
Collection Development Policy

2nd June, 2010

Introduction

The primary function of the Learning Exchange (LEX) collection is to support the professional learning of school and CEO staff in Parramatta Diocese and provide all teachers access to a wide range of high quality resources and programs developed to support innovation and teacher learning in today's world. The Learning Exchange aims to utilise the latest technologies to provide an integrated high quality, relevant and current collection that combines access to digital, print and audiovisual materials.

The provision of resources is subject to a collection development policy which guides resource acquisition and retention. This collection development policy is consistent with the Learning Exchange Mission (see <http://learningexchange.nsw.edu.au>.)

1. Purpose of the collection development policy

The major objectives of the policy are to:

- a. provide a formal statement to inform staff of the collection development criteria, its priorities and the nature and scope of the collection;
- b. guide Learning Exchange staff and others to make consistent decisions regarding selection and withdrawal of holdings
- c. assist in identifying strengths and weaknesses of the present collection and identify priorities for future development.

2. Clients served

The Learning Exchange provides a variety of services to the following client groups:

- a. Catholic Education Office staff
- b. Schools' staff
- c. Other resource collections through Inter-Library Loan and Document Delivery Services. The Learning Exchange is a member of the Australian Library Network and the National Catholic Resources Network (NCRN).

3. Access to the collection

a. Electronic Access

The collection catalogue (called *iBistro*) is available online through Staffnet (click 'Resources', then 'Library'). *iBistro* provides access to the shared holdings of the Learning Exchange and all school libraries in the diocese as well as to digital collections such as databases and encyclopaedias (click *e-resources* in *iBistro*).

b. Physical Access

Opening hours are 9:00am to 4:30pm – Monday to Friday. The Learning Exchange is located at the Aengus Kavanagh Education & Equity Centre at Mt Druitt.

4. Selection of resources

Learning Exchange staff work cooperatively with all staff to determine information needs and subsequent resource selection. The Learning Exchange acquires resources relevant to the professional learning needs of staff of the system. This acquisition is guided by flexible criteria which support the system's research activities in developing best practice. The listed criteria apply to the selection of all potential acquisitions:

a. Relevance

Content is selected in conjunction with recommendations and advice from staff. Learning Exchange staff will generally use their expertise and knowledge from relevant educational sources to select relevant material. Staff recommendations may be referred to the relevant Team Leader to ensure that material reflects or is necessary to support current system needs.

b. Intent

Material will not be selected for the collection where the content is intended for use primarily by students. The exception to this will be that the resource provides a relevant example of innovative practice research by teachers. Examples of resources which will generally not be held by Learning Exchange include all classroom level resources ranging from print material (eg. student workbooks), games (eg. board games), toys, audiovisual materials (eg. curriculum-specific videos), and curriculum software.

c. Currency

Resources will be selected based on their currency. Exceptions may include material that is unique or seminal works in the area of education.

d. Usage

Titles seldom or never used will be considered for withdrawal. Usage will be determined from loan records, circulation lists, photocopy, and electronic requests.

e. Replication

Purchase of additional resources in a particular area will depend on the amount of material already held on that topic by the system. Normally no more than one copy of any print title will be held in the collection. Multiple copies will be considered depending on demand, and in conjunction with advice from relevant Team Leaders.

f. Quality

Information resources selected should offer authoritative authorship and reliable and well sourced data.

g. Format

Materials should be available in the format most appropriate to maximising use by identified clients. As information moves towards more online resources, the Learning Exchange will give first priority to online formats such as e-books etc. Web-based access is preferred, where possible, for serials, reference works and high-demand material to allow access to all staff anywhere and anytime (subject to access and license conditions).

h. Cost (initial and ongoing)

Resources will be evaluated for cost effectiveness in terms of accessibility, projected use, durability and ability for on-going upgrading for relevance eg. online subscriptions.

i. Source of funding

Purchase of high-cost materials for long-term use by specific areas of the system should be funded by that area. The Learning Exchange can advise on options for purchase, accession to the catalogue and storage. It is recommended that all high-cost professional learning resources be catalogued through the Learning Exchange.

j. Storage

Resources may be removed from time to time to allow inclusion of additional resources that reflect the current professional learning needs of the system. The removed resources may then be offered to other school libraries in the system or discarded or stored for return to circulation at some later time.

5. Guidelines for preferred formats

a. Electronic

To maximize availability and accessibility across the diocese, the preferred format for all resource types is electronic, contingent upon the platform, cost and licensing conditions being reasonable. Print and other formats will be collected in the absence of any suitable electronic version but will not normally be acquired if an electronic version has been purchased.

b. Non-book Materials

DVD or digital resources (eg. mp3, mp4) are the preferred formats.

c. Serials

Journals, magazines and publications of a periodic nature require continuing (eg. annual) commitment of funds and space (eg. for printed resources). Electronic versions of serials are preferred. The availability of appropriate indexing and abstracting tools for the titles is also taken into account. The Library is actively moving to replace titles currently subscribed to in print with electronic format, provided the electronic version is an authentic equivalent of print including, for example, full content coverage with ongoing access (for details applying to the retention of print-based serials, see Appendix 1: Selection and Retention of Serials).

d. Theses

The Learning Exchange does not normally retain Theses as this type of material is accessible via the relevant University or educational institution.

6. Resource donation

All resource donations should conform to the general selection criteria in Section 4. Those that do not meet these criteria will be disposed of in a responsible manner. Where the material already exists in the Learning Exchange collection (but is current, relevant and in good condition), it is usually offered to schools or other affiliated organizations.

7. Resource replacement

Lost items or those withdrawn on grounds of physical condition may be replaced if they meet the current selection criteria.

8. Review of this policy

This policy will be reviewed and revised as necessary in order to reflect the changing information environment and the changing needs of clients. The Learning Exchange Librarian is responsible for the review, evaluation and selection of the Learning Exchange collection. The criteria are guided by diocesan level priorities that are embodied in various organisational documents.

9. Assessments and inventory process

An essential step in collection development is assessment of the needs of staff with regard to information resources currently held. Assessment of the collection includes taking inventory of existing materials, assessing materials in relation to needs of staff, and removing outdated and inappropriate materials.

The inventory is a process by which holdings are checked against the automated cataloguing system and the actual item to determine if the resource is still part of the collection and still meets selection criteria. The objective of this inventory is to ensure that the automated cataloguing system accurately reflects the collection, which is the key access point for staff to locate information within the library.

a. Removing resources

As part of the inventory process, resources are removed from time to time to help keep the collection relevant, accurate, and useful. It also facilitates more effective use of space in the Learning Exchange. Although the final decision to withdraw resources from the collection is one that is made by the Librarian, system staff may be invited to review the items marked for removal and to offer advice.

b. Criteria for removal

The resources removed will be:

- in poor physical condition
- not circulated in the last five years
- outdated in content, use, format, design, illustration or accuracy. Note that some older material may be considered for retention because of its seminal or original value to the collection.
- mediocre or poor in quality
- inappropriate in level
- duplicate information which is no longer in heavy demand
- superseded by new or revised information
- containing information which is inaccessible due to a lack a table of contents, adequate indexing, and searching capabilities.

END OF POLICY

This policy completed 3rd September, 2008. Updated 2nd June 2010.

Appendix 1: Selection and Retention of Serials

The general selection criteria (policy section 4) apply to the Serials collection. There are additional criteria which apply specifically to the selection of Serials for the collection.

1. Nature of title

Priority will be given to:

- Evidence-based research and/or peer reviewed journals.
- Australian content.

2. Subject

- The Learning Exchange retains journals in the subject area of school and religious education.

3. Usage

- Usage will be determined from loan records, circulation lists, photocopy, and electronic requests, and re-shelving.
- Titles seldom or never used will be considered for removal.
- Titles will be reviewed annually in consultation with relevant staff.

4. Format

- Electronic/online format (with Diocesan-wide access) is preferred for retention of serials.
- Where the library has access to a holding in electronic format in addition to hard copy, all hard copy content will normally be discarded, provided the electronic format is the authentic equivalent of the print copy (e.g., providing full coverage, with ongoing access).

5. Holdings in other libraries

- Titles may not be purchased where the title is easily accessible via inter-library loan or other document delivery services on as-need basis.

6. Removal

- Titles with directory information, newsletters and other ephemeral publications will be considered for removal as this information is held elsewhere.
- If a title has been cancelled or ceased publication, consideration will be given to withdrawing the complete set
- A very incomplete serial or journal set may be withdrawn.

7. Retention of Serial Publications

The following retention-period criteria apply:

- Peer reviewed/ evidence based serials**
 1. Current subscriptions - back issues are retained no more than 5 years.
 2. Previously subscribed titles, or titles that have ceased publication. A decision about retention of back issues is reached on a title by title basis in consultation with relevant staff.
- Non-peer reviewed titles.**
 1. Usually held for 2 years. Further back issue retention may be reached on a title by title basis in consultation with relevant staff.
- Newsletters**

1. Newsletters associated with journals or institutional memberships are retained for one year.