



LIBRARY AND INFORMATION SERVICES

COLLECTION DEVELOPMENT GUIDELINES

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1. Introduction

The James Cook University (JCU) Library collection has been developed since the establishment of the University College of Townsville in 1962. The library collection of the Townsville College of Advanced Education (TCAE) was incorporated with the JCU Library collection in 1984 following the amalgamation of the TCAE and the University. The main print library collections are physically located in the Cairns Library on the Smithfield Campus, and in the Eddie Koiki Mabo Library on the Townsville Campus. Textbook collections are also held at study centre campus locations in Mackay, Mt. Isa and Thursday Island.

The University's [Strategic Intent](#) and the [University Plan](#) inform the principles for the Library and Information Services Collection Development Guidelines. The JCU Library collections support the teaching and research of the University within the context of the [University Plan](#) and the four major teaching and research themes of:

- Tropical Ecosystems and Environment
- Industries and Economies in the Tropics
- People and Societies in the Tropics
- Tropical Health, Medicine and Biosecurity

The University's Strategic Intent states a commitment to reconciliation between Australian Aboriginal and Torres Strait Islander peoples and the wider community. The JCU Library in developing its collections and providing access to information resources reflects the principles of the Reconciliation Statement, adopted by the JCU Council, and considers the [Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services](#) endorsed by the Australian Library and Information Association as a further guide for policy development.

As a comprehensive university, the JCU Library collects scholarly works of general interest to the University community and works that support the professional and technical work of the University. The subject content of the collection reflects the current teaching and research programs and may also reflect some past programs of the University.

As a regional university with a focus on advancing northern Queensland and the tropics, the JCU Library also maintains collections to preserve the historical and cultural heritage of north Queensland. Collection Development Guidelines for Special Collections apply to the North Queensland Collection.

2. Purpose

The purpose of the Collection Development Guidelines is to provide a framework for the development and maintenance of library collections at James Cook University. It outlines the current principles, policies and practices that inform the selection, access, maintenance, and relegation of information resources, electronic and print, for the JCU libraries. In addition to the collections of published information resources, the JCU Library has responsibility for creating and maintaining the online repository of course readings and past exam papers, and [ResearchOnline@JCU](#), the JCU research publications repository.

The Guidelines are a planning and management tool to:

- Guide the selection, acquisition, maintenance and provision of access to information resources by Library and Information Services staff
- Inform the University of strategic directions and practices in collection development at James Cook University
- Ensure the selection and management of library resources meets the learning, teaching, and research needs of the University
- Achieve optimal value for money from the library materials budget.

The Guidelines do not apply to the local collections held at JCU Singapore and JCU Brisbane libraries.

3. Collection Development Principles

The JCU Library is the primary provider of published scholarly information resources for the University. The JCU Library collection development is guided by the [ALIA Statement on Free Access to Information](#), collecting and providing access to a wide range of resources to support learning, teaching, research and scholarship.

The following collection development principles are applied:

3.1 A single integrated collection of scholarly information

The JCU Library collection is a single integrated collection of information resources in print, multimedia and electronic formats. Electronic resources are available via the University's secure network. Print and multimedia resources are available from the Cairns Campus Library and the Eddie Koiki Mabo Library in Townsville. The collections are managed as an integrated collection according to common library management principles and practices. The University does not support the development of College or Centre based collections or libraries.

3.2 Equitable access

As a general principle, electronic resources are available to all students and staff of the University, across all campuses and study centres and across all academic disciplines.

3.3 Client / subject area focus and diversity

Information resources are selected to meet the learning, teaching, research and scholarship needs of the University. Working within the general principle of equitable access, resources and systems are purchased to best meet the information and format needs of students and staff in each subject area.

3.4 Document Services

The JCU Library collections may be supplemented by providing JCU students and staff with access to inter-library loan and document delivery services for academic purposes.

3.5 Collection management

Review and weeding procedures are regularly undertaken to ensure that all collections are comprehensive, relevant and current. All resources are described (catalogued) to enable resource discovery.

3.6 Preference for electronic resources

Electronic resources that maximize access to collections independent of time and location are preferred over print versions when they meet the information, budgetary, and licensing needs of the University.

3.7 Centralised acquisition of resources

Library material resources are acquired centrally by the Library and Information Services, Information Resources section to ensure an equitable distribution of resources and to coordinate consortium purchases of electronic datasets.

3.8 Collaboration and community engagement

The JCU Library participates in the Council of Australian University Librarians CAUL Electronic Information Resources Committee (CAUL CEIRC) consortium for the acquisition of electronic information resources.

The JCU Library provides walk-in user access to library resources to members of the general public. Community members and alumni may gain additional access to the physical print and audio-visual collections by becoming members of the JCU Library.

3.9 Open access to information

The JCU Library supports and promotes affordable and open access to information resources as outlined in the CAUL [*Statement on Open Scholarship*](#).

4. Library Materials Budget

The library materials budget is a central overhead from the University Commitments and Initiatives financial budget. The JCU Library operates a funding allocation model, approved by the Library Advisory Committee.

4.1 The library materials budget is not normally used to pay for any publication fees including open access author pays and/or article processing charges.

4.2 In expending the library materials budget priority is given to:

- Ongoing commitments and subscriptions;
- Support for teaching and the acquisition of textbooks and recommended readings for all courses and subjects taught at the University; and
- Material that supports the current research foci of the University.

The Associate Director, Information Resources is responsible for managing the library materials budget and advising the Director, Library and Information Services of any issues or developments.

5. Selection of Information Resources

Selection of information resources relates to materials to be housed in the JCU libraries, or accessed from the JCU libraries, whether purchased or free.

5.1 Responsibility for selection

Selection of information resources for the library collections is the responsibility of librarians and academic staff. All staff and students of the University are encouraged to make recommendations for the collections using the online [Purchase Request](#) form.

Purchase requests with no ongoing financial commitment (e.g. monographs, CDs, DVDs etc.) may be made by JCU students and staff within the context of these guidelines.

The selection process for databases, serial subscriptions and other purchases which have an ongoing financial commitment normally starts with the liaison librarian and/or academic staff. Normally subscriptions for multidisciplinary databases are referred to the Library Advisory Committee for recommendation. The Director, Library and Information Services or the Associate Director, Information Resources is responsible for authorizing purchase of subscriptions following budget considerations.

The Associate Director, Information Resources is responsible for commitment of purchase requests within the context of the library materials budget and for developing and implementing an effective and integrated approach to collection development and management.

5.2 Selection criteria

The two major priorities when developing the JCU Library collections are:

- a) To deliver content in formats that support the JCU teaching and learning aims and programs. This includes the provision of reference materials, prescribed texts and recommended reading materials.
- b) To deliver content in formats that support the JCU research aims including research education and to build research collections in the University's defined areas of research strengths aligned with the Strategic Intent to support JCU research students, staff and research institutes and centres.

The following criteria, in addition to the general principles of collection development outlined in Section 3, apply to the selection of all scholarly information resources.

5.2.1 Relevance

Information resources are relevant to and support JCU learning, teaching and research, and general scholarly needs and are selected to meet an existing or anticipated information need.

5.2.2 Authoritative

Information resources selected must be authoritative. The intellectual and information content and merit are of appropriate academic level for the collection and intended use.

5.2.3 Value for money

Expected use must be considered in all selection decisions. It is anticipated that all content and/or information resources purchased will be used. Usage statistics are collected to identify current usage patterns.

5.2.4 Format

Electronic format is preferred for serials.

Print and electronic formats are generally considered equally appropriate for monographs. However, the JCU Library will purchase monographs in electronic format over print format providing that the content in the electronic format is at least the same as the print format.

The JCU Library normally purchases paperbound in preference to hardbound versions of print material providing the content is identical.

5.2.5 Licence conditions

Reasonable and acceptable licence conditions must be considered in the selection and purchase of electronic information resources. Electronic information resources will not be purchased where James Cook University cannot meet the license terms or where reasonable and acceptable license terms cannot be negotiated. The CAUL CEIRAC model licence is referred to for guidance.

5.2.6 Duplication

With the exception of prescribed textbooks, normally only a single copy of a monographic work is acquired and any duplication is related to use and/or to campus location. Multiple copies of later editions may be purchased when there is evidence of high use of the earlier edition.

5.3 Donations and Freely Available Resources

5.3.1 Donations and Unsolicited Print Material

The JCU Library normally accepts the donation of books, periodicals and other materials that enhance or extend its collections to support the teaching, learning and research of the University. The JCU Library reserves the right to accept or decline donations. The Donations Guidelines provide information on the acceptance of donations. The Library and Information Services Donation Form is to be completed for any donation, except for Special Collections, intended for the University Library collections.

The JCU Library may also accept unsolicited gratis print material for inclusion in the collections. This material is normally sent to the JCU Library by the publisher or author. Unsolicited print material may include:

- o monographs
- o newsletters
- o free journals
- o annual reports
- o trade publications

Unsolicited gratis print material that is not added to the collections will be disposed of as per the Donations Policy.

Donations and gratis material accepted for the collections will be included in the Library catalogue.

5.3.2 Freely Available Internet Resources

Librarians may recommend freely available internet resources from authoritative sources for inclusion in the Library catalogue, and for inclusion in discovery services. All such resources normally must meet the same selection criteria as purchased materials.

The JCU Library supports green open access (OA) journals, defined as researchers depositing a version of their published work into a subject-based repository or an institutional repository. The JCU Library is careful to avoid supporting hybrid OA models where publishers double dip by charging authors publishing fees and libraries subscription fees both for the same content.

6. Collections

6.1 Course Materials

6.1.1 Prescribed and Recommended Textbooks

In support of learning and teaching, there is a priority for the purchase of prescribed textbooks and recommended texts on course reading lists. Students are normally expected to acquire their own copies of prescribed textbooks but often do not acquire personal copies of recommended or suggested readings.

Copies of prescribed set textbooks and recommended readings will be made available either electronically or in print in the library of each campus where a course is offered.

The JCU Library will purchase print copies of prescribed set textbooks and recommended readings following a formula based on the number of student enrolments per subject per campus. The collection management [Prescribed and Recommended Textbook Guidelines](#) provides details of the purchasing guidelines.

In response to client feedback and demand, the Senior Liaison Librarians may amend the number of copies ordered if necessary.

6.1.2 Course Reserve Materials

In support of learning and teaching the JCU Library makes available copies of lecturer recommended readings and materials in the Reserve Online and/or via LearnJCU. Electronic resources are preferred for high use course reserve material.

The following guidelines apply:

- preference is given to linking to existing licensed information resources rather than making a new electronic copy and storing locally
- all copying must comply with the educational copying provisions of the Australian *Copyright Act 1968* and/or relevant licence agreements

The Library materials budget is not normally used to purchase multimedia and courseware solely for access via LearnJCU and/or in classrooms.

6.2. Journals and Datasets

Journals and datasets form a major component of the JCU Library collections. The JCU Library is committed to provide access to a wide range of peer-reviewed materials to meet the learning, teaching and research needs of the University. Journals in electronic format are preferred to provide

24x7 access cross-campus and remotely. There are some exceptions when print subscriptions may be justified. Print subscriptions may be maintained:

- When the journal is not available electronically or a satisfactory licence agreement cannot be reached (e.g. definition of 'site')
- For high browsing use titles such as newspapers and weeklies
- For a journal where essential content is absent from the electronic version
- For a journal that frequently includes illustrations, graphics, images and other features that are an essential component of the journal and where the quality of the electronic version is inferior to print.

6.2.1 Subscriptions

In allocating the subscription budget, priority is given to maintaining existing subscriptions. The JCU Library conducts reviews and evaluations of journals, in consultation with Colleges, to ensure value, currency and relevance of continuing subscriptions. Subscriptions are evaluated in terms of the overall collection, relevance to teaching and research, annual costs, usage statistics and ease of access (e.g. publisher platform, use of IP address, or password, etc.). Requests for new subscriptions are carefully considered due to the ongoing financial commitments. Preference is given to:

- Titles which are indexed in sources available through the library and provide value through high quality, peer review content.
- Journals and dataset for which perpetual access and/or archive rights are retained.

Document supply and article delivery services may be a more cost effective option to subscription for high cost / low use resources.

6.3. Monographs

The JCU Library will purchase monographs in print and/or electronic formats informed by format availability, intended use, audience, and licence conditions.

6.3.1. Print books

The JCU Library normally purchases paperbound in preference to hardbound versions of print material providing the content is identical. With the exception of prescribed and recommended texts, normally only a single copy of a monographic work is acquired and any duplication is related to use and occasionally to campus location.

The JCU Library does not normally acquire:

- Ephemera, except for the North Queensland Special Collection
- Desk copies of texts for staff
- Technical manuals
- Answer key booklets

6.3.2 eBooks Electronic Books

Electronic books or ebooks are the electronic equivalent of a print monograph or may be 'born digital' with no print equivalent. Ebooks may be purchased one-off or by subscription. Ebooks are acquired when suitable titles and packages are available at reasonable cost using acceptable licencing and access models. The JCU Library prefers ebooks that:

- Do not require a reader device or reader software
- Allow for printing and downloading of content

- Provide fully search content (preferably at the database and title level)
- Are accessible to people with disabilities
- Are purchased rather than leased

6.4 Multimedia

The JCU Library collects and provides access to a range of multimedia for learning, teaching and research needs. Selection of multimedia and non-book materials (e.g. sound and video recordings) follows the same selection criteria as all other content. Additional considerations include:

- Content should be purchased in the most common contemporary format e.g. DVD rather than VHS video tape where possible.
- Licence conditions, where they exist, should apply to libraries (and not just individuals) and provide suitable access
- Hardware to support the format should be available within JCU libraries, and available for purchase in the marketplace

The JCU Library does not normally acquire:

- Computer software or electronic texts requiring installation using a single user product key
- Proprietary software programs

6.5 Music

Music scores and music recordings are no longer actively collected. The scores and sound recordings currently held in the collection will be maintained according to the JCU Library collection management guidelines.

6.6 Maps

A small map collection covering the geographic areas which relate to the main teaching and research interests of the University is maintained in the JCU Library. The JCU Library does not collect maps to create a comprehensive collection. Maps pertaining to North Queensland are the primary collection scope of the map collection.

The map collection includes:

- topographic series maps
- bathymetric maps and nautical charts for the Queensland coast areas
- a representative collection of historical cadastral, thematic and superseded maps covering the North Queensland collecting areas
- electoral district maps
- vegetation maps

The JCU Library does not normally acquire:

- globes
- sheet maps for countries or areas outside Australia
- small tourist maps issued as pamphlets

6.7 Newspapers

The JCU Library subscribes to a select number of high use local, state and national newspapers in print format for purposes of awareness of current affairs, contemporary issues of individual and corporate interest, in support of learning and research, and for recreational interests.

International newspapers are not purchased in print. Access to other Australian and international newspapers is provided through aggregator database services such as NewsBank.

6.8 Microform

Historical publications, including newspapers, theses and out of print publications may be purchased in microfilm or microfiche formats. Electronic archives with complete content, when available and affordable, are preferred to microform formats.

6.9 Curriculum Material

Curriculum materials are acquired to provide a range of materials to support curriculum studies and classroom teaching for students of the discipline of Education. The curriculum collection provides resources for professional education students to use in the preparation of curriculum units for assignments and professional experience placements. The intent is to maintain a representative and up-to-date curriculum collection, with a focus on materials in current formats supporting the Queensland curriculum and the Australian Curriculum. The collection also includes a selection of children's literature and non-fiction.

The JCU Library does not normally acquire:

- looseleaf blackline masters
- realia and models
- packs of flash cards
- kits with once-only-use components
- games
- toys

7. Deposit and Exchange Material

7.1 James Cook University Theses

James Cook University research theses by Masters, Professional Doctorate and Ph.D. students are deposited with the JCU Library. It is a mandatory requirement that students deposit both a print copy and an electronic copy of their thesis at the conclusion of their study program and before the awarding of the degree. The requirements are stated in the [HDR Library Thesis Deposit Procedure](#).

The electronic copy of higher degree research theses deposited with the JCU Library is made available in [ResearchOnline@JCU](#). Approvals for embargo periods may be granted by the Dean, Graduate Research School. Exemptions from deposit of a digital copy of a higher degree by research thesis may also be granted when authorised by the Dean, Graduate Research School.

7.2 James Cook University Exam Papers

The JCU Library makes available a copy of unrestricted James Cook University exam papers that have selectively been released for access by JCU students and staff. Electronic access to James Cook University examination papers (where released) 1993- is provided from the [Reserve Online](#) web page.

The JCU Library does not retain print copies of examination papers.

7.3 Government Publications

The JCU Library has a collection of Australian and Queensland government publications. As more government publications are available online the JCU Library has a preference for electronic access.

Many electronic publications are available via the [Australian Government](#) web site and the [Queensland Government](#) web site.

7.4 Commonwealth Library Deposit and Free Issue Scheme (LDS)

The JCU Library is a participant of the *Commonwealth Library Deposit and Free Issue Scheme* as a “Free Issue Library”. Under the terms of the Scheme, the JCU Library is entitled to receive free of charge one copy of each publication from AusInfo. As a *Free Issue Library* the JCU Library can exercise discretion in discarding titles considered inappropriate for the collection. The decision to retain material is based on relevance to the collection. Material not required for the JCU Library collection may be offered to other local libraries.

7.5 Australian Bureau of Statistics (ABS) deposit

The Australian Bureau of Statistics (ABS) provides census and other statistical information about Australia. The main access point to this information is the [ABS web site](#) which has largely replaced the print.

7.6 Australian Bureau of Statistics (ABS): Confidentialised Unit Record Files (CURFs)

The University subscribes to [CURFs](#). The agreement between Universities Australia and the ABS allows JCU researchers to obtain access to unidentifiable record data from most of the key ABS social and labour household surveys.

The Research Services Librarian is the contact officer for CURFs. The JCU Library CURFS Procedure provides further details.

7.7 Exchange

The JCU Library only enters into exchange agreements under exceptional circumstances. Exchange arrangements with other institutions exist for the following serial title:

- James Cook University Law Review

8. Collection Management

The JCU Library maintains its physical collections in good condition through appropriate controls and processes for weeding, replacement, and storage of materials in the collection.

The JCU Library Disaster Recovery Plan provides guidelines for the management of large and small scale disasters which may damage the physical collections, including water damage and mould.

8.1 Weeding of Material

Weeding or de-selection of material from the collections is an ongoing process in order to maintain current, accurate and useful library collections. Library and Information Services staff, in consultation with the Academy, are responsible for the decisions on weeding, disposal, and storage of material. An annual schedule is established by the Collection Management Working Group to review areas of the collection for weeding. Feedback from client surveys, relevance of the collections, and physical space considerations inform these decisions.

Normally the decision to retain materials will depend on factors including ongoing use and the relative importance of the material to the academic discipline, including the importance of older material to the discipline.

The JCU Library Collection Management Guideline – Weeding provides further details.

8.2 Replacement

If a copy of an item has been lost or has been damaged beyond repair, it may be replaced. Prior to re-ordering, a search in the collection is undertaken for items which are reported missing. Items which are prescribed textbooks are replaced as soon as possible. The following factors are used by the JCU Library to determine replacements for all other items:

- Level of use of the item by library clients
- Availability of another copy of the item to purchase
- Availability of access via alternative methods (e.g. document delivery)
- For out of print items the availability of a second-hand copy in good condition
- Out of print items not available for purchase, the option of copying/scanning an item and adding it to the collection. Copyright clearance may be required for some material prior to scanning.

8.3 Storage of Material

The main physical collections are normally accessible on open shelves. In addition to this, the JCU Library has a closed access store area located on the ground floor of the Eddie Koiki Mabo Library on the Townsville Campus.

8.4 Binding and Repair

The JCU Library does not bind loose issues of journals or re-bind and repair monographs. Binding and/or repair of fragile journals and material in Special Collections is arranged on an ‘as required’ basis.

Minor repairs such as repairing torn pages and tipping in loose pages are undertaken in-house. Normally monographs are not re-bound.

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