitute sequential and systematic downloading of an unreasonable volume of licensed content, or amount to or result in commercial distribution or plagiarism.

Use of electronic resources is limited by the appropriate license conditions, copyright legislation, the University policy on [Acceptable Use of Information Technology (IT) facilities](#) and the [University By-law 7 Disorderly or offensive behaviour](#).

Visitors to the Library in person may be permitted to access some licensed content and use print resources under the terms and conditions of use of the individual resource or collection.

It may be necessary to limit access to certain content. This will be in accordance with principles including but not limited to equity, security, confidentiality, cultural sensitivity, preservation, copyright, licensing, and archival access considerations. These limitations are guided by the Library's commitment to be as open as possible and closed as necessary, reflecting responsible stewardship of its collections.