	LIBRARY COLLECTION MANAGEMENT AND ACCESS POLICY
Policy Owner	University Librarian
Contact Officer	University Librarian
Endorsement Authority	University Registrar
Date of Next Review	16 April 2027

1. PURPOSE AND OBJECTIVES

Library Services provide customer-focused, innovative services, information resources and programs to support the learning, teaching and research needs of the Bond University community.

The Library's customers include undergraduate and postgraduate students, academic staff, alumni, customers from groups with which the University has links, such as other universities in the region, and the local community.

The collection reflects the current teaching curriculum and research needs of the University.

The Library Collection Management and Access Policy:

1) Sets out responsibilities and priorities for the provision of information resources to Library Services customers.

2) Provides a general framework for the development and management of Library collections.

The Library Collection Management and Access Policy (LCMAP) supports the Mission of the University.

2. AUDIENCE AND APPLICATION

All Staff and Students

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Library Services	Clause 4.2 is responsible for the acquisition, cataloguing, end processing and deselection of all library material in all formats
	Clause 4.5 role is to acquire information resources and to make them accessible to customers in a timely and equitable manner

4. POLICY STATEMENT

4.1. Purpose

The purpose of the Library Collection Management and Access Policy is to:

- Ensure that the selection and management of library resources meet the learning, teaching and research needs of the University.
- Guide and inform the selection, acquisition, maintenance, and provision of access to information resources.
- Provide guidelines for evaluating and monitoring the resources acquired or made accessible to ensure continuing relevance.

4.2. Scope of Collections and Access

- Library Services provide an integrated collection of electronic, print and multimedia resources with all physical resources being held in the John and Alison Kearney Main and Law Libraries.
- Library Services is responsible for the acquisition, cataloguing, end processing and deselection of all library material in all formats.
- The Bond University academic community is consulted on the acquisition of resources as appropriate.
- Deselection is regularly carried out to ensure that collections are relevant for current and future needs.

- Electronic resources are available to all students and staff unless otherwise specified under licencing terms and conditions. As far as possible electronic resources are available on and off campus.
- The Library's electronic, print and multimedia resources are available to current students and staff of Bond University. Alumni can use the Library spaces and the physical collection and can register to borrow from the physical collection.
- Current staff and students can suggest items for the collection via purchase requests in Library Search.
- Bond University staff, postgraduates and undergraduate students can request books and articles not held free of charge, for academic purposes.
- Staff and students are eligible to borrow from other Australian university libraries through membership of the ULANZ (University Libraries of Australia and New Zealand) CAUL program.

4.3. Library Resources Budget

- The Library resources budget is determined as part of the University's annual budget process and is apportioned by Library Services.
- The purchasing of all Library resources for the University using University funds is carried out by Library Services.
- Allocations are made for:
  o Electronic resource subscriptions
  o Print subscriptions
  o One-off electronic, print and multimedia purchases
  o Demand-Driven Acquisition/Patron Driven Acquisition Models
  o Resource Sharing.

4.4 Resource Selection
4.4.1 Resources
The Library comprises an integrated collection of electronic, print, and audio-visual resources.

- **Books:** e-books and print books. Electronic is the preferred format.
- **Demand Driven Acquisition/Patron Driven Acquisition Services (DDA)** are used, allowing automatic acquisition of items at point of use.
- **Multimedia material:** Streaming media, DVDs.
- **Journals:** Journals, magazines or newspapers in electronic or hard-copy format. Electronic format is preferred.
- **Electronic resources and databases**: Site licences are preferred.
- **Deposit material:** Bond University major theses. Bond University Archives material.

Major/higher degree theses exegesis (Doctoral or Masters by Research) are submitted in electronic format and uploaded to the University's open access digital repository.

4.4.2. Selection Criteria

- Library Services acquires resources that support the current teaching, learning and research needs of Bond University staff and students.
- Resources are acquired in electronic format as far as possible.
- Prescribed and recommended resources and textbooks will be purchased, with electronic access provided wherever possible.
- Consideration is given to the following criteria:
  o Space and storage requirements
  o Preservation issues
  o Requirements for access and use
  o Licence conditions
  o Relevance, quality, and currency of content
  o Demand for multiple copies
  o Cost (initial and ongoing)
  o Language
  o Accreditation requirements.

4.5 Collection Access
Library Services role is to acquire information resources and to make them accessible to customers in a timely and equitable manner and to maintain and preserve them for future use.

- Subject to security and vulnerability considerations, print and multimedia resources are available on open access wherever possible.
- Current staff and students have unmediated access to electronic resources on campus and remotely via authentication using their Bond University network login.
- The Reserve Collection in both the Main and Law libraries contains resources that are in high demand to support subjects offered during the current semester.
- The Library complements the wide range of journal articles, books and other types of resources accessible through the Library collections with a Resource Sharing service.

4.6   Library Collections in Faculties

To prevent duplication of services, facilities and resources provided by Library Services, Faculty funds should not be used to create separate collections of resources in any format.

4.7.   Gifts and Donations

- Donations are accepted on the understanding that Library Services has control over selection, location and disposal of resources.
- Gifts of money are handled in accordance with the Fundraising Policy and normally spent after consultation with the donor and to the benefit of the Library.

4.8.   Deselection

- The collection in all formats is regularly monitored and evaluated to ensure relevancy and currency.
- Items withdrawn from the collection may include:
   o Out of date resources including duplicates and old editions
   o Resources no longer relevant to subjects taught
   o Items for which there have been few or no loans over a five-year period
   o Runs of journals no longer relevant
   o Print journals now available via an electronic subscription
   o Resources in formats no longer supported.

4.9   Special Collections

- Bond University Archives

Library Services collects material produced by and about Bond University and its staff. Bond University Archives Policy (INF 6.5.5).

5.   DEFINITIONS, TERMS, ACRONYMS

6.   RELATED DOCUMENTS

Library Research Guides
Thesis Guidelines: Writing and Submitting a Thesis - Library Research Guides at Bond University
Support for teaching: Services for teaching
Resource Lists
Bond University Archives Policy (INF 6.5.5)
Open Access Policy (RES 4.2.4)
Copyright Compliance Policy (TL 3.8.1)
Fundraising Policy (ICE 9.3.1)

7.   MODIFICATION HISTORY

Date	Sections	Source	Details
16 April 2024		University Librarian	V7.1: 3-year cyclical review
19 May 2021			V7
Jan 2018			V6
October 2014			V5
October 2011			V4
31 March 2006			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor