

	<b>Academic Programs</b>	<b>Library Policy</b>	<b>20 November 2007</b>
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Title of Policy:	Library Policy
Purpose of Policy:	<p>To meet the mission statement of the Library in providing quality services and resources to support and enhance teaching, learning and scholarship.</p> <p>To meet the strategic goals of the Library which are:</p> <ul style="list-style-type: none"> <li>▪ Provide quality support for teaching, learning and scholarship in the College.</li> <li>▪ Continue to enhance the standing of the Library within the College.</li> <li>▪ Develop high quality skills and capabilities in Library staff.</li> <li>▪ Develop streamlined and flexible Library services that respond creatively to change.</li> <li>▪ Develop budget strategies to encourage innovation and the optimisation of resources.</li> </ul>
Scope of Policy:	<p>This policy includes:</p> <ul style="list-style-type: none"> <li>▪ Collection Development and Management</li> <li>▪ Access for Internal and Remote Users</li> <li>▪ Staff Training and Support</li> <li>▪ Copyright</li> <li>▪ Membership of the Australian Library and Information Association (ALIA)</li> </ul>
Policy Content:	<p><b>Library Collection Development and Management</b></p> <p><b>Background</b></p> <p>ACAP Library collections consist of over 8000 books and 400 AV items. ACAP Libraries specialise in the areas of counselling / psychotherapy / psychology and relevant aspects of the social sciences and management.</p> <p>ACAP Libraries are part of the UNILINC Shared System and use the ALEPH integrated Library system (ILS) to control their collections.</p> <p><b>Collection Development Policy</b></p> <p>Potential titles are evaluated based on several factors including cost, relevance, coverage, reputation of publisher, anticipated usage, regular reference enquires and future subject development.</p> <p>Suggestions for potential titles are welcome from all Library clients.</p> <p>Academic and Library staff meet regularly to review changes in content of courses and future courses to evaluate the development of the collection.</p> <p>New print and electronic journal subscriptions are reviewed in the context of need and budget considerations.</p> <p>Duplication of material is based on the criteria of high usage. Usage of Library collections is reviewed frequently.</p> <p>Acquisitions reflect the content of the subjects offered.</p> <p>Potential titles may be in the format of books, periodicals, electronic, video or DVD.</p> <p>Takings into account emergent technologies, the Library explores all possible methods of delivering information to users.</p> <p>The collections will increase in line with yearly operational plans.</p> <p><b>Collection Management Policy</b></p> <p>Regularly review the collection to optimise space and limited funds.</p> <p>Provide access to copies of all material required as part of student coursework (textbooks and readings) in Special Reserve.</p> <p>Ensure that the cataloguing and processing of items is done in a timely and efficient manner.</p> <p>Maintain an active awareness of internet resources relevant to users.</p> <p>Provide online resources whenever feasible.</p> <p>Ensure that evaluation of the use of the collection is an ongoing process and quantitative and qualitative processes are used.</p> <p>Ensure that shelving will be undertaken every day and a periodic shelf check is done as</p>

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	<p>required.</p> <p>In regards to gifts, the Library retains the right to dispose of items at the discretion of the Library Manager.</p> <p>Ensure the relevance and utility of the Library to clients by weeding the collection annually.</p> <p>Document delivery services supplements the existing collection and indicates the subject areas to expand the collection.</p> <p>Materials shall be protected from damage such as vermin, dust and large temperature fluctuations.</p> <p><b>Access for Internal and Remote Users Policy</b></p> <p>Provide an environment conducive to the study process and research.</p> <p>Provide an efficient and quality service in the following:</p> <ul style="list-style-type: none"> <li>▪ Borrowing- loans, renewal of loans and holdings</li> <li>▪ Inter-Library Loans</li> <li>▪ Information Skills and Training</li> <li>▪ Reference enquires</li> </ul> <p>The loans system will operate to ensure equity in access.</p> <p>Library orientation will be available on demand and at the beginning of each term.</p> <p>Library staff will ensure that all the computers and other Library equipment are operating effectively.</p> <p>Staff will give assistance to students with disabilities and request external assistance/advice when necessary.</p> <p><b>Staff Training and Support Policy</b></p> <p>The Library services will support appropriate updating of staff knowledge and skills.</p> <p>Library staff will be given training to maintain and improve their professional development.</p> <p>The level of staffing will be at a level to maintain a quality and efficient service.</p> <p><b>Copyright Policy</b></p> <p>The Library agrees to abide by the provisions of the Commonwealth Copyright Act 1968 and its amendments.</p> <p><b>Membership of ALIA</b></p> <p>The College will be an Institutional Member of the Australian Libraries and Information Association (ALIA)</p>
Person Responsible for Policy	Executive Director Academic
Person/s Responsible for Implementation:	Librarian and Library staff
Procedure for Implementation:	Refer to Library Policy and Procedures Manual
Policy Developed By:	Con Sarantis and amended 2007 by Ian Drummond, Shared Services Library Manager
Policy Endorsed By:	Executive Management Academic Board
Policy Approved By:	Board of Management
Policy Version Control Number:	20 November 2007