



Library Collection and Development Policy

Policy Area: Management

Approval: Executive Principal

Signature:

Date:

1. AIMS OF THIS POLICY

The aims of this policy are:

- To identify the selection criteria for new items
- To set quality standards for the acquisition, retention and discarding of resources
- To enable continuity in selection of resources in the event of staff changes and to guide staff in handling possible complaints
- To enable development of a balanced collection
- To facilitate discussion between libraries regarding possible cooperative ventures
- To inform those with funding responsibilities of the needs of the library in order to develop realistic and acceptable levels of ongoing support for the library

2. PURPOSE OF THE LIBRARY

Access to library resources plays a vital role in the academic and community life of the Institution. It aims to provide facilities, resources and informational, research and reference needs of library users. The library aims to:

Provide Resources

- Acquire, organise and maintain high quality resources in Institution teaching areas and promote their most effective use by faculty, students and members of the wider Sheridan community;
- Provide library resources to support the teaching and research needs of the faculty;

Provide Facilities

- Create an environment conducive to study;
- Provide Internet access, word processing and photocopying facilities for the use of library patrons.

Provide Services

- Help library users effectively and efficiently use the library, keeping them informed and encouraging them to use the library more
- Assist and cooperate with members of the faculty in their teaching and research and/or research programs;

3. BOOKS

3.1. Guidelines for selection of books

The librarian allocates the book budget between subject areas based on how many units are taught in that area, student demand, current holdings and the cost of books in that discipline. The teaching areas are:

- Business (for-profit and not-for-profit management)
- Education
- Arts (Creative Writing, Chinese Studies, English Literature, Geography, History, Japanese Studies, Sociology)
- Science (Biology, Chemistry, Physical Geography, Physics, Scientific Methodology)
- Law
- Philosophy, Ethics and Worldview, including matters specific to Sheridan subjects

When a new subject starts, we will use discretionary funds to build up that area. When possible, the librarian should anticipate this in the allocations for the year and create a separate category for buying extra books for the new subject.

There are also allocations for each research student. The librarian should anticipate this as best as possible in setting the allocations at the beginning of the financial year; it will be subject to change. Research students are encouraged to offer suggestions to the librarian, who will decide in each case whether the book is better purchased or accessed through inter-library loan. This allocation may also be spent on relevant journals.

3.2. Questions to ask of each book

- Does the book relate to our assignments, lectures or research areas?
- What are our current holdings in the subject area?
- Is the book scholarly and authoritative?
- What audience is the book pitched at?

4. JOURNALS

4.1. Aims

Our journals collection has three aims:

- Articles - to provide articles required by faculty and students for assignments and papers.
- Research developments - to keep faculty and research students up to date with the latest developments in their field.
- News - to keep all library users up to date with the latest news and thought in church, ministry, theology and the world.

Journals decisions need to be made in consultation with faculty, as decisions will particularly affect them.

4.2. Criteria for renewing

We have been assessing each print journal as it comes up for renewal, using these criteria:

- Is it indexed? If no index is available, there is a strong case for cancelling the subscription as it will not have much use.
- Is it indexed but **not** available full-text? If so, this is a factor to continue the subscription

- If the journal is available full-text with one of the library's database subscriptions, there must be a good reason for continuing to pay for a print copy as well. We will weigh the following factors:
 - Is it in a research area or a circulating title? If not, the print copy should be cancelled.
 - Is there an embargo on full-text? If not or the embargo is only three months, the print copy should be cancelled.

We aim to spread spending and number of journals evenly over subject areas

5. SUGGESTIONS, DONATIONS AND COMPLAINTS

Library users are able to suggest titles they believe the library should hold. The Executive Principal will consider these suggestions in the light of the collection development policy.

Any library user may make a complaint about material in the library's collection or material excluded from it. In the first instance the matter will be dealt with informally by the Executive Principal, who will explain the selection criteria and may refer the complainant to the Collection Development Policy. If they wish to take the matter further, then the complaint must be put in writing. The principal will inform the Board and notify the complainant as to what action, if any, will be taken.

6. REVIEW OF COLLECTION DEVELOPMENT POLICY

This policy will need to be revised in the future to meet the changing needs of the Institution and its library users. It should be responsive to developments and changes in teaching and research programs and in library professional standards and technology.

The Executive Principal, in consultation with the academic board and teaching staff, will review this policy periodically. Responsibility for the implementation of this policy rests with the Executive Principal.

7. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Library Collection and Development Policy

Source Documents: Adapted with permission from
Vose Seminary Collection Development Policy
ACT Collection Development Policy

Associated Internal Documents: 2021-2025 SIHE Strategic Plan
Teaching and Learning Plan

Associated External Documents:

Authorised Officer: Chairperson, Board of Directors

Approved by: Mr Darren Smith

Date of Approval: 8 Oct 2022

Next Review Before: Dec 2023

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College course accreditation: Attachment 7.1.2b Library Collection Development Policy
1.01	Nov 2014	Executive Principal	Policy corrected to reflect delegation of responsibility for area from Board to Management, and to update teaching areas
2.00	8 Oct 2022	Executive Principal	Updated for website publication