Name:	**Library Collection Development Policy**
Approved by:	General Manager, Group Quality, Accreditation & Compliance
Approved by:	Executive Dean
Date Approved:	14/07/2021
Implementation Owner	Executive Dean
Maintenance Owner	AIT Librarian
Review Date	21/06/2022

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Section 1 - Introduction

1) Purpose

This policy outlines the collection building principles of the Library in support of the strategic direction of the Academy of Information Technology Pty Ltd (AIT) and the International School of Colour and Design (ISCD).

2) Scope

This policy applies to all staff and students of AIT (including Coder Academy and Work Ready Education), and ISCD.

Terms and conditions outlined in external client partner agreements, contracts, or licences will be considered in the implementation of CDP decisions.

3) Overview

AIT is committed to ensuring the provision of evidence based policy. The Library has a role to play in providing responsive, high quality library and information services.

By creating, implementing, and maintaining a Library Loans Policy (LLP), AIT intends to address and uphold the Tertiary Education Quality and Standards Agency (TEQSA) Higher Education Standards Framework Domain 3: Teaching and the standards for educational resources. The standards ensure that educational resources are:

- Of a sufficient quality.
  - Relevant, authoritative, and academically rigorous.
- Provided in a timely manner.
- Accessible. (TEQSA, 2017).

Additionally, AIT ensures that, as a Registered Training Organisation (RTO) it meets the *Standards for Registered Training Organisations (RTOs) 2015*. In regards to the provision of library services, AIT must have "sufficient learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery." (Department of Education and Training, 2019).

The Collection Development Policy (CDP) is a dynamic document that outlines collection building principles, strategies and guidelines for the purpose, content, growth and development of library collections and information resources.

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The CDP will:

- Focus on alignment of resources with strategic priorities of the organisation.
- Provide a balanced approach to collection management.
- Set standards for the selection and weeding of material.
- Outline preferred formats of material held in the collection and any access conditions.

Core subject areas (See Appendix 1) should reflect current organisational business needs, strategic priorities and policy responsibilities, and subject areas should be updated according to course changes.

Section 2 – Selection

1) Selection principles

The Library collection may include prescribed texts, recommended texts and supporting resources. Priority is given to resources that support the core subject areas of AIT courses. Changes to organisational policies and courses may impact upon the selection and/or de-selection of library resources.

Purchases are made on request and subject to approval by the Librarian and the Academic Operations Manager, Technology and Design. The Library will arrange the acquisition of the item at the best price available and, as the Library serves students in multiple locations, preference will be given to electronic formats where available.

2) Selection criteria
- Relevance to the business needs and strategic direction of the organisation
- Authority and currency.
- Value for money (determined by a number of factors including cost and access).
- Enduring value and relevance.
- Comprehensiveness and depth of treatment
- Representation of a range of views and academic dialogue.

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3) **Selection preferences**
- Works produced by, for, or funded by AIT.
- Australian publications relating directly to the core subject areas, of academic standard and preferably peer reviewed. Reviews from non-publisher sources will be sought wherever possible.
- Digital items are preferred over hard copy items, depending on cost and distribution rights.
- Paperback items are preferred over hardcover for cost and space efficiency.

4) **Selection sources**

Subject to Selection Criteria and Preferences, items will be selected for acquisition from the following sources:

- Staff and student suggestions and requests.
- Web sites of major relevant research centres and peak bodies - monitored regularly for relevant publications.
- Reviews in reputable journals, commercial reviews, publishers' brochures and websites and published references.
- Specific subject searches in areas of emerging importance, using subscription databases, and other resources.

5) **Multiple copies**
- Where only physical copies are available of prescribed texts, the Library may collect two (2) copies of prescribed texts.
    o One copy may be located at the Melbourne library and one at the Sydney library.
- Please note – there will always be exceptions where policy changes, emerging needs or particular characteristics of material, budget constraints, or high usage dictate special consideration. The Librarian, in consultation with management, can vary the number of copies as required.

6) **Donations, gifts, and exchanges**
- Relevant donated items are a valuable addition to the collection. Individual donors are advised of the conditions of inclusion at the time of making the donation.
- Unsolicited gifts or donations are assessed for inclusion in the collection under the same selection criteria as purchased material.
- Donations that do not meet these criteria are discarded in line with the de-selection guidelines.

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- The Library will not accept donations or gifts that have conditions stipulated by the donor.
- Only donors who provide contact details and request that unwanted material be returned will have unwanted items sent back to them. In all other cases, unwanted material will be discarded in line with the de-selection guidelines.

7) Purchasing for other areas

By requiring the library to purchase learning resources for other business areas, AIT reduces duplication of effort and materials. AIT is also able to reduce costs and leverage vendor relationships.

- The Library will organise the purchase, at best price, of items for business areas in the organisation.
- Business areas must provide cost centre details and approval (from staff with appropriate level of delegation) via email to the Library email address.
- The material will be shown on the Library Catalogue as "Business Area Collection" and will not be available for students to borrow.
- Library staff will forward requests from other areas to borrow the material to the Business area holding the material for their consideration.
- The Library must be contacted to retrieve the materials if they are no longer required by the business area.

8) Limitations

The library does not usually collect:

- Foreign language material or popular fiction (unless a course requirement).
- Corporate records.
- Indigenous material of a cultural and sensitive nature.
- Work manuals and tools for permanent or long-term retention in work areas.

9) Responsibility for selection
- The Librarian will have day-to-day responsibility for the collection, including the implementation and review of the CDP and any work procedures in this area.
- Ultimate decisions for collection policy rest with the Academic Operations Manager, Technology and Design with endorsement from the Executive Dean and General Manager.

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- Academics and relevant support staff of AIT and ISCD will be consulted as subject specialists and are integral to building a responsive, targeted collection. All staff and students are encouraged to contribute to the selection through requests.

Section 3 – De-selection

1) De-selection criteria – general collection

Items will be weeded from the collection according to the following criteria:

- Content of the item is outdated and is not relevant to current course offerings.
- Item has not been borrowed for a minimum of five (5) years, and is not an organisational publication, or relevant to a high priority subject area.
    - The exception will be publications that are considered prescribed texts.
- There is more than one copy of a particular title in the library location and it is no longer in high demand.
- A later edition is held.
- Item is in poor physical condition and/or the usage does not warrant repair.
- Lost or missing item/s or part/s.
- Lack of physical space for storage.
- The item has been replaced by an electronic version.

2) Responsibility for de-selection
- As Library Collections are audited as organisational assets, details of all accessioned items designated for disposal will be submitted quarterly to the Academic Operations Manager before being permanently removed from the Library catalogue.
- The Library may consult relevant academic and support staff to verify subject specialist material for disposal.

3) Discard of de-selected material

Prior to discarding physical materials, all barcodes, logos and AIT branding must be removed.

- De-selected material may be made available to staff, students, or other libraries where appropriate.

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- In the case of a donation or gift, the material may be returned to the donor if they have provided their contact details.
- Material of special significance that is also outside of core subject areas, may be forwarded to relevant organisations for assessment and possible addition to their collections (e.g. Research Institutes or National Library).
- Material containing sensitive or internally published information will not be offered to other agencies.
    - This material must be destroyed according to appropriate security policies.

Section 4 – Lost and damaged items

1) Patron responsibility

Patrons are responsible and accountable for items they borrow, as outlined in the Library Loans Policy.

2) Replacement of lost or damaged items

The Library does not automatically replace lost or damaged items. Decisions for replacement are based on:

- Demand for a specific title
- Number of copies already held
- Adequacy of coverage by other items
- Currency and availability of replacement copy
- Availability in electronic format
- Relevance to the current CDP.

Section 5 – Collection evaluation

1) Evaluation principles

Evaluation of the collection is an ongoing process as the Library responds to strategic changes in organisational focus, priorities, and patron demand.

2) Review of the collection
- Every two (2) years, a review of the Library collection will be undertaken for relevancy, usage, and coverage of materials.
    - A review may be undertaken sooner subject to course and subject updates.
    - Where relevant academic and support staff will be consulted.
- A stock take of the Library Collection should be undertaken every two years, when resources permit.

3) Collection development review
- The CDP is a dynamic and living document that will be reviewed at least once every twelve (12) months to ensure it remains relevant and aligned with AIT's strategy.
- Minor changes to the CDP may be made by authorised staff at any time.

Section 6 – More information

For more information, please contact the Library at librarysupport@redhilleducation.com or visit the library catalogue.

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Section 7 – Reference and Supporting Information

1) Definitions

Word/Term	Definition
Selection	Also referred to as "acquisition". Selection is the process by which materials are added to a library's collection. This includes both print and electronic materials. This process is conducted in line with a Collection Development Policy.
De-selection	Also referred to as "weeding". De-selection is the process by which materials are removed from a library's collection. This includes both print and electronic materials. This process is conducted in line with a Collection Development Policy.
Patrons	The users or clients of a library service.

2) Supporting documentation

Document name	Document type	Location
TEQSA Higher Education Threshold Standards Framework 2015	Regulatory Standards	External
Standards for Registered Training Organisations (RTOs) 2015	Regulatory Standards	External
Library Loans Policy	Policy	Internal

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Section 8 – Change History
1) Change History

Version	Approval date	Department	Approved by	Change
V1.0		Technology & Design Division	Executive Dean	Document creation.
		Redhill Education	General Manager, Group Quality, Accreditation & Compliance	

Appendix 1

Core Subject Areas – AIT (May, 2021)

Broad subject	Narrow subject
Animation	Animation theory 2D animation 3D animation Modeling Typography
Computing	Programming Information systems and design Engineering Networking
Design	Design theory Practice and ethics Design for film, television, and media Digital design Print design Typography Corporate design Wayfinding and environmental design Design for exhibitions and installation
Film	Film language and theory Film practice, including directing, cinematography, sound, visual effects, documentary, filmmaking, and collaboration
Interactive Media	Web design and development, programming, and coding Interactive media design, including game and information design Development Programming Project management Application design and development

Media	Media culture and theory Media in entertainment, including storytelling, communication, and writing
Programming	Programming languages and code Artificial intelligence (AI) Augmented reality (AR) Application design and development
Professional Pathways	Project management Marketing Interpersonal skills and communication

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