Title of Policy: Library Policy

Purpose of Policy:
To meet the mission statement of the Library in providing quality services and resources to support and enhance teaching, learning and scholarship.

To meet the strategic goals of the Library which are:

- Provide quality support for teaching, learning and scholarship in the College.
- Continue to enhance the standing of the Library within the College.
- Develop high quality skills and capabilities in Library staff.
- Develop streamlined and flexible Library services that respond creatively to change.
- Develop budget strategies to encourage innovation and the optimisation of resources.

Scope of Policy:
This policy includes:

- Collection Development and Management
- Access for Internal and Remote Users
- Staff Training and Support
- Copyright
- Membership of the Australian Library and Information Association (ALIA)

Policy Content:

**Library Collection Development and Management**

**Background**

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.

ACAP Libraries are part of the UNILINC Shared System and use the ALEPH integrated Library system (ILS) to control their collections.

**Collection Development Policy**

Potential titles are evaluated based on several factors including cost, relevance, coverage, reputation of publisher, anticipated usage, regular reference enquiries and future subject development.

Suggestions for potential titles are welcome from all Library clients.

Academic and Library staff meet regularly to review changes in content of courses and future courses to evaluate the development of the collection.

New print and electronic journal subscriptions are reviewed in the context of need and budget considerations.

Duplication of material is based on the criteria of high usage. Usage of Library collections is reviewed frequently.

Acquisitions reflect the content of the subjects offered.

Potential titles may be in the format of books, periodicals, electronic, video or DVD.

Taking into account emergent technologies, the Library explores all possible methods of delivering information to users.

The collections will increase in line with yearly operational plans.

**Collection Management Policy**

Regularly review the collection to optimise space and limited funds.

Provide access to copies of all material required as part of student coursework (textbooks and readings) in Special Reserve.

Ensure that the cataloguing and processing of items is done in a timely and efficient manner.

Maintain an active awareness of internet resources relevant to users.

Provide online resources whenever feasible.

Ensure that evaluation of the use of the collection is an ongoing process and quantitative and qualitative processes are used.

Ensure that shelving will be undertaken every day and a periodic shelf check is done as
In regards to gifts, the Library retains the right to dispose of items at the discretion of the Library Manager.

Ensure the relevance and utility of the Library to clients by weeding the collection annually.

Document delivery services supplements the existing collection and indicates the subject areas to expand the collection.

Materials shall be protected from damage such as vermin, dust and large temperature fluctuations.

### Access for Internal and Remote Users Policy

Provide an environment conducive to the study process and research.

Provide an efficient and quality service in the following:
- Borrowing- loans, renewal of loans and holdings
- Inter-Library Loans
- Information Skills and Training
- Reference enquires

The loans system will operate to ensure equity in access.

Library orientation will be available on demand and at the beginning of each term.

Library staff will ensure that all the computers and other Library equipment are operating effectively.

Staff will give assistance to students with disabilities and request external assistance/advice when necessary.

### Staff Training and Support Policy

The Library services will support appropriate updating of staff knowledge and skills.

Library staff will be given training to maintain and improve their professional development.

The level of staffing will be at a level to maintain a quality and efficient service.

### Copyright Policy

The Library agrees to abide by the provisions of the Commonwealth Copyright Act 1968 and its amendments.

### Membership of ALIA

The College will be an Institutional Member of the Australian Libraries and Information Association (ALIA)

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<th>Person Responsible for Policy</th>
<th>Executive Director Academic</th>
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<tr>
<td>Person/s Responsible for Implementation</td>
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<td>Procedure for Implementation</td>
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<td>Policy Developed By</td>
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