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| <b>Policy Name</b>      | <b>COLLECTION DEVELOPMENT POLICY</b>  |
| <b>Policy Number</b>    | <b>A012_PO_HE (Academic)</b>  |
| <b>Purpose</b>          | The purpose of this policy is to detail the commitment of Whitehouse Institute of Design, Australia, (Whitehouse) to on-going development of the Campus Libraries through acquisition of quality, timely and relevant resources for both staff and students in association with regular evaluation of the collection.   |
| <b>Scope</b>            | This policy applies to all libraries on Whitehouse Institute campuses and applies to collections owned and managed by Whitehouse.   |
| <b>Policy Statement</b> | <p><b>1. Subject Areas in which the Library Collects:</b></p> <ul style="list-style-type: none"> <li>• Architecture</li> <li>• Art</li> <li>• Art history</li> <li>• Business</li> <li>• Communication</li> <li>• Computer program guides</li> <li>• Creative Direction</li> <li>• Cultural studies</li> <li>• Education</li> <li>• Event design</li> <li>• Event management</li> <li>• Fashion design</li> <li>• Fashion technical</li> <li>• Fashion theory</li> <li>• Furniture</li> <li>• Graphic design</li> <li>• History</li> <li>• Interior design</li> <li>• Jewelry</li> <li>• Marketing</li> <li>• Management</li> <li>• Merchandising</li> <li>• Photography</li> <li>• Research skills</li> <li>• Retail studies</li> <li>• Styling</li> </ul> |

- Trend Forecasting
- Visual communication
- Visual merchandising
- Writing guides.

## 2. Budget

The annual materials budget for the Whitehouse Libraries is divided into the main categories of: books, subscriptions and catalogue fees, and encompasses standard stationary supplies.

The budget is split between Sydney and Melbourne libraries at the ratio of 50/50.

The largest portion of expenditure is used on Whitehouse subscriptions for print journals and databases at approximately 50%. Whitehouse catalogue costs attribute for approximately 25% and book acquisitions 20%.

## 3. Selection Principles

- Selection of materials is based on subjects delivered and specialisations offered at Whitehouse.
- Whitehouse staff and students may make recommendations to the library officer for the purchase of library materials.
- Whitehouse adheres to the *Statement on free access to information* (ALIA 2001) which states "Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas".
- Donations are assessed individually and are subject to the same selection criteria as for purchase material. The Library will accept gifts of material provided they fall within current collection priorities. Materials are accepted on the clear understanding that the Library has control over what is kept and what is discarded, and where items will be located. Only items which will enhance the collection are added.

## 4. Replacement

If an item has been lost or has been damaged beyond repair, it may be replaced. The following factors are used by the library to prioritise replacements:

- the level of use of the item by Library clients
- availability of another copy of the item to purchase
- availability of access via alternative methods
- the option of scanning an item and adding it to the collection for out of print items.

## 5. Special Collections

### 5.1. Set Text & Recommended Reading

The Whitehouse Library purchases titles on recommended reading lists as supplied by course leaders. The set texts collection is comprised of monographs that directly relate to the reading lists of courses delivered at Whitehouse. These reading lists are reviewed during each curriculum review and the set texts collection will need to be updated in accordance with any alterations to the curriculum. The monographs that relate directly to the subjects being taught are the highest priority for acquisitions.

### 5.2. High Demand Collections

The Whitehouse Library will work with course leaders to provide access to high demand course materials for students. Copies of material will be acquired by the library rather than borrowed from course leaders. All copying must comply with the educational copying provisions of the Copyright Act.

### 5.3. Serials Collection

Whitehouse Library is committed to provide access to a broad range of serials which meets the learning, teaching and research needs of Whitehouse.

### 5.4. Limitations

Unbound monographs are not purchased due to the excess trouble required for access.

## 6. Cooperative Relationships with other Libraries and Organisations

Whitehouse has access to free inter-library loans from all UNILINC libraries -as part of the consortium agreement. Whitehouse and the Art Gallery of NSW have a reciprocal agreement where free inter-library loans are available. Victorian students have access to a wide range of online journals/databases/ebooks through the State Library of Victoria including ProQuest, JSTOR and Informit.

Whitehouse subscribes to EBSCOHost – Art and Architecture Complete and WGSN – Fashion, Lifestyle and Interiors.

## 7. Collection Evaluation

The collection as a whole is evaluated on an ongoing basis by the library staff, Academic Director and the relevant course leaders in consultation with LTACC.

The library is supplied with evaluations and usage statistics from database providers, and these are used in assessing the relevance of current databases and in considering others for trial access and subscription.

## 8. Preservation Activity

Any damage to items in the collection is assessed and repaired by the library staff if possible. If an item is damaged beyond repair, the item will be assessed for relevance and will be replaced if deemed important to the collection.

Long term lost/missing items are assessed during stocktaking and replacements or updates will be ordered at the discretion of library staff and subject coordinators.

## 9. Collection Cull

The librarian can select to cull the collection in association with the Academic Director and course leaders. Culling is an ongoing process linked to collection evaluation.

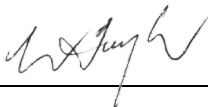
Removed material is assessed for use in other areas of Whitehouse teaching resources- and passed onto the appropriate course area. If the item is deemed of no use to Whitehouse it will be recycled where possible, and disposed of if not able to be recycled.

## 6. Review of the Collection Development Policy

The librarian is to review the Collection Development Policy on a yearly basis.

### Relevant Legislation

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [2016 Higher Education Support Act \(2003\)](#)
- [Australia Qualifications Framework \(AQF\)](#)

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|--|---|-------------|-------------|
| <b>Key Related Documents</b>                   | Collection Development Procedure<br>Code of Conduct<br>Staff Handbook<br>Student Handbook   |             |             |
| <b>Responsible Officer</b>                     | Academic Director<br>The Librarian is responsible for the execution and monitoring of this policy   |             |             |
| <b>Approval Authority/ Authorities</b>         | Joint Executive Directors<br>Academic Board   |             |             |
| <b>Date Approved</b>                           | 01/06/2021  |             |             |
| <b>Date of Commencement</b>                    | 02/06/2021  |             |             |
| <b>Date for Review</b>                         | 01/06/2024  |             |             |
| <b>Documents superseded by this Procedure</b>  | Admission Policy and Procedure (06/02/2013)   |             |             |
| <b>Amendment History</b>                       | <p><b>06/2021</b><br/>Re-approval</p> <p><b>05/2018</b><br/>Re-branding – Header &amp; Footer only</p> <p><b>01/2016</b><br/>Minor adjustment and inclusions to policy wording</p> <p><b>11/2016</b><br/>Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments</p> <p><b>01/ 2013</b><br/>Changed formatting- included procedure and policy in one document</p> |             |             |
| <b>Signed and dated for Whitehouse Pty Ltd</b> |    | Les Taylor  | 01/06/2021  |
|  | <b>Signature</b>  | <b>Name</b> | <b>Date</b> |

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| INFORMATION FOR PUBLISHING ON POLICY REGISTER |   |
|---|---|
| <b>Category</b>                               | Academic  |
| <b>Stakeholders</b>                           | Academic Board<br>Executive Management<br>LTACC<br>Academic Staff<br>Students |