



LIBRARY AND INFORMATION SERVICES

COLLECTION DEVELOPMENT GUIDELINES

October 2015

1. Introduction

3.6 Preference for electronic resources

Electronic resources that maximize access to collections independent of time and location are preferred over print versions when they meet the information, budgetary, and licensing needs of the University.

3.7 Centralised acquisition of resources

Library material resources are acquired centrally by the Library and Information Services, Information Resources section to ensure an equitable distribution of resources and to coordinate consortium purchases of electronic datasets.

3.8 Collaboration and community engagement

The JCU Library participates in the Council of Australian University Librarians CAUL Electronic Information Resources Committee (CAUL CEIRC) consortium for the acquisition of electronic information resources.

The JCU Library provides walk-in user access to library resources to members of the general public. Community members and alumni may gain additional access to the physical print and audio-visual collections by becoming members of the JCU Library.

3.9 Open access to information

The JCU Library supports and promotes affordable and open access to information resources as outlined in the CAUL [Statement on Open Scholarship](#)

4. Library Materials Budget

The library materials budget is a central overhead from the University Commitments and Initiatives financial budget. The JCU Library operates a funding allocation model, approved by the Library Advisory Committee.

4.1 The library materials budget is not normally used to pay for any publication fees including open access author pays and/or article processing charges.

4.2 In expending the library materials budget priority is given to:

- Ongoing commitments and subscriptions;
- Support for teaching and the acquisition of textbooks and recommended readings for all courses and subjects taught at the University; and
- Material that supports the current research foci of the University.

The Associate Director, Information Resources is responsible for managing the library materials budget and advising the Director, Library and Information Services of any issues or developments.

5.2.3 Value for money

Expected use must be considered in a15

5.3.2 Freely Available Internet Resources

Librarians may recommend freely available internet resources from authoritative sources for inclusion in the Library catalogue, and for inclusion in discovery services. All such resources normally must meet the same selection criteria as purchased materials.

The JCU Library supports green open access (OA) journals, defined as researchers depositing a version of their published work into a subject-based repository or an institutional repository.

24x7 access cross-campus and remotely. There are some exceptions when print subscriptions may be justified. Print subscriptions may be maintained:

- When the journal is not available electronically or a

International newspapers are not purchased in print. Access to other Australian and international newspapers is provided through aggregator database services such as

Many electronic publications are available via the [Australian Government](#) web site and the [Queensland Government](#) web site.

7.4 Commonwealth Library Deposit and Free Issue Scheme (LDS)

The JCU Library is a participant of the **Commonwealth Library Deposit and Free Issue Scheme** "Free Issue Library". Under the terms of the Scheme, the JCU Library is entitled to receive free of charge one copy of each publication from AusInfo. As a **Free Issue Library**, the JCU Library can exercise discretion in discarding titles considered inappropriate for the collection. The decision to retain material is based on relevance to the collection. Material not required for the JCU Library collection may be offered to other local libraries.

7.5 Australian Bureau of Statistics (ABS) deposit

The Australian Bureau of Statistics (ABS) provides census and other statistical information about Australia. The main access point to this information is the [ABS web site](#) which has largely replaced the print.

7.6 Australian Bureau of Statistics (ABS): Confidentialised Unit Record Files (CURFs)

The University subscribes to [CURFs](#). The agreement between Universities Australia and the ABS allows JCU researchers to obtain access to unidentifiable record data from most of the key ABS social and labour household surveys.

The Research Services Librarian is the contact officer for CURFs. The JCU Library CURFS Procedure provides further details.

7.7 Exchange

The JCU Library only enters into exchange agreements under exceptional circumstances. Exchange arrangements with other institutions exist for the following serial title:

- James Cook University Law Review

8. Collection Management

The JCU Library maintains its physical collections in good condition through appropriate controls and processes for weeding, replacement, and storage of materials in the collection.

The JCU Library Disaster Recovery Plan provides guidelines for the management of large and small scale disasters which may damage the physical collections, including water damage and mould.

8.1 Weeding of Material

Weeding or de-selection of material from the collections is an ongoing process in order to maintain current, accurate and useful library collections. Library and Information Services staff, in consultation with the Academy, are responsible for the decisions on weeding, disposal, and storage of material. A

