

Purpose and Scope

This policy states the University principles for the selection, management and review of, and access to, Library Collections.

This policy applies to all staff and students, tenants, contractors, visitors and the public.

Policy

1. In this policy, the following words have the following meanings:
 - 1.1. “Library” means University Library.
 - 1.2. “University” means Murdoch University.
 - 1.3. “Print disability” means a difficulty or inability to read printed material due to a perceptual, physical or visual disability.
 - 1.4. “Scholarly and clinical practice” means activities that encompass the teaching, learning, research and clinical practice of the University
 - 1.5. “Library Resource” means an information resource that can be used for teaching, learning, research, or clinical practice and that can be made available to all Library users. For the purposes of this definition, information resource does not include software or applications, professional development resources or pedagogical tools/resources that only provide teaching support.
2. Selection
 - 2.1. Library resources are selected to support and enhance existing or future scholarly and clinical practice needs of the staff and students at the University.
 - 2.2. The Library will maintain Collection Statements that set out the current level of collecting activity for specific collections. For subjects that form part of the University’s scholarly and clinical practice, Subject Level Collection Statements will describe a subject’s scholarly and clinical practice needs, and the extent of the existing collection within a subject area. The statements will be used to guide selection and review decisions.
 - 2.3. Format

- 2.3.1. To provide the most equitable access to the Library collection for University staff and students, the Library will acquire resources in electronic format whenever and wherever possible, except where this option is unviable or where licensing conditions do not meet Library requirements.
 - 2.3.2. The Library gives preference to the acquisition of English-language materials. Material in languages other than English are included in the collection if they support teaching and learning in languages taught at Murdoch or are required for research purposes.
 - 2.3.3. The physical and electronic resources are treated as a single collection and managed using standard principles for description and access.
 - 2.3.4. The Library may digitise collections for preservation or access where they are identified as unique, valuable or fragile, and will make these available to users in accordance with copyright law and depending on donor or technical restrictions.
- 2.4. Textbooks and Readings
- 2.4.1. The library prioritises the provision of access to texts deemed essential for courses offered by the University. Library provision of these texts is not intended to replace student acquisition of personal copies of their essential or recommended texts. Limited copies will be provided or licensed.
 - 2.4.2. The Library will, where possible, make available electronic copies of journal articles and book chapters cited on student reading lists in the Library's nominated reading list software. Access will be limited to Murdoch University staff and students.
- 2.5. Scholarly publications
- 2.5.1. The Library aims to collect works published by staff during their employment at Murdoch.
 - 2.5.2. The Library manages the University's institutional repository. It aims to be a comprehensive record of Murdoch University scholarly outputs, providing open access where possible.
- 2.6. Donations
- 2.6.1. Donations will be accepted for inclusion in the Library collections if they are relevant to the University's scholarly and clinical practice, and in accordance with the Library's criteria for selection. Acceptance of donations will remain at the discretion of the Library, and the Library reserves the right to decline or dispose of donations.
 - 2.6.2. Material will be accepted only if absolute ownership is transferred to Murdoch University. In exceptional circumstances, the University Librarian may negotiate an alternate arrangement, however any such arrangement must have clear contractual controls and end point.

2.7. Budget and Valuation

2.7.1. The Library's collection resources budget is determined as part of the University's annual budget process and is allocated and managed by the Library. The library will actively pursue the cost-effective purchase of materials, and the purchase of duplicate copies is kept to a minimum.

2.7.2. Regular valuations of the Library collections will be conducted in compliance with the University's risk management requirements.

2.7.3. The Library acquires resources on behalf of the University community as a whole and any resource acquired or managed by the Library will be made available to all staff and students of the University, regardless of discipline, in accordance with any identified access mediation requirements.

3. Access

3.1. The Library supports the principles of intellectual freedom as set out in the ALIA 'Statement on free access to information'

3.2. Library collections may be accessed by staff and students of the University. Other groups may also access unrestricted collections, and may request access to restricted collections.

3.3. Unrestricted access to Library collections is made available when possible, however, access to certain materials may be mediated where:

3.3.1. Items are high use materials which support current teaching

3.3.2. Space constraints do not permit unrestricted access

3.3.3. Conditions placed on the acquisition of the material do not permit unrestricted access

3.3.4. Items are identified as valuable or rare

3.3.5. The physical nature or content of the material makes it vulnerable to damage or theft

3.4. Sensitive materials

The Library holds materials that may be culturally sensitive for particular groups. The Library will seek to consult relevant communities about culturally sensitive materials to balance competing needs for information access and cultural safety.

3.5. The Library aims to provide electronic resources in formats that are accessible to persons with print disability. If the Library does not have access to a required resource in a suitable format, students with print disability may request the assistance of Library staff to source the text in an alternate format.

3.6. The Library may choose to loan items from the collection to other institutions as part of resource sharing schemes or under separate legal agreement.

3.7. Access to items not available in the collection

3.7.1. The Library aims to hold a core collection to support the University's existing and future scholarly and clinical practice needs; however, purchasing resources for the collection may not

always be appropriate. The Library will supplement its collection via identified resource sharing services and initiatives.

3.7.2. The Library will attempt to provide access to titles that are out-of-print or otherwise unavailable, where required for the University's scholarly and clinical practice needs. This will be subject to format availability and copyright law.

4. Review

4.1. The Library collection is continually reviewed as part of routine collection maintenance to maintain relevant University research-level collections. Reviews are carried out by Library staff, with academic staff consultation for significant reviews, and are informed by Subject Level Collection Statements.

4.2. Items are primarily reviewed based on their content. If an item meets the content criteria, criteria related to usage and format will then be considered in deciding how the Library will provide access to the content.

4.3. Items which do not meet the Library's criteria for retention will be deselected.

Governance

Approval Authority	Academic Council
Owner	President Academic Council
Legislation mandating compliance	Higher Education Standards Framework (Threshold Standards) 2021 Copyright Act 1968 (Cth)
Category	Primarily academic
Related University Legislation and Policy Documents	Library Policy Copyright Policy Graduate Research Degrees Procedure Clause 98.5 Graduate Research Degrees Regulations Clause 91 Honours Procedure Clause 4.9
Date effective	11/05/2026
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Administrative Amendment	08/08/2023	
Approved by AC	10/05/2023	AC/46/2023
Approved by AC	16/06/2021	AC/47/2021(v)(b)
Approved by AC	17/03/2021	AC/18/2021(i)(ii)
Approved	11/06/2019	
Approved	12/11/2015	
Approved	29/06/2012	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.