# Library Collection Development Policy

**Navitas Professional Institute**

**Document**

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<tr>
<td>Policy Owner</td>
<td>Senior Manager, Library Services</td>
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<td>Initial Issue Date</td>
<td>20 November 2007</td>
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<tr>
<th>Endorsed by</th>
<th>Learning and Teaching Committee</th>
<th>Date Endorsed</th>
<th>20 November 2007</th>
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<tr>
<td>Approved by</td>
<td>Academic Board</td>
<td>Date Approved</td>
<td>08 February 2016</td>
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<tr>
<td>Initial Approver</td>
<td>College Council</td>
<td>Date Initial Approval</td>
<td>20 November 2007</td>
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**Version Control**

<table>
<thead>
<tr>
<th>Issue Date:</th>
<th>Summary of Changes</th>
<th>Review Date</th>
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<tr>
<td>20 November 2007</td>
<td>Policy established</td>
<td>November 2015</td>
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<tr>
<td>8 February 2016</td>
<td>Reviewed, redeveloped and renamed (formerly Library Policy)</td>
<td>February 2021</td>
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Library Collection Development Policy

1. Purpose and Scope

Navitas Professional Institute (NPI) recognises that physical and electronic library resources are essential to supporting student learning outcomes, facilitating the development of student competencies and graduate attributes, and to supporting a culture of scholarship among students, teachers and staff.

This policy outlines the framework whereby the currency, relevance and quality of library collections is established, maintained and reviewed.

This policy applies to Schools and Colleges within NPI. Collections are developed for other Navitas Business Units on the basis of service level agreements.

2. Policy

NPI is committed to the strategic development of physical and electronic library collections.

3. Collection Development Criteria

The Senior Manager, Library Services or delegate is responsible for library collection development according to the following:

a) Library staff meet with academic and other staff to ensure relevance, currency, and quality of library resources.

b) Navitas Professional Institute (NPI) is committed to the strategic development of physical and electronic library collections. Resources are selected using the following criteria: relevance; currency; client demand; replication of content already held; format; cost (initial and ongoing); language; space and storage issues; physical condition of item; suitability of the resource in the library's technical environment.

c) Electronic is the preferred format provided acceptable cost, access and licensing conditions, and platform and hardware and software requirements are met. However, physical resources are selected when required.

d) The following will normally be excluded from collections: multiple copies of textbooks; instructors’ manuals and student study guides keyed to particular textbooks; class sets of materials intended for teaching purposes; computer training courseware intended for teaching purposes; materials requiring specialist administration; items which have poor physical condition, are damaged or defaced.

e) The library welcomes donations and accepts them on the understanding they will be assessed against collection development criteria and may be discarded.

f) Collections are reviewed periodically. Resources may be deselected using the following criteria: low usage; existence of multiple copies of items no longer in high demand; physical condition.

g) In its selection of resources, the library supports the Australian Library and Information Association’s (ALIA) Statement on Free Access to Information and the International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom.

4. Resource Allocation

a) Allocations for library resources are provided as part of NPI budget processes. Resources are acquired by purchase, subscription, and Interlibrary Loan and Document Delivery.

b) For new curricula or research, a specific resource allocation should be made to ensure currency, relevance, and quality of library resources.
5. Responsibilities
The **Senior Manager, Library Services** is accountable for implementation of this policy. **Library staff** are responsible for being aware of, and complying with this policy.

6. Definitions
**Institution (the)/College (the)** means the Navitas Professional Institute and its colleges (see registration information below).

**International student/ Overseas student** means a student required to hold a student visa for study in Australia.

**Library staff** refers to permanent and casual employees in charge of or assisting in the Navitas Professional Institute’s and its colleges’ library.

7. Review
This document is reviewed at least every 5 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas’ current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

8. Records
Records in association with this policy will be kept in accordance with the institution’s Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

9. Related documents
Navitas Professional Library Loan Rules
Navitas Library Conditions of Use
Navitas Professional Library Service Standards
Navitas Professional Institute Library Resource Access Policy
Navitas Professional Institute Copyright Policy
ALIA Statement on Free Access to Information
IFLA Statement on Libraries and Intellectual Freedom

Registration Information
The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCP), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.