

# COLLECTION DEVELOPMENT FRAMEWORK

LaTrobe  
University  
Library



## Glossary

### Definitions of terms used in this Framework:

**Affiliated authors** Authors who have provided acknowledgement that an organisation has supported them to conduct their research.

**Aggregated databases** Set of searchable electronic publications and information which is aggregated and organised for rapid search and retrieval.

**CARM CAVAL** Archival and Research materials storage centre.

**Collection** All items made available through our discovery platform (catalogue), institutional repository, and held in our storage facilities. This includes: physical and digital books, journals, newspapers, audio-visual material, kits, open access resources and cultural items. This does not include Archives.

**Collection management** Strategies and processes for acquisition, retention, management, preservation, and provision of access to information sources to support the needs of the University community.

**Course readings** Curated sets of essential items identified by Course Co-ordinators to support courses at the University. They can include prescribed textbooks, essential readings, and further resources in print or electronic form.

**Deselection** The identification, removal and disposal of unused collection duplicates, damaged, superseded, and older editions of material.

**Digital Rights Management** A method of protecting copyright for digital media. This includes the use of technologies that limit the copying and use of copyrighted works and proprietary software.

**Ephemeral materials** Includes publications that are transitory, grey literature and street literature. Examples include items produced in the form of advertising, pamphlets, handbills, broadsides, minutes of meetings, posters, information sheets, announcements, bulletins, newsletters, moving images and photographic documentation. These materials may be published outside of official or normal channels.

**Fit for purpose** Materials or resources that adequately meet the needs and objectives of the University's academics programs and research activities. This can include: relevancy, date, level of academic rigour, condition and accessibility needs.

**Further resources** Materials suggested by Course Coordinators that students may choose to read, view, or listen to with the aim of expanding their understanding of course content.

**General Collection** Refers to the scholarly information resources of the Library, in all formats and in all modes of access, except those items located in the Special Collections.

**Interlibrary Loan & Document Delivery** A service where physical items not available through the La Trobe University collections are sourced and supplied from other institutions.

**Material** Includes books, journals, multimedia, maps, art, artefacts, educational resources, archives, manuscripts and rare books. Materials may be in electronic, print, or other formats or media.

**OPAL** Open @ La Trobe is La Trobe University's Institutional Repository.

**Open Access** A set of principles and a range of practices aimed at making all scholarly outputs freely available, permitting any user to read, download, copy, distribute, print, search, or link to the full text of these articles, or use them for any lawful purpose, without financial, legal, or technical barriers.

**Open Education Resources** Teaching, learning, and research materials that reside in the public domain or have been released under an open license that permits their free use and re-purposing by others.

**Paywalled content** Information content that has restricted access, requiring a purchase or a paid subscription.

**Perpetual access** The ability to retain access to electronic materials after the contractual agreement for these materials has passed.

**Prescribed resources** Core texts prescribed by course co-ordinators for students to have an adequate understanding of the subject content.

**Read & Publish** See Transformative Agreements.

**Recommended resources** Texts which should be read to gain a full understanding of the concepts taught, but which are optional.

**Research outputs** University research materials created by University authors. These are hosted and/or managed by the Library and within the Library's open access repository. These include: theses, data in a range of formats; audio-visual material, manuscripts, and individual articles and journals hosted on the Library's open source platform (Open Journal Systems).

**Special collections** These are collections housed under conditions of restricted access which may include: old, rare, vulnerable or valuable items.

**Streaming media** Subscription services that license on-demand access to streaming video and audio content.

**Transformative Agreements** Transformative agreements are those contracts negotiated between institutions (libraries, national and regional consortia) and publishers that transform the business model underlying scholarly journal publishing, moving from one based on toll access (subscription) to one in which publishers are remunerated a fair price for their open access publishing services.

# Purpose & Principles



The Collection Development Framework (CDF) is a dynamic document that outlines collection building principles, strategies and guidelines for the purpose, content, growth, and development of the La Trobe University Library collections and information resources which are designed to support and align with the University's teaching and research purposes, vision, strategy, and priorities.

The CDF will:

- Provide transparency on the management and development of the Library's collections
- Focus on alignment of resources with strategic priorities of the University
- Provide a balanced and evidence-based approach to collection management and development
- Set standards for the selection and deselection of material
- Outline preferred formats of material held in the collection and any access conditions
- Provide guidelines for digital storage and recommendations for physical storage as required



## Scope

This framework applies to all La Trobe University Library collections across all campuses, including physical, virtual, electronic, archival, purchased, and licensed resources, but does not include University Archives or Greek Archives.

## Audience

Staff, students, University affiliates and alumni, honorary academics, general public, and resource-sharing organisations.



# Selection of Material



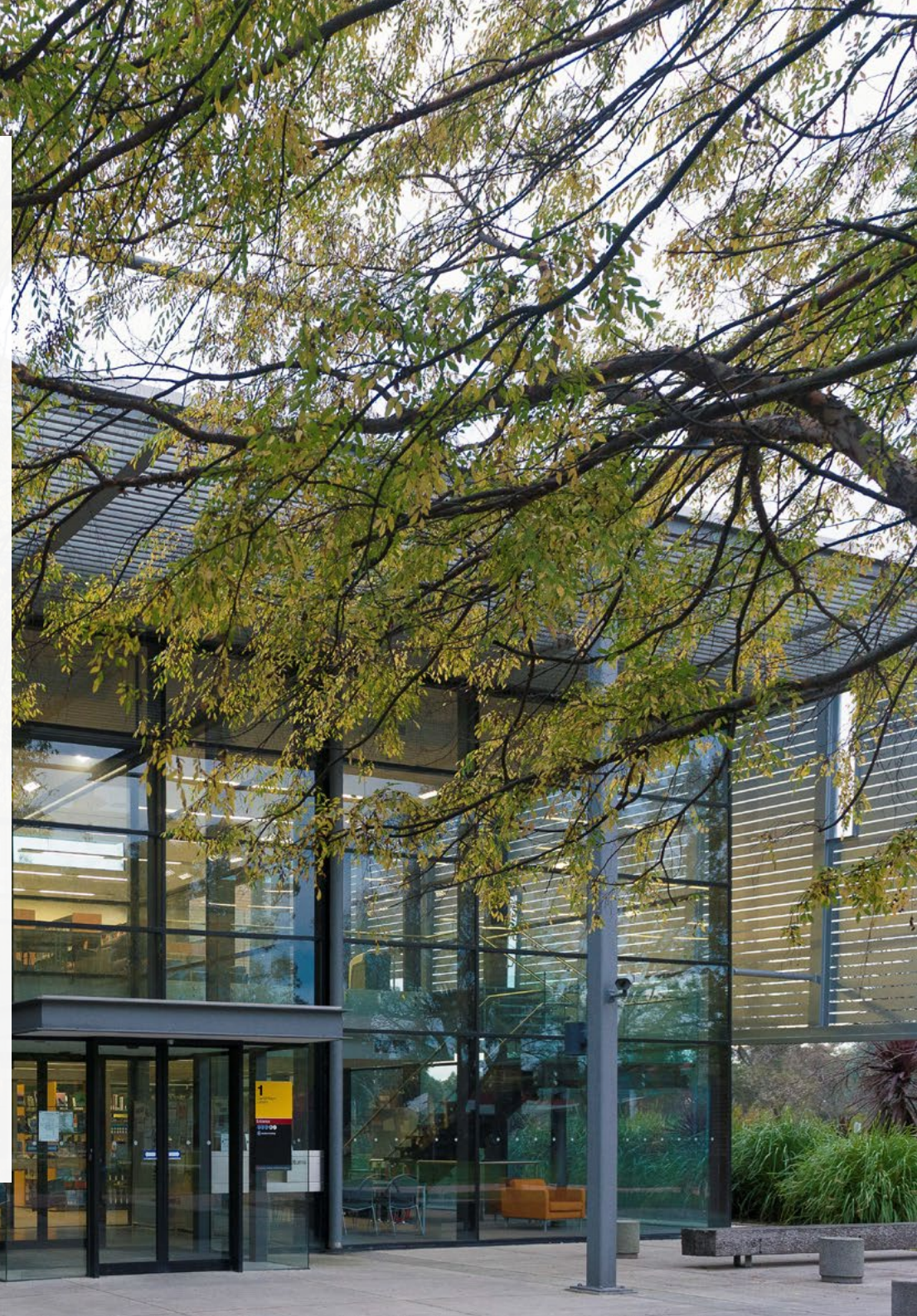
## Selection principles and responsibilities

The Library will provide the best, most relevant, and up-to-date resources for the University within the constraints of the Library budget, ensuring appropriate selection and management strategies are in place to respond to the changing internal and external environment.

## Suggestions for new material

University staff and students are encouraged to make suggestions for new purchases or subscriptions via Library staff, Reading List functionality or the Library website. Suggested electronic resources, subscriptions, and one-off purchases over \$1,000 AUD require justification from the requester and will be referred to the Library's Collection And Resource Management Advisory Committee (CARMAC) who may recommend conditions of purchasing.

Requests for ongoing subscriptions will be reviewed in the annual subscription review using the selection criteria and pending scope in the budget.





## Selection criteria

As the Library's Scholarly Resources budget does not allow acquisition of everything published in areas of relevance to the University's learning, teaching and research, the following criteria will be applied when evaluating materials to be added to the collection which are fit for purpose (not necessarily all criteria, or in this order):

1. **Demand:** The resource has been requested by a La Trobe academic or student to support the teaching and research needs of the University.
2. **Quality:** The quality of each resource must be evaluated in terms of scholarship, creativity, lasting value, authority, and contribution to the collection.
3. **Authority:** The authority of each resource must be considered to ensure the Library's collection provides a balanced, unbiased, and comprehensive view across the subject content.
4. **Currency:** Material in certain disciplines (i.e. sciences) must be up-to-date, and preference will be given to titles which provide current information.
5. **Expected use:** The level of expected use must be considered, particularly in determining the number and/or accessibility of holdings.
6. **Price:** Although price is relative in terms of quality, demand, and usefulness, 'hidden' costs (e.g. processing, maintenance, foreign exchange rates etc.) must be considered. Any ongoing commitment, for example subscriptions, will also be considered.
7. **Format:** The Library will take a 'digital first' approach to resource acquisition to facilitate access to the collection regardless of time and location. Alternate formats may be collected in the absence of any suitable electronic or streaming version or where a physical copy is preferable (e.g. field guides).
8. **Licence conditions:** Reasonable and acceptable licence conditions regarding user access and use of content must be evident before purchase. Where possible, the Library seeks best practice clauses allowing for the widest distribution and use of scholarly resources.
9. **Accessibility:** The Library is committed to providing scholarly resources in formats that enable equitable access for staff and students with a disability. For electronic format preference is given to selection of materials which conform to [Web Content Accessibility Guidelines \(WCAG\) 2.1](#)
10. **Language:** English language publications are prioritised. Non-English resources may be purchased if specifically required for foreign language studies, research purposes or in exceptional circumstances.
11. **Multi-use items:** The Library does not purchase single-use items, such as forms for psychological tests, resources that require specialised software and/or special readers or items installed on a single workstation or other device for single/individual one-time use. Any exceptions to this are at the discretion CARMAC.



## Selection process

The Library will consider the most cost-effective selection process to acquiring and accessing materials.

Selection processes in use are:

1. Purchase: single titles, book standing order, backfiles;
2. Subscription: databases, journals, eBooks, streamed media;
3. Collection package purchases: Book and journal publisher collections which may be by subject discipline, year of publication or 'pick and choose';
4. Consortia: As a member of the Council of Australian University Librarians (CAUL), this Consortium negotiates agreements on behalf of member institutions. The aim is to secure optimal acquisition of digital content using the best possible pricing models, with the most favourable terms for members, and to deliver significant benefits of cost minimisation and economies of scale;
5. Demand driven/evidence-based acquisition: Making use of models where publishers offer access to a profiled set of titles for discovery and use for an agreed period. Direct user engagement contributes to the selection process for outright purchase;
6. Resource sharing: Making use of resource sharing arrangements with other institutions to support academic and research activity at the University compliant with the [Copyright Act 1968](#), rather than purchasing a copy to add to the collection. The Library will meet the cost of supplying items through Interlibrary Loan and Document Delivery for eligible staff and students of the University; and
7. Transformative agreements: As a member of CAUL, the Library will actively support and participate in negotiated transformative agreements with publishers. These agreements further our commitment towards open access publishing.

## Donations and gifts

Acceptance of donations will comply with strategic direction of Library and University and must meet a gap in our collection and/or be directly related to our learning/teaching or research areas. A donor agreement form is required to be filled out for approval prior to donating, acknowledging that the Library is not obliged to accept offers of material. Acceptance is subject to appraisal by Associate University Librarian, Collection & Researcher Services. In support of the Library's 'digital first' approach, donations of print material are generally not accepted into Library collections. Rare, unique, or significant donations will be referred to the University Librarian for review. If any item is accepted into the collection, the Library assumes ownership of that item, and reserves the right to manage, discard or otherwise deal with the item in any way it sees fit, in line with this policy.

# Scope of Collection



## Course Readings

The Library will work with Course Co-ordinators to provide access to high-demand materials for students. Course readings should be available online wherever possible, with a preference for openly licensed resources. Library staff can assist academic teaching staff to identify suitable and high quality digital texts and other learning resources appropriate to meet the needs of each subject. Academic staff initiating new courses or subjects or undertaking course or subject review must consult with Library staff about the course readings required. The Library requires as much notice as possible to ensure requests are processed in a timely fashion.

The Library will proactively purchase new editions of Course Readings as they become available. Course readings include prescribed resources, and recommended resources.

## Prescribed Resources

These are material that a student is expected to read for successful completion of a course and students enrolled in this course should have reliable, regular access to these to complete the subject. In support of the University's commitment to student equity and supporting students from diverse and low socio-economic status (SES) backgrounds, the Library has a commitment to provide unrestricted online access to as many of these resources as possible, supported by a limited number of print versions. (see Multiple Copies reference below).

## Multiple copies

Multiple copies of prescribed resources and prereading materials will be purchased according to the [Ordering – Prescribed title ordering guidelines](#) which is reviewed annually. Recommended resources are limited to one copy anywhere in the Library.

There will always be exceptions where policy changes, emerging needs or particular characteristics of material, or high usage dictate special consideration. The Associate University Librarian – Collections & Researcher Services in consultation with stakeholders may vary the number of copies as required.





## Books

Electronic is the default format for book purchases. The Library encourages early active engagement from requestors, as access may incur additional costs, and negotiated access and procurement is time dependent.

Preference will be given to the acquisition of and/or subscription to electronic books which have:

1. no limitations on the number of simultaneous users;
2. user friendly functionality including processes required to access the electronic book and any limitations on searching, printing and downloading;
3. platform stability and robustness;
4. openly licensed or 'owned' (perpetual access), rather than subscribed;
5. satisfactory Digital Rights Management (DRM) including copyright and licensing conditions;
6. satisfactory pricing models;
7. accessibility for users with print disabilities;
8. suitable quality MARC (machine-readable cataloguing) records;
9. usage statistics functionality;
10. access must be available across all sites and remotely, conforming to secure University authentication requirements

Electronic books will generally not be purchased where they:

1. require specialised software and/or special readers; or
2. are installed on a single workstation or other device for single/individual one-time use.

Print and other formats will only be collected in the absence of any suitable electronic version.

## Journals

Electronic is the default format for journal purchases. The Library encourages early active engagement from requesters, as access may incur additional costs, and negotiated access and procurement is time dependent.

Cancellation and deselection of print titles will be actively pursued when:

1. print back runs of titles are available in an electronic format and ownership of the electronic version can be guaranteed; or
2. a digital version is available with equivalent and acceptable quality of images.

Several criteria must be considered in the subscription to electronic journals, including but not limited to:

1. completeness of content;
2. purchased (perpetual access), rather than subscribed;
3. satisfactory pricing models;
4. accessibility for users with print disabilities;
5. usage statistics functionality;
6. licence conditions and terms of use; and
7. access across all authorised La Trobe users, across all campuses and remotely conforming to secure University authentication requirements

The Library will conduct an ongoing review and evaluation of journals, in collaboration with Schools, to ensure value, currency, and relevance, and in line with the Library budget. Requests for new titles/cancellations of existing titles will be systematically considered by the Scholarly Collections team in their annual review and refresh processes. The Library reserves the right to cancel any title as part of the overall management of the collection and its budget.

Electronic journals will generally not be subscribed to/purchased where one or more of the following applies:

1. an archive for the electronic format is not guaranteed;
2. the electronic content is not consistent or content varies from print; or
3. print is more appropriate for requirements of discipline/subject content.

Print journals will only be collected in the absence of any suitable electronic version.



## Databases (including aggregated databases)

The Library licenses provide access to selected publisher databases, and databases of aggregated electronic content such as abstracting and indexing services, full text journals, books, and other resources. Subscription to these services is informed by the regular monitoring of usage statistics by the Library.

The acquisition of archival and primary source databases often has a significant initial cost and subsequent ongoing platform/access fees. Therefore, purchase will be considered based on available funds and according to the selection criteria.

## Multimedia and other formats

Streaming media is a recurring cost and may incur additional copyright fees. Subscriptions will be considered based on available funds. Subscriptions to streamed content will be reviewed as required in consultation with schools. Sound and audio-visual recordings, manuscripts, kits, anatomical models, graphic materials, microform, and realia are not actively purchased but will be considered in line with selection criteria and in terms of any special storage requirements, currency of format and the availability of suitable equipment.

## Extended reality resources

Resources will be assessed and purchased on a case-by-case basis until we have enough evidence to evaluate the direction for future purchase.

## Datasets

Access to datasets supporting University requirements (such as numerical, statistical, and geospatial resources, as well as to standards and patents) is provided upon request. The Library encourages early active engagement from requesters, as access to datasets may incur additional costs, and negotiated access and procurement is time dependent.

## Open Access resources

The Library includes Open Educational Resources (OERs) in the collection and strongly encourages their use for prescribed readings instead of licensed or purchased readings where possible. Selection of OERs must conform to the principles outlined in this document. The Library supports academic staff in the use and development of Open Educational Resources.

## University Research Outputs and Publications

The Library comprehensively collects, stores, and facilitates access to scholarly research outputs by the University's researchers, and honorary appointees.

In support of Open Access Initiatives, the Library manages the University's open access institutional repository, [OPAL](#) to showcase the research outputs of the staff and postgraduate students of the University.

## Higher Degree Research Theses

The [Graduate Research Examinations Procedure – Thesis requirements, submission and retention](#) policy requires deposit of an electronic copy of all PhD, Professional Doctorate and Masters by Research theses into the University's open access institutional repository, OPAL. Library staff actively manage the process of thesis deposit, including any required embargo periods. The Library does not retain print copies of theses unless they are historical copies which we do not have permission to make available electronically.

Theses from other universities will not be accepted into the Library's collection.

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LA TROBE



## Research Data and Non-Traditional Research Outputs

The open sharing of research data is supported by the Library, while taking into consideration regulatory responsibilities, ethical, legal, cultural, and other guidelines. The Library actively supports researchers to make research outputs openly accessible through the University's open access institutional repository, [OPAL](#), including meeting the requirements to manage their research data.

In support of Open Access initiatives, the Library will make non-traditional research outputs as open and discoverable as possible and practical.

## LTU authored publications

La Trobe authored publications will be collected and retained indefinitely by the Library according to government and University policies. Items from LTU affiliated authors are automatically purchased in digital format – , this includes items required for government reporting exercises. Unpublished works such as research theses, and research outputs and data are included in this LTU author provision.

To comply with government and funder policies, LTU researchers must make content openly accessible within the nominated timeframes. Where commercial publication restrictions do not allow this, researchers must deposit the author's accepted manuscript version (sometimes referred to as the post print) into the institutional repository, to be made openly accessible after any agreed period of embargo.

Any physical items from LTU authors are subject to the same criteria for storage and eventual deselection as for all items in general collections.

## Items for subject accreditation

Resources required for subject/course accreditation (e.g. law) will be acquired and made available. The discipline librarians for these areas will provide input and oversee compliance.



## Special collections

La Trobe campus libraries hold material which are rare, valuable, fragile, or where special conditions of access are required. Selection criteria includes:

- items printed before 1850;
- Australian imprints before 1920;
- limited editions (500 copies or fewer);
- volumes with decorative bindings;
- signed or association copies if the author has special historical or local significance;
- auction catalogues for Australian books and art;
- books whose market value exceeds ten times the current average price per volume;
- books which are liable to theft or damage due to their content;
- theses which have been placed on limited access by the author;
- fragile material:
- books with plates which are not bound but loosely inserted or separately housed in a portfolio;
- books whose physical condition make normal processing and shelving unsuitable.

Requests for items to be added to these collections will be referred to the Associate University Librarian – Collections & Researcher Services.





## Collection Access



Specific access considerations for the General Collection include:

1. Management of the physical collection as a single entity, across a range of locations. The Library does not support or establish collections within Schools;
2. Resources will be purchased in electronic format, to ensure optimal access;
3. If electronic format is not available or appropriate, the Library will source printed resources and make available at required locations, with prescribed printed texts for courses available at each location;
4. Collection materials will be arranged, described and stored with attention to national and international best practices;
5. Most of the Library's physical collection is available on the open shelves, and can be accessed at, or requested from each library location. Valuable or low-use items may be located in storage;
6. Access to electronic resources is available online through authenticated platforms and applications, including the Library website. Access is governed by licensing agreements and should allow access at a minimum to all current staff and students of the University, but ideally also provide for alumni or 'walk-in-use';
7. Some materials may have restricted access due to embargoes, copyright, privacy concerns, cultural sensitivities other legal restrictions or the nature/value of the items;
8. All information resources purchased by Library funds and intended for use by the University community are held in the Library (including affiliate libraries, library managed off site storage and CARM) and not at any other location.



# Collection Management



The Library reviews the collection on an ongoing basis to ensure the resources reflect the University's current and future learning, teaching, and research needs, and to ensure the effective use of the Library budget.

## Analysis and review of subscribed content

The Library continuously analyses subscription holdings to identify titles for potential cancellation, which is necessary to fund subscription to newly available content.

The Library Scholarly Resources budget is limited by a combination of factors including exchange rate fluctuations, access models, publisher price increases and cost saving measures determined by the University.

Print and electronic subscriptions will be regularly reviewed and evaluated by Library staff in consultation with Schools and Research Centres to ensure relevance, subject balance, currency, and depth, through a range of mechanisms including:

1. availability of usage statistics;
2. analysis of usage statistics over the previous four years;
3. return on investment – calculated cost per use for the last year;
4. overlap analysis of duplicated content; and
5. academic staff review – academics will be consulted about potential cancellations where feasible.

## Analysis and review of owned content

The Library conducts continuous analysis of purchased content to identify titles for deselection to ensure sustainable and cost-effective storage and access solutions.



## Transfer of material to off site storage

Material considered for transfer must be of ongoing scholarly value. Items considered for relegation will remain available for loan. Criteria used for identifying material for relegation will vary from discipline to discipline but may be based on the following:

1. material with low borrowing statistics;
2. publication date;
3. purchase date;
4. last copy of superseded editions;
5. material available in a suitable online format, but with no perpetual archival access;
6. materials which are not relevant to current teaching or research;
7. availability of a suitable location;
8. physical condition of the item; and
9. last national copy of title.



## Material to be withdrawn

The library will review and deselect/weed resources where:

1. Content is no longer relevant to the University's teaching or research needs, or no longer fits with the University's strategic directions;
2. Material has low access or borrowing statistics;
3. Material is in poor physical condition and is beyond repair;
4. There are multiple copies of superseded editions;
5. Printed or physical material is available via secure, perpetual access to an electronic archive; or
6. Incomplete runs of ceased serials exist with little usage.

Items considered core to the collection, for example materials of significance to the local regions, Indigenous authors, seminal works, culturally significant items and classic texts may be retained. Damaged items may also be replaced with electronic copies. The last national copy of any title may be retained to meet potential research purposes. Format, subject/discipline requirements and physical condition will also be considered. Items considered to have particular value to the history of La Trobe may be transferred to the University Archives.

## Disposal

After review and consultation, the Library will dispose of material in accordance with the University's delegation of authority for asset disposal, using the appropriate internal Library procedures and processes with a focus on the sensitivities of the activity. Material withdrawn from the Library's collection will be disposed of in an environmentally responsible and appropriate manner.





## Risk management and collection preservation



The Library will conduct systematic and regular assessments of the risks concerning the safety and preservation of the collections (physical and digital formats) and the health and safety of staff and clients.

To ensure that resources are maintained in good condition for their usable life, the Library will employ a range of strategies including repair, replacement, environmental control, disaster planning, and staff and Library client education.

# Roles & responsibilities



La Trobe University Library is responsible for the content and physical state of its collections. Library management has broad oversight of the selection of library materials through the processes referred to in this Framework. The final decision on the expenditure of the information resources budget rests with the University Librarian. The Collection And Resource Management Advisory Committee (CARMAC) comprises:

1. University Librarian;
2. Associate University Librarian, Collections & Researcher Services;
3. Manager, Scholarly Collections;
4. Manager, Digital Discovery;
5. Senior Coordinator, In-Subject Library Learning Services; and
6. Coordinator, Repository & Publications

This group functions in an advisory capacity and provides overall direction for collection development and management to the Scholarly Collections Action & Review Group, and Scholarly Collections team and may invite other Library stakeholders as necessary for specific issues.

Complaints concerning material in the collection should be addressed in writing to the University Librarian for resolution.

## Relevant Policies:

[Access to Licenced Electronic Information Resources](#)

[Asset Procedure – Asset Definition and Asset Class](#)

[Donor Rights](#)

[Graduate Research Examinations Procedure – Thesis requirements, submission and retention](#)

[Higher Doctorate Policy](#)

[Research Authorship and Outputs](#)

[Research Data Management](#)



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