

# Collection Management

## Aims and objectives

**The library acquires resources to meet the educational and recreational needs of the college community. Selection of resources is a cooperative activity overseen by the Senior Librarian in consultation with Heads of Faculty, teachers, library staff and students.**

Resources are acquired in a timely and responsive manner to meet expressed need or identified areas that require additional resources. All resources are processed through the library's automated acquisition system and meet college budgetary requirements.

All Faculty orders for books, serials and audio-visual resources are also processed through the Library acquisition system.

The philosophy that underpins this process can be found in the document 'Mary MacKillop Library Policy Statement'. Other guidelines to be considered are:

### Authority

The authority can be vested in one or more institutions. The credibility of those responsible for producing the work will help in this area. Note the following:

- Qualified and/or experienced author or editor
- Reputable or known source of information
- Reputable or recognised publisher or producer

### Purpose

Does the work achieve its applied or stated objective? For whom is the work intended?

### Scope

This could be termed the subject of the work. Is the work comprehensive or selective? Is it intended for the specialist, educational or popular market? The information shall be appropriate and accessible to the identified year level or staff requirements.

### Physical format and technical quality

The format should be the most suitable medium to present the subject matter

### Ease of use and accessibility

Ease of use is vital. Printed works, where possible, need straightforward indexing to contents. Electronic resources must be easy to navigate.

- Content is easily accessible. This can be enhanced by appropriate guides, contents and index pages.
- Electronic and online resources can be easily navigated and meet appropriate standards.
- Instructions and support materials are adequate, clear, comprehensive and effective.

### Currency of information

Up to date information and current publications are purchased to meet identified needs. Older material is only purchased to meet an expressed need and after full consultation with staff.

### Cost

Any item purchased will meet budget requirements and will be evaluated against collection and curriculum criteria. Value of money will be considered by purchasing material that can be used across a number of curriculum areas and age levels. All library and faculty resources must be processed through the library acquisition system.



### Selection aids

Professional journals and appropriate reviews will be used to help evaluate intended additions to the collections. These may include:

- Magpies
- Australian Bookseller & Publisher
- The Times Literary Supplement
- The New York Times book reviews
- The Weekend Australian book reviews

Other resources may include:

- Current guides to children's literature
- Suggestions from staff, students and the wider school community
- Publishers' catalogues
- Booksellers
- Education and technology journals

### Books

All books purchased will meet the stated information, educational, cultural or recreational needs as identified in the library's policy statement. Reference can also be made to the checklist outlined at the end of this Collection Management policy document.

### Periodicals / Magazines

The library has subscriptions to hard copy and electronic journals. Preference is given to periodicals that are covered by indexing services subscribed to by the library.

Where appropriate and affordable, the library will give preference to online periodical resources.

Access to online indexes and databases is provided from the library's website. These resources are only accessible to staff and students of the College.

### Audio-Visual Resources

AV resources are recognised as a valuable teaching resource. Their appropriate use in the promotion of learning is encouraged.

Purchase of AV resources should be considered in regard to their relevance to the curriculum. Selection and purchase of these resources is the responsibility of the appropriate Head of Faculty. All items must be processed through the library's acquisition system and entered onto the library catalogue.

All audio visual resources will be purchased according the College's Video / DVD / Film policy. A full copy of this document can be found on Schoolbox under internal policies.

### Selecting and using information from the Internet

Students are encouraged to develop critical searching skills to ensure that they are always using appropriate and relevant material from the Web.

Staff and students are encourage to access the Library Fact Sheet, no. 11 'Evaluating information from the Web', which is available from the Library website.



## Choice of format

The most suitable medium to present subject matter will guide choice. Formats may include print, non-print and online resources. These may be:

### 1. 'Non-print' which may be one of the following:

- Audio-books
- CD-ROMs
- DVDs
- Other multimedia resources

### 2. 'Print' which may be one of the following:

- Fiction
- Non Fiction
- Reference material
- Journals and magazines
- Newspapers
- Posters
- Maps

### 3. 'Online resources' may be one of the following:

- Web Pages
- Internet sites
- Licensed indexes or abstracts
- Licensed full-text databases
- Licensed full-text newspapers

## Checklist

The following criteria can be used as a quick checklist, for books, if required.

### Ask:

1. Who is going to use this resource?
2. For what purpose will it be used?
3. In which area will it provide additional material?

### Treatment:

1. How accurate, reliable, complete is this work?
2. Is it objective? Does it try to represent all points of view?

Should it attempt to do so?

3. What is the intended level of readership?
4. Bias. This includes geographical, societal and environmental content.

### Arrangement:

1. Always be aware of the total book.
2. Always check the index.
3. Language / terminology must be appropriate for the intended reader.

### Physical characteristics:

1. Paper – strength and appearance.
2. Typeface – clear, readable, suitable
3. Binding – durable and easy to open
4. Illustrations – clear, appropriate to the text

