Swinburne University of Technology Library Collection Governance Statement

Authorised by:
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1. Values

The Swinburne Library collection is managed in accordance with IFLA standards and the objectives and principles contained in Swinburne's People, Culture and Integrity policy, including the appropriate use of University resources, information, equipment and facilities.

The following principles guide the management of our collection:

- Sustainability – limitation of cost increases, transparent pricing models, rejection of unsolicited content (i.e. takeover titles and additions to major packages)
- Transparency – in negotiation, pricing and licencing terms and conditions
- Consistency with the F.A.I.R. principles for access to information (see https://www.fair-access.net.au/background-information)
- Equity – including equity of access and discoverability
- Integrity – including privacy, use of standardised reporting metrics, timely communication

These principles will be incorporated into all Library collection acquisition, licensing, access and management processes and decisions. Decisions will be evidence-based.

2. About the Library collection

Swinburne Library Services manages an integrated collection of online and physical information resources to support teaching, learning and research at Swinburne and selects, acquires and provides access to these resources for staff, students and researchers.

Collection resources are available at Swinburne's Australian campus libraries at Hawthorn, Croydon and Wantirna and online via the library website and online for all university campuses and locations. The Licensing, Acquisitions and Copyright team manages acquisition processes for the collection.

3. Resources

3.1. Acquisition

Library resources are approved for acquisition based on a range of criteria including cost, demonstrated or expected usage and relevance. The Library focuses on selecting high quality resources that support teaching, learning and research at Swinburne. The Library also consults regularly with Schools, departments and requestors to ensure needs are taken into account.

The Library's priority is to maximise online access to content to deliver information resources to the widest possible audience. Online formats are preferred where they meet the information needs of users, subject to budget, licensing and technical requirements. As a rule, the library will not acquire physical resources where an online alternative is available.

The Library will only acquire texts in languages taught at Swinburne.

3.2. Licensing

Licensing terms are considered as part of the evaluation and selection of physical and online resources. As a rule, resources with licensing requirements that limit their effective use will not be acquired.

3.3. Textbooks

Students are expected to purchase required textbooks. Where possible, depending upon acquisition and pricing models, the library will acquire a limited number of textbooks and recommended readings. The library does not acquire class sets or online resources which are licensed to a limited cohort, such as a class group, or that can only be used in a classroom environment.

3.4. Exceptions

Proposals for the acquisition of resources outside the scope of this statement must be referred to the Library Collections Advisory Committee via a Liaison Librarian.

4. Discovery and access

The Library collection is managed through the library management system, with access provided through Library Search. Resources in special collections form part of the overall library collection but are managed under separate guidelines.

Access is also provided to Open Access resources, including subscriptions which provide open resources where available as approved by the Collections Advisory Committee.

Library resources are acquired to maximise access. Where possible, online resources will be open to all Swinburne users and physical resources will be available in the general collection. Requests to limit use of online and/or physical resources must be approved by the Collections Advisory Committee.

The Library Services Management Team manages the library's business rules for the lending and use of resources with the aim of encouraging use.

5. Infrastructure

Evaluation and selection of online and physical resources for the collection will take into account available online and physical infrastructure and intended use.

For online resources this includes software and hardware requirements, authentication, limitations on access and intended use. For physical resources this includes shelving, storage, loan and usage information. As a rule, resources with requirements that limit their open and effective use will not be acquired.

6. Deselection

The Library manages the online and physical collections on an ongoing basis and deselects material that is no longer relevant, out of date, in poor physical condition, no longer conforms to technical or licensing requirements, does not demonstrate ongoing usage, or is being deselected to allow release of funds to acquire more relevant or cost-effective resources.

Generally, only the most recent editions of multiple-edition works will be retained in the collection. Upon acquisition of newer editions, regardless of

format, superseded editions will generally be removed from the collection. Exceptions to this practice, for example where content differs between editions, must be authorised by the Collections Advisory Committee.

7. Equipment

Equipment [available for loan](#) from the Library may be acquired by the Library for student and/or classroom use.

Swinburne staff may request that non-library resources or equipment be temporarily loaned to the Library collection. If accepted, loaned resources and equipment will be managed according to existing Library business rules regarding loan and use.

8. Governance

The Library Services Management Team convenes the Library Collections Advisory Committee to manage acquisition and provision of library information resources. The Committee is chaired by the Manager, Licensing, Acquisitions and Copyright and meets regularly to review acquisition requests.

9. Budget

Library Services manages the Library materials budget. Acquisition decisions are made based on current and projected annual budgets, expenditure and encumbrances. The Library aims to acquire and provide information resources that maximise use and meet the needs of all Library users. Due to costs it may not be possible to acquire or provide access to all requested resources.

Subscription renewals are reviewed on an annual basis. The acquisition of any resources with a purchase price above A$5,000 and all resources that require ongoing cost commitment require approval by the Collections Advisory Committee and a university staff member or officer with the required financial delegation level as per the university's Delegation Framework.
https://wiki.swinburne.edu.au/display/GAU/Delegations

Subscriptions or continuous orders commit the Library to ongoing expenditure in future years. As a rule, new subscriptions will not be acquired without cancellation of an existing subscription for an equivalent amount.

10. Donations

Donations of resources to the Library will be considered according to the usual selection criteria. If accepted, donations will become part of the general library collection and subject to normal business rules including deselection.

11. Special collections

Most library collections are acquired for general use. The establishment of special collections with specific requirements for acquisition or use must be approved by the Collections Advisory Committee. Special collections form part of the overall library collection but are managed under separate guidelines.

Special collections include:

[Swinburne Commons](#)

[Research Bank](#)

[Design Special Collection](#)