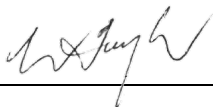


Procedure Name	COLLECTION DEVELOPMENT PROCEDURE
Procedure Number	A012_PR_HE (Academic)
Purpose	The purpose of this procedure is to detail the commitment of Whitehouse Institute of Design, Australia (Whitehouse) to on-going development of the Libraries through acquisition of quality, timely and relevant resources for both staff and students in association with regular evaluation of the collection as a whole.
Scope	This procedure applies to all libraries on Whitehouse Institute campuses and applies to collections owned and managed by Whitehouse.
Procedure	<ol style="list-style-type: none"> 1. Selection Principles <ul style="list-style-type: none"> • The selection process is undertaken by the Academic Director and course leaders in conjunction with the Sydney or Melbourne Library Staff. • Academic staff and student recommendations are to be put forward to the Learning, Teaching, Assessment and Curriculum Committees (LTACC). If they are approved, a purchase requisition will be put through to finance by library staff. • Purchases may only be made through approved suppliers with cost and delivery time taken into consideration and using Australian suppliers where possible. 2. Collection Evaluation <ul style="list-style-type: none"> • Specific assessment of monographs is done bi-annually by library staff in order to create overdue notices, to assess the collection for its relevance and condition, and to consider long-term lost and missing items for possible replacement.
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Standards for Registered Training Organisations (RTOs) 2015 • Student Identifiers Act 2014 • 2011Higher Education Support Act 2003 • Australia Qualifications Framework (AQF)
Key Related Documents	<p>Collection Development Policy</p> <p>Code of Conduct</p> <p>Staff Handbook</p> <p>Student Handbook</p>
Responsible Officer	<p>Academic Director</p> <p>The Librarian is responsible for the execution and monitoring of this policy</p>
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>

Date Approved	01/06/2021		
Date of Commencement	02/06/2021		
Date for Review	01/06/2024		
Documents superseded by this Procedure	Admission Policy and Procedure (06/02/2013)		
Amendment History	<p>06/2021 Re-approval</p> <p>05/2018 Re-branding – Header & Footer only</p> <p>11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p> <p>01/2016 Minor adjustment and inclusions to policy wording</p> <p>01/ 2013 Changed formatting- included procedure and policy in one document</p>		
Signed and dated for Whitehouse Pty Ltd	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr/> Signature </div> <div style="text-align: center;"> <hr/> Les Taylor <hr/> Name </div> <div style="text-align: center;"> <hr/> 01/06/2021 <hr/> Date </div> </div>		

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Students