UNIVERSITY LIBRARY

Collection Strategy

THE UNIVERSITY of ADELAIDE

Contents

1. Introduction

1.1 Purpose of the Library

The purpose of the University Library is to provide a wide range of library services responsive to the needs of its users, including:

- expert information management advice and support
- expert advice and support for the discovery of information resources
- expert advice and support for the management of special collections
- management and provision of facilities and spaces.

It achieves this by strategically:

- being a leader in information management
- having staff who are highly skilled, motivated and innovative
- having quality facilities, resources, systems and services
- pursuing proactive partnerships.

Strategic initiatives of the University Library in turn support the University of Adelaide's strategic pillars:

- connected to the global world of ideas
- a rich and diverse community of talent
- research that shapes the future
- a 21st century education for a growing community of learners
- the beating heart of Adelaide.

1.2 Library Users and Partners

Library users include:

- University of Adelaide:
  - current and former students
  - researchers
  - teaching staff
  - professional staff
- community members
- staff and students from other universities and colleges
- year 11 and 12 students.

The University Library strives to connect and collaborate with various partners, including:

- students
- faculties, departments, schools and teaching staff
- other University libraries
- other collecting institutions such as the State Library of South Australia
- affiliated organisations such as University Senior College and University of Adelaide College
- Aboriginal and Torres Strait Islander communities
- volunteers and volunteer groups
- the Friends of the Library.

1.3 Scope and Purpose of the Collection Strategy

The *Collection Strategy* applies to the University of Adelaide Library and its collection of scholarly information resources, which includes:

- physical collections (books, journals, audiovisual material, etc)
- licensed electronic resources
- other online collections
- special collections (archives, rare books, manuscripts, art and heritage collections).

The University Library and its collection exist across campuses – North Terrace, Waite and Roseworthy – as well as through institutional repositories (eg Adelaide Research & Scholarship (AR&S)) and online.

The purpose of the *Collection Strategy* is to define for Library staff, Library users, faculty, administration and other interested parties:

- what the University Library collects and why
- how the University Library manages its collection
- what collection management priorities the University Library will focus on to achieve strategic objectives.

1.4 Related Documents

- The University of Adelaide *Collections Policy*
- *University Library Strategic Plan 2019-2021*
- *University Library Operational Plan 2021*
- *University Library Service Catalogue 2021*
- *Library Digital Preservation Strategy and Roadmap*
- University Library collection management procedures
- The University of Adelaide *Strategic Plan: Future Making*.

2. Collection Development – what the University Library collects and why

2.1 Collection Categories

The University Library collection is formed by four main categories:

- the physical collection – including the main collection, high-use collection and neighbourhood-style collections held onsite across campuses or offsite at the Universities' Research Repository South Australia (URRSA) (formerly the Joint Library Store)
- licensed electronic resources – including online journals, ebooks, streaming media, databases
- other online collections – including research and scholarly outputs such as theses as well as digitised collections
- special collections – including archives, rare books and manuscripts, art and heritage collections.

2.2 Collection Attributes

The University Library collection is developed and maintained to:

- be responsive to the changing learning, teaching and research needs of the University of Adelaide community
- be flexible and available in various formats
- be relevant and well used
- be fit for purpose for a research University representing the diversity of disciplines
- have depth in agreed areas of collecting priority.

2.3 Collecting Principles

The development and management of the University Library collection is governed by the following principles:

- preference electronic format resources where possible to enhance access to the collection independent of time and location
- manage a single integrated collection of electronic and physical resources including learning objects and digitised materials, across all sites
- acquire resources that meet the learning, teaching and research needs of the University
- apply just-in-time acquisition processes wherever possible
- review the collection regularly for relevance and strategic alignment
- avoid unnecessary duplication of resources
- supplement the collection by providing access to inter-library loan and document delivery services for academic purposes
- facilitate open access to University of Adelaide research collection publications via an open access repository
- maintain the on-campus collection in a steady state.

2.4 Selection Criteria

In selecting, retaining and reviewing resources for its physical collections, licensed electronic resources and special collections, the University Library applies at least one of three primary criteria:

- relevance to and potential impact on University of Adelaide learning, teaching and research
- showcases and supports discovery of the University's history, scholarship and achievements
- fosters engagement and/or collaboration with the University and wider community.

A number of secondary criteria may also govern selection, retention or review:

- cost and value for money - where better priced alternatives exist the University Library will pursue this alternative
- the primary language of the University Library collection is English. In certain areas resources will be purchased in other languages to support the curriculum
- available space capacity and suitable methods of storage
- for electronic resources:
  - ease of use/accessibility
  - level of usage of existing resources
  - availability and coverage in other sources
  - authentication requirements
  - license conditions regarding user access and use of content
  - hardware and operating system requirements
  - secure method of payment
  - quality of image content
- for special collections:
  - application of the University General Disposal Schedules in the case of University records accepted as archives
  - condition of material
  - preservation and conservation resourcing required
  - available staff and financial resources and appropriate arrangements and systems in place to provide access
  - additional criteria relevant to works of art.

3. Collection Management – how the University Library manages its collection

3.1 Collection Management Governance

	Responsibility
Division of Academic and Student Engagement (DASE)	• Provide funding to the University Library • Endorse the University's *Collections Policy*
University Librarian	• Maintain and review the University's *Collections Policy* • Overall strategic direction of the University Library's collection development and management • Maintain the *Disaster Response and Preparedness Plan*
Associate University Librarian, Academic Engagement	• Adhere to *Collections Policy* and escalate implementation issues • Oversee projects concerning the special collections, as relevant to portfolio • Oversee other projects as relevant to portfolio • Implement the *Collection Strategy* as relevant to portfolio
Associate University Librarian, Library Experience	• Oversee digitisation of collections process for the course readings system and the institutional repository • Oversee access and discovery of all collection resources • Manage physical collection held onsite across campuses and at URRSA and oversee related projects • Implement the *Collection Strategy* as relevant to portfolio • Identity management and authentication
Manager, Collection Development and Analysis	• Manage collection funds, including endowment and bequests • Collection analysis • Liaise and negotiate with vendors • Manage licenced and owned digital resources • Manage processes and staff associated with collection acquisition and access • Manage donations, in consultation with University Archivist and Manager, Special Collections, Archives & Recordkeeping (SpARK)
University Archivist and Manager, Special Collections, Archives and Recordkeeping (SpARK)	• Manage the Archives, rare books and manuscripts, art & heritage collections • Manage Records Services and provide information management advice and support to the University • Manage donations, in consultation with Manager, Collection Development and Analysis
Liaison Librarians	• Consult and communicate with faculties and students regarding discipline-specific collections

3.2 Collection Management Activities

The management of the University Library collection covers the full lifecycle of collection management activities from acquisition to deselection/disposal and includes various tasks and services, some of which are highlighted below.

Day-to-day collection management activities, processes and practices are performed in accordance with Library-specific standard operating procedures, which in turn are consistent with the University's *Collections Policy*.

CM Activity	Tasks/Services
Acquisition	• Purchase • Student and teacher suggested purchases of print/electronic/streamed media • Subscriptions • Donations and bequests • Transfers from University areas, in the case of University records of archival value
Documentation/ Cataloguing	• Metadata quality and control • Management of library systems such as Alma/Primo, EMu, Adelaide Research & Scholarship (AR&S)
Storage	• Management of onsite and offsite physical storage facilities • Management of digital repositories, eg AR&S, Recollect, Figshare
Conservation/ Preservation	• Integrated pest management program for physical facilities • Upkeep of environmental conditions of storage facilities • Archiving of University websites using ArchiveIT • Adopt-a-book program • Conservation re-housing of items in the Archives collection • Preservation and archival storage of University records and research data
Access and Discovery	• Access to extensive range of online and physical collections including borrowing, requesting and Interlibrary loan service • Reference services to assist users in finding and accessing information • Special Collections Reading Room • Library Search
Rights Management	• Advice, advocacy, and support for copyright, including permission requests • Advice, advocacy, and support for Open Access, regarding the University's research outputs • Creative Commons licensing • Indigenous Cultural and Intellectual Property (ICIP) management • Moral rights management • FAIR and CARE principles applied • Access to the Archives in accordance with privacy, confidentiality and conservation considerations
Promotion, Engagement & Advocacy	• Exhibitions and displays • Tours • Object-based learning • Liaison Librarian consultation • Student collaboration • Volunteers program • Student internships • Presentations to faculties, students, partners • Friends of the Library • Alumni engagement
Deselection/ Disposal	• Cancellation of subscriptions • Review and weeding of the physical collection • Disposal of records in accordance with the University's General Disposal Schedules • Disposal of items from the special collections

4. Collection Management Priorities

These strategic priorities embed the University Library's collection attributes, collecting principles and selection criteria and align collection management activities with the Library's *Strategic Plan* and the University's *Strategic Plan: Future Making*.

LIBRARY STRATEGIC PRIORITIES	The Five Pillars for a great 21st century university and how the library will contribute					
	Connected to the global world of ideas	A rich and diverse community of talent	Research that shapes the future	A 21st century education for a growing community of learners	The beating heart of Adelaide	
Leaders in information management	• Implement an effective valuation and insurance program for all categories of the library collection in consultation with Financial Services and Legal & Risk • Review and maintain the *Disaster Response and Recovery Plan* for all categories of the library collection across all campuses • Enhance national and international access to local content	• Provide an essential service to the University through the best practice development and management of the library collection	• Develop and implement a Library *Digital Preservation Strategy & Roadmap* to ensure the ongoing management and safeguarding of electronic resources of enduring value as part of collection management	• Proactively recognise and manage Indigenous Cultural and Intellectual Property (ICIP) relevant to the library collection	• Align digitising processes and criteria with the Library's target audiences, usage trends, historical significance and preservation considerations	**COLLECTION MANAGEMENT PRIORITIES**
Staff who are highly skilled, motivated and innovative	• Exploit training and development opportunities available as a member of the Digital Preservation Coalition of Australasia	• Deliver services and provide access to collections that respect Indigenous Cultural and Intellectual Property (ICIP) and include cultural advices as appropriate	• Develop staff digital preservation skills and capabilities to support implementation of the Library *Digital Preservation Strategy & Roadmap*	• Assess and build the digital capabilities of Library staff to support innovative and responsive collection discovery and management services	• Deliver an active and relevant community engagement program with regards to the development, management and discovery of the library collection	
Quality facilities, resources, systems, and services	• Improve access to journals, books, journal articles, book chapters, book reviews and streaming audio/video etc, via Library Search, through the implementation of Central Discovery Index (CDI) • Audit the Library's physical storage facilities to assess whether environmental and preservation conditions are being adequately met	• Prioritise the student experience and curate scholarly resources for success in learning, teaching, and research	• Grow the Library Endowment Fund to increase investment in the development of a deep and broad library collection, prioritising the purchase of electronic resources • Implement functionality improvements and upgrade for Adelaide Research & Scholarship (AR&S) • Investigate and implement new preservation strategies and practices for the care of the physical collection • Assess and address the digital preservation functionality of Library systems used as archival repositories	• Implement and maintain the *Physical Collection Management Plan* • Review practices and processes with regards to the donation and bequest of information resources to ensure targeted and sustainable collecting in line with the Library's selection criteria	• Enable innovative ways of curating and delivering the special collections using *Adelaide Connect*	
Proactive partnerships	• Continue collaborative efforts with Council of Australian University Libraries (CAUL) and other partners to advocate for the importance of university libraries to learning, teaching and research as well as advancing open and equitable access to information resources • Foster partnerships with other libraries to connect with their content and collections • Endorse and implement the themes and commitments of the International Council of Archives (ICA) *Tandanya – Adelaide Declaration*	• Continue to build the Yaitya Ngutupira collection in collaboration with Aboriginal and Torres Strait Islander communities • Proactively engage with Aboriginal and Torres Strait Islander communities on the description, management and custody of the library collection, including special collections, when it relates to indigenous culture, language and/or heritage	• Actively engage with researchers to increase the Open and FAIR dissemination of research outputs in the custody of the Library	• Collaborate with faculties and schools to enhance discovery of the special collections through object-based learning	• Enable crowd-sourced digital content and community curatorial input for special collections through *Adelaide Connect*	