

## Academy Library Collection Management Policy (General collections)

### 1. Purpose of Collection Management Policy:

The Academy Library has a Collection Development Policy (CDP) for the general collections, intended to provide guidance on new material acquisitions. The Collection *Management* Policy (General collections) is designed to act as an adjunct to the CDP, created to provide direction to Library staff in regard to the management of the existing physical collections.

The Academy Library has a finite amount of space. OHS concerns rule out higher level shelving. Some areas of the collection are already congested. So the Library is very close to full capacity. Print volumes continue to be acquired in significant quantity. This means that a continuous effort must be made to withdraw materials from the general collections.

### 2. Withdrawing materials from the general collections:

#### 2(a). Criteria for withdrawing materials from the general collections:

The criteria used for purposes of identifying materials that can be withdrawn from the collection will vary, depending on the relevant discipline. Where a particular discipline is targeted for serious weeding, the Library will liaise with the relevant head of school or his/her nominee, to get agreement on the criteria that would seem appropriate for that discipline.

Some of the criteria that might apply generally are indicated below:

- Print serials that are now available online
  - All print serial runs that are replicated online are candidates for discard.
  - But serials that are deemed core for UNSW Canberra (such as military journals) will only be discarded where online access is guaranteed in perpetuity (generally where UNSW has purchased outright the relevant back-file or where the publisher is a professional society and has published them as open source on the world wide web).
- Books that have fallen into disuse
  - As a baseline policy, books that have been held in the Academy Library for 10+ years but only ever been borrowed once or less (and showing no significant 'browse' history <sup>1</sup>) will be deemed to have fallen into disuse and be candidates for withdrawal.
  - This policy will not ordinarily be applied to military literature.
- Books that are deemed out-of-date
  - Depending on the discipline, books sometimes are deemed to be out-of-date after a period of time (and even a source of erroneous theory)

- Analysis of actual usage may not be the appropriate criteria for weeding these collections
- Weeding of these collections will be based on advice taken from the relevant subject experts at UNSW Canberra with an understanding that seminal works should always be retained
- It is understood that this would not be a criteria for weeding collections in the humanities
- Duplicates (multiple print copies of books)
  - Some duplicates need to be retained because they continue to be in heavy demand from time-to-time and because they have not been published in an E format. Library policy is that intermittently required duplicates should get relocated to the Closed Stack Collection <sup>2</sup> as they are identified.
  - In regard to military monographs particularly, there may be a need to keep multiple dup copies (particularly if there are regular inter-library loan requests for these items)
  - Duplicates that have fallen into disuse (ie no loan or browse actions in the past 4 years) can be discarded.
- Duplicates (a print duplicate of an existing E-book held by UNSW)
  - Current policy at the Academy Library is not to automatically discard print copies just because the E-book version is available (The Academy Library accepts that some users find the print version of a book to be a preferable format).
  - A check would be made to see if the print copy is showing recent borrower or browse activity
  - If the print copy is not showing any recent usage activity (ie no loan or browse actions in the past 4 years) then consideration would be given to discard in favour of the E version.
- Superseded editions
  - In most disciplines the acquisition of new editions renders the older editions obsolete and an obvious candidate for discard.
  - It is recognised that English literature is an exception and an area where the Library should always seek advice from the relevant academics in the discipline.
- Materials in poor physical condition
  - Once the binding starts to fail (and pages start to fall out) an immediate decision is usually warranted to either repair or discard the item.
  - Items showing signs of mould become an obvious candidate for discard.
- Isolated serial issues or very incomplete serial runs
  - Academy Library has many instances of journal runs that comprise either one or two isolated issues or just one or two years' worth of issues (usually resulting from early cancellation of the subscription).
  - Unless our holdings are rare or otherwise special, and not available elsewhere in the country, consideration will usually be given to discarding these incomplete serial runs.
- Materials used to support the research interests of a particular academic who has left

- It is not uncommon for the Academy Library to have procured books and journals that were once needed to support the research activity of a particular researcher.
- If the researcher has left and the head of school has been able to confirm that no one else is continuing that area of research, the relevant materials in the Library become a candidate for withdrawal if they have fallen into disuse.
- Audio-visual materials that now reside in an obsolete format
  - VHS videos and cassette tapes are deemed obsolete formats and have largely been converted to DVD format or otherwise weeded from the collection.
  - Microfilm and microfiche are not deemed obsolete formats. The intention is to retain our microfilm and fiche collections in perpetuity unless they have been acquired by UNSW in digital format.
- Reference books of time limited utility
  - Some reference books and annuals (particularly those providing statistical data) are only useful for a limited time.
  - Once out-of-date they become a candidate for discard.
- Rare books
  - Pre-1900 books that are deemed rare should always be considered for relocation to the Library's Special Collections.
  - In the case of defence or military history monographs, rare items published up to 1945 will be considered for relocation to the Library's Special Collections as a matter of routine.
  - Defence or military history monographs published since 1945 may still be considered for relocation to Special Collections if known to be rare and at risk of theft

**2(b). Items withdrawn from the General collections will normally go to one of the following locations:**

- Immediate discard (the usual scenario for discarded serial runs)
- The Library's 'Closed Stack' Collection (a compactus collection on the lower ground floor; earmarked particularly for duplicate items that continue to indicate regular patron usage)
- The UNSW Canberra Store (will be used for collections flagged for eventual discard, and removed from the general collections - but held on campus for 2-4 years as a precautionary policy before final discard)
- The Library's Special Collections if the item is deemed rare and of significance to research interests at UNSW Canberra
- The CAVAL CARM store in Melbourne<sup>3</sup> (UNSW is a participant in the CARM 1 storage initiative. Academy Library has the option of ceding books to CARM where they will remain secure in a purpose built book repository; available to be borrowed should the need arise in the future)
- Relocation to one of the other UNSW libraries (if appropriate)
- Relocation to other institutions (increasingly rare option).
- Book sale (where items are deemed suitable)

### **2(c). Weeding of specific sub-collections:**

The Library will always submit to Library Advisory Committee a formal *Proposal to Discard Collection* (PDC) proposal whenever the Library is seeking to discard a discrete sub-collection of significance.

Excluding serial/periodical items -- A “discrete sub-collection of significance” will be defined as one where all the items that constitute the collection are individually authored monographs that form part of a recognised whole collection or part of a common series or are on a common topic or subject or published by a common publisher -- and where that collection comprises either:

- 4 or more linear metres of shelf space, OR
- 4 or more shelves, OR
- The greater part of a four tier filing cabinet

Where this is the case, the Library will submit a PDC proposal to LAC for approval. The proposal will provide the following information:

- Name or description of the collection proposed for discard
- Current location of the collection
- Size of the collection
- Reasons to discard
- A risk management assessment
- Names of relevant subject experts at UNSW Canberra who have been consulted
- Recommendation (To discard or to relocate elsewhere)

### **2(d). Defence and military history materials**

- Academy Library has a particular responsibility to maintain collections of excellence in the area of defence & strategic studies and military history
- The Academy Library considers itself to be a “library of last resort” for these subject areas; having particular responsibility to the rest of the Australian library community in regard to our ILL (inter-library loan) obligations
- Relevant items in these subject areas should ordinarily *never* be candidates for weeding simply because they show no record of usage activity
- Exceptions to this rule should be determined by the Collection Services Team Leader (and done in consultation with an appropriate academic with the relevant subject expertise if there is any doubt).

### **2(e). Books authored by UNSW Canberra academics**

- Books identified as having been authored by UNSW Canberra academics or ADFA military staff should never be withdrawn, irrespective of the usage statistics for these items.

### **2(f). Corporate publications (UNSW Canberra; ADFA; RMC)**

- Publications of UNSW Canberra; ADFA; or RMC – should never be withdrawn, irrespective of the usage statistics for these items

### **2(g). Restricted items in the general collections**

- From time to time restricted items are found in the general collection

- These should be assessed for relocation into the Special Collection
- Where there is doubt about whether the Library should be holding an item, the relevant ADF single service history unit will be consulted
  - Contact Sea Power Centre re Navy documents
  - Contact Air Power Development Centre re RAAF documents
  - Contact Mr Roger Lee, Head Army History Unit, re Army documents
- As a general rule, advice should be obtained for any restricted items showing a post-1945 publication date
- MilPams published within the last 40 years should be removed from the collection as a matter of course (and sent to the Army History Unit)

## **2(h). Checking for last national copy status**

- Library policy will always be to “Trove check” Australian published materials before discard
- If our copy is deemed the “last national copy” we will make the decision to either keep it, and flag it as “last national copy”, or if outside our area of interest, we will look to cede it to the CAVAL CARM store in Melbourne<sup>3</sup> (where it would still be available to us via inter-library loan request).
- The Library may or may not do “Trove checking” for materials published overseas – the decision will be made, based on professional judgement, and depending on the materials being examined (in many cases the Library will “assume” that items published in the northern hemisphere are likely to be available for future inter-library loan from northern hemisphere libraries).

## **3. High use print books**

- Print books showing regular surges in loan activity (and a “back up” of recalls) should be checked for availability of E-book versions and the E-books procured, if available, on UNSW approved platforms.

## **4. Stocktaking**

- A stocktake is an expensive labour intensive exercise.
- Academy Library only does stocktakes on an irregular basis (approximately once every 10 years; last one carried out in 2006).
- The goal of a stocktake is to identify missing stock and then update the catalogue holdings as required.

## **5. Shelf checking**

- Most Library staff are allocated a section of the general collection to maintain in good order.
- It is expected that staff members will commit a sufficient number of hours per month to ensure that the books in their assigned area of responsibility are in correct order on the shelves.

## **6. Description of the collection**

Items in the general collections will be described in the Library Catalogue (via bibliographic records in Alma).

## **7. Discovery of the collection**

Discovery of the items in the general collections will be through the Library's Search Gateway (via Primo).

## **8. Access to the collection**

Items in the general collections will be available for loan to registered users and available to external users by way of the standard inter-library loan processes.

---

---

### **Notes:**

#### **1. Defining "significant" browse history**

- A browse statistic is recorded when a book (or other physical item) goes through the Library's barcode scan return process.
- Browse history is not as reliable as an indicator of patron usage as loan history.
- An item that has been held for 10+ years would be expected to show a browse history of at least 4 "browse events" in order for this statistic to be considered a factor for retention.

#### **2. A note about the Closed Stack Collection**

- The Closed Stack Collection is a compactus collection on the lower ground floor,  
to which only Library staff have direct access.

#### **3. A note about the CAVAL CARM store**

- UNSW is a partner in the CAVAL CARM initiative. CARM refers to the CAVAL Archival and Research Materials (CARM) Centre. It is a massive shared access high density purpose built storage facility located about 50km south of Melbourne.
- UNSW participates in the CARM 1 model, in which libraries cede their low use items to a shared collection of the CAVAL university consortia group, secure in the knowledge that they can make loan requests if ever the need arises.
- By virtue of UNSW membership, UNSW Canberra has the right to participate in the CARM 1 initiative.

**Approved by Library Advisory Committee (LAC) 20th October 2014**