Library Collection Policy

Purpose

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

Scope

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

Exclusions

There are no exclusions.

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 information resources that support the University's teaching, learning and research strategies.
2. The Library will ensure the University's information resources are a dynamic, high quality and pre-eminently electronic collection of relevant, discoverable, accessible and usable content.
3. The Library will meet the information resource needs of staff and students via a combination of licensed resources, free and openly licenced resources, and resource sharing arrangements with other libraries and information providers.
4. The Library will undertake collection evaluation, deselection and relegation activities to ensure that the collection continues to support the teaching, learning and research needs 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 or conversion to an accessible format.
6. The Library will ensure that primary research materials and focussed collections of published material, of cultural, historical and 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 licensed ebooks, online databases and full-text journals, subscribed to by the Library, is restricted based on license 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.

1. Managing the Collection

Purpose

The Library's collection management strategy ensures the collection information supports the University's teaching, learning and research strategies and staff and students have access to high quality and relevant content anywhere, anytime and on any device.

The Library prioritises discoverability and access over quantity, funnelling content to the user in the most direct, timely and intuitive way.

The assessment of the collection is an ongoing activity based largely on usage, which in turn is driven by relevancy, access and discoverability. This dynamic life cycle of resource management provides opportunities to acquire and trial new and additional content, replace content, and streamline the collection with a focus on high quality, impactful and relevant content.

Principles

- Publications by and about the University and its staff will be acquired wherever possible.
- Recommendations for information resources are encouraged from staff and students of the University.
- Unlimited access licenses and those with generous provisions for use, loan, and download are preferred over more restricted licenses.
- Consortia purchasing and subscription arrangements are preferred where appropriate.
- Selection, purchase and provision of ebooks will be informed primarily by evidence-based and demand-driven models informed by usage data and analytics.
- Preference is given to full text content that is indexed in discovery services.
- Preference is given to open access content as part of Open Access, Openly Licensed and Creative Commons initiatives to inform better compliance and greater flexibility. This is also consistent with the University's Open Access Policy.
- Students are expected to purchase their own textbooks / e-textbooks. The Library will purchase only one copy of a textbook.
- Specialist, unique and/or discrete research needs may be met through Interlibrary Loan.
- The Library will be guided by usage data and enhanced analytics to measure Return On Investment and undertake quantitative and qualitative evaluations of the collection.
- Donations to the collection (including Special Collections) will be subject to the following considerations:
  - Will the donation significantly enhance existing collections?
  - Will the donation contribute strongly to UniSA's education and research themes?
  - Is the donation nationally significant and likely to attract interest from the academic community?
  - From the perspective of collection consolidation, would the donation be better situated at another Library?
  - Is appropriate physical space available and are the environmental conditions of that space suitable for access, display and storage of the donation?
  - Are ongoing resources available to manage, describe and make the collection discoverable and useful to the academic community.

2. Accessing the Collection

Access to ebooks, online databases and full-text journals subscribed to by the Library is restricted to current staff and enrolled students of UniSA (and for some resources, Alumni), unless openly licensed and open access.

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.