

Library Collections Procedure

Purpose and Scope

Provide the procedure and responsibilities for the selection, management and review of Library Collections.

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

See Library Policy for information relating to accessing physical Library Collections.

See Library Online Licensed Resource Access Procedure for information relating to accessing electronic Library Collections.

Overarching Policy

[Library Collections Policy](#)

Procedure

1. In this procedure, the following terms 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. Academic staff who are initiating new teaching developments or embarking on new areas of research are strongly encouraged to meet with Library staff to discuss the availability of relevant resources and ways in which the Library can provide support.

- 2.2. The Collection Statements maintained by the Library will be revised within a period of five years. The statements will also be revised before subject collections are reviewed and after significant changes in curriculum.
- 2.3. Format
 - 2.3.1. The Library may purchase a print resource instead of an electronic resource only if one of the following conditions is met:
 - 2.3.1.1. There is no electronic version available to the Library at an acceptable price and/or within a reasonable timeframe.
 - 2.3.1.2. The electronic version does not provide for either perpetual access to the purchased text, or timely and continuing updating of the subscribed text.
 - 2.3.1.3. The electronic journal archive is not owned by the University for use in perpetuity (cancellation of print subscriptions is contingent upon satisfactory archiving and ongoing access to purchased electronic information, including publisher commitment to technological migration).
 - 2.3.1.4. The electronic journal back file is not equivalent in coverage or content to the print back issues because issues are missing, or content is selective rather than complete.
 - 2.3.1.5. The image quality of illustrative materials (tables, graphs, photos, illustrations, musical notation, scripts other than English, etc.) in electronic books or journals is inferior and is not adequate for teaching, learning or research, or printing gives unacceptable results.
 - 2.3.1.6. There is a quality requirement for audio-visual materials that the electronic version cannot consistently meet.
 - 2.3.1.7. The item acquired is a preservation copy, is for a special collection, or is significant in print format.
 - 2.3.1.8. A print copy of a book is needed to meet equity and accessibility requirements.
 - 2.3.2. The reason for selecting a print resource instead of the preferred electronic format must be recorded by the Library.
- 2.4. Textbooks and Readings
 - 2.4.1. Essential and recommended textbooks, as specified by Unit Coordinators, are acquired according to a formula for multiple copies determined by the Library.
 - 2.4.2. When making electronic readings available to students via My Unit Readings, the following applies:
 - 2.4.2.1. Preference will be given to linking to existing licensed information resources rather than making a new electronic copy and storing locally.
 - 2.4.2.2. All copying must comply with the educational copying provisions of the Australian Copyright Act and with University policy.

- 2.4.2.3. Electronic copies will be made using Optical Character Recognition (OCR) software where possible.
- 2.5. Scholarly Publications
 - 2.5.1. Research outputs recorded in the institutional repository include:
 - 2.5.1.1. Publications and grey literature scholarly output where at least one author is affiliated with Murdoch University
 - 2.5.1.2. Traditional publications in main external databases are added by the Library
 - 2.5.1.3. Non-traditional research outputs (NTRs) such as reports, creative works, datasets are encouraged to be deposited by Murdoch researchers
 - 2.5.2. Theses and selected student works for research, postgraduate and Honours degrees undertaken at Murdoch University.
 - 2.5.3. Where students are required to deposit a digital copy of their thesis or dissertation with the Library, these will become part of the Library's collection. Requirements for deposit are outlined in the following procedures:
 - 2.5.3.1. [Graduate Research Degrees Procedure](#) Clause 98.5
 - 2.5.3.2. [Graduate Research Degrees Regulations](#) Clause 91
 - 2.5.3.3. [Honours Procedure](#) Clause 4.9
- 2.6. Donations
 - 2.6.1. The Manager, Resources & Collections, in consultation with relevant Library staff, will decide whether donated resources are consistent with the Library's selection criteria and relevant to the University's scholarly and clinical practice activities.
 - 2.6.2. Where requested by the library, donations must be accompanied by a Donation Form. The assessment of donations will be based on location, retention, storage, cataloguing and preservation of the materials, as well as other considerations relating to their use or disposition.
 - 2.6.3. Where a donor is able to assign such rights, copyright in the materials or a non-exclusive, perpetual, worldwide licence must be granted to Murdoch University upon donation.
 - 2.6.4. Requests for special arrangements for donations (such as locating the donated items somewhere other than the Main Collection) will be considered and will be subject to approval by the University Librarian. The Library cannot guarantee that it will honour the requested conditions; however, it will endeavour to meet such requests.
 - 2.6.5. People wishing to donate materials to the Library Collections should contact the Collection Management librarians via <https://goto.murdoch.edu.au/SNLBFM002> to discuss their donation
 - 2.6.6. People wishing to donate materials to the Library Special Collections should contact Special Collections at specialcollections@murdoch.edu.au to discuss their donation.

- 2.6.7. Murdoch University is one of the participating institutions of the Cultural Gifts Program administered by the Department of Communications and the Arts. If you wish to make a donation under this program, please contact the Senior Librarian, Metadata & Collections for more information.
- 2.7. Budget and Valuation
- 2.7.1. The Library uses its budget allocation to acquire resources by purchase or subscription, and fund resource sharing programs and eBook demand or usage-driven purchasing models.
- 2.7.2. In allocating the collection resources budget, the Library gives priority to:
- 2.7.2.1. ongoing commitments and subscriptions
- 2.7.2.2. the acquisition of textbooks and recommended readings for all units taught at the University
- 2.7.2.3. resources that support the University's scholarly and clinical practice.
3. Access
- 3.1. Special Collections
- Conditions of access apply to the collections identified as part of Special Collections. These conditions are described on application to access the Collections.
- 3.2. Sensitive Materials
- 3.2.1. Where identified, the Library will attach a notice to the catalogue record of the material alerting users of its online systems and services that the material may be sensitive.
- 3.2.2. Users wishing to notify the Library about sensitive material can contact the Library by submitting feedback or by contacting the Manager, Resources & Collections.
- 3.3. First Nations Cultural Knowledge Materials
- 3.3.1. Where identified, the Library will appropriately label any material containing First Nations knowledge, or descriptions of First Nations peoples and cultural activities, to indicate any cultural requirements or conditions of use. In addition, where material could be offensive to First Nations peoples, the Library will attach a notice to the material contextualising its presence in the collection and warning users of the content.
- 3.3.2. The Library will refer to the PVC First Nations and the School of Indigenous Knowledges, as well as the [Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services](#), in determining its approach to handling First Nations knowledge.
- 3.4. Resources not available in the Library collection
- 3.4.1. To help supplement the collection, the Library provides reciprocal borrowing, interlibrary loans and document delivery services for eligible staff and students.

- 3.4.2. The Library's interlibrary loan and document delivery services (Document Delivery) are provided to give users access to specific known items. Users must supply sufficient detail to retrieve the requested item.
 - 3.4.3. Document Delivery is provided to allow access to library resources available at other institutions and is not intended as a substitute for researcher access to archival collections. Researchers should reach out to the relevant archive themselves to request access either in person or via arrangements negotiated directly with the relevant archive.
 - 3.4.4. The following members of the Murdoch Community are eligible for all Document Delivery services:
 - 3.4.4.1. Academic staff
 - 3.4.4.2. Professional staff
 - 3.4.4.3. Researchers
 - 3.4.4.4. Doctoral students
 - 3.4.4.5. Masters students
 - 3.4.4.6. Honours students
 - 3.4.5. Undergraduate students are eligible for Document Delivery from services which do not charge individual fees for requests.
 - 3.4.6. Eligible users may request up to 20 Document Delivery items per week.
 - 3.4.7. The Library may pass Document Delivery costs on to the user where the cost of obtaining the item exceeds a threshold set by the Library, or if the user requests fast delivery.
 - 3.4.8. Further details about accessing these services are outlined in the Document Delivery Guide.
- 3.5. Special Collections External Loans
- 3.5.1. Murdoch University Library may consider requests for the loan of Special Collections items for exhibition purposes from reputed cultural institutions, including museums, archives, libraries and established community groups.
 - 3.5.2. A request must be sent in writing to the Manager, Resources and Collections at least three months prior to the exhibition. The request must indicate:
 - 3.5.2.1. Exhibition details (purpose, dates, venue, etc.).
 - 3.5.2.2. Details of items being requested.
 - 3.5.2.3. Description of environmental conditions of the exhibition space.
 - 3.5.2.4. Assurance that the borrowing institution will pay for all related expenses.
- The acceptance of the request is at the discretion of the Manager, Resources and Collections. If accepted, a legal agreement will be prepared by Murdoch University.

- 3.6. Materials for persons with print disability
 - 3.6.1. Where students with a print disability request assistance in sourcing required resources in alternate formats, the following applies:
 - 3.6.1.1. The student should first contact Access and Inclusion to ensure they get best access to available supports.
 - 3.6.1.2. The Library will process requests for alternative formats as quickly as is reasonably practicable and communicate timeframes for access to the end user in a timely manner, where known.
 - 3.6.1.3. The Library will liaise with external providers, where applicable, to meet the client's requirements.
 - 3.6.1.4. Clients may be required to purchase the required text directly from the supplier, the publisher or another provider.
 - 3.6.1.5. Any copying of print materials must comply with the copying provisions of the Australian Copyright Act's Fair Dealing provisions for persons with a disability.

4. Review

- 4.1. The following criteria are used in reviewing Library collections.
 - 4.1.1. Content criteria:
 - 4.1.1.1. relevance to current and future areas of scholarly and clinical practice
 - 4.1.1.2. accuracy of content
 - 4.1.1.3. currency of content depending on discipline
 - 4.1.1.4. Murdoch University author
 - 4.1.1.5. Murdoch University publication
 - 4.1.1.6. author of national or international significance
 - 4.1.1.7. the work is fundamental or expected in a University collection
 - 4.1.1.8. nature and extent of the existing subject collection.
 - 4.1.2. Format criteria:
 - 4.1.2.1. physical condition
 - 4.1.2.2. usage
 - 4.1.2.3. availability of later edition/s unless earlier edition/s demonstrate high usage or historical significance
 - 4.1.2.4. holdings include surplus multiple copies not borrowed in the last three years
 - 4.1.2.5. holdings include duplication across print and electronic formats, where electronic format guarantees archival and long-term access
 - 4.1.2.6. availability of updated formats
 - 4.1.2.7. incomplete sets of works which cannot be used if they are incomplete.

4.2. Holdings in other libraries

A title not held elsewhere in Australia may be retained in support of scholarship and research, depending on subject requirements, format and physical condition.

4.3. Format

Superseded formats may require replacement or reformatting. The above criteria for review will be applied to all formats of library material.

4.4. Electronic books

The following additional factors are taken into consideration when reviewing electronic books:

4.4.1. The item contains information that is dangerous to keep in circulation, is outdated or has been superseded.

4.4.2. The item is an older edition of a title.

4.4.3. The item is replaced with an identical title on a different platform where the older copy has a restrictive licence, e.g. a one-user licence.

4.5. Subscriptions

The Library will review subscriptions and databases as part of the annual renewal process, especially where there are concerns about costs, licensing issues and/or usage patterns.

4.5.1. Electronic subscriptions

The following additional factors are taken into consideration when reviewing electronic subscriptions:

4.5.1.1. duplication of titles across packages

4.5.1.2. impact and quality of titles

4.5.1.3. content provider - publisher versus aggregator

4.5.1.4. number of required resources in a package

4.5.1.5. perpetual access provisions

4.5.1.6. available substitutes.

4.5.2. Print subscriptions

The following additional factors are taken into consideration when reviewing print serial, journal, newspaper, magazine or periodical titles:

4.5.2.1. current subscription status of titles

4.5.2.2. completeness of set

4.5.2.3. physical condition and binding of set.

4.5.3. Electronic vs print Journals

Subscribed print journals are reviewed upon renewal for availability in a suitable electronic format. If such a format is available, the title will be transferred to an electronic subscription. If no suitable electronic format is available, the subscription will be continued in print.

4.5.4. Superseded formats and editions

Print versions of items available in suitable perpetual-access electronic formats will be deselected unless there is a valid reason to retain them.

Responsibilities

Role	Responsibility
University Librarian	<ul style="list-style-type: none">The University Librarian is responsible for the implementation of the Library Collections Policy and its periodic review
Library Staff	<ul style="list-style-type: none">Library staff have primary responsibility for evaluating, selecting and reviewing resources to support scholarly and clinical practice at the UniversityLibrary staff can recommend the purchase of relevant resourcesLibrary staff will work to provide equitable access to required resources for persons with disabilityThe Metadata and Collections Team is responsible for the approval and documentation of all deaccessioning and disposal processes.
Academic Staff	<ul style="list-style-type: none">Academic staff are encouraged to be involved in the selection of library resources and are expected to recommend those resources needed to support their research and teaching. Academic staff are also encouraged to be involved in any significant reviews of the Library's collections
Library Clients	<ul style="list-style-type: none">Library Clients can recommend the purchase of relevant resources

Governance

Approval Authority	Deputy Vice Chancellor Education (DVCE)
Owner	Deputy Vice Chancellor Education (DVCE)
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	21/05/2026
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Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved by DVCE	21/05/2026	

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