

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>POL-3028</b>
<b>Department:</b>	<b>Library and Information</b>		
<b>Title:</b>	<b>Library Collection Development</b>		

## 1. PURPOSE AND SCOPE

The aim of the Library is to assist Fellows, Trainees and staff of the College with their information requirements.

The purpose of the Library Collection Development Policy is to define the types of materials to be collected by the Library. The Policy defines acquisition and policy on donations and provides guidelines for managing subscribing and adding to journal subscriptions.

## 2. KEYWORDS

Collection development, Buying, Books, Acquisitions, Journals

## 3. BODY OF POLICY

### 3.1. Collection

The Library collects books, e-books, e-journals and online multimedia. Books written, edited or contributed to by Fellows of the College are considered for purchase.

#### 3.1.1. Print acquisitions

Books purchased for the Library include current reference texts, Australasian, and military surgery publications.

The Library encourages donations within these categories.

#### 3.1.2. Books from the old Library collection

The Library retains historical books on Australian and New Zealand surgical history and military history. A limited number of surgery-related texts of historical interest published since 1945 also form part of the collection.

#### 3.1.3. E-books

E-books are purchased by annual subscription or on a perpetual access basis after consideration of potential usage and value. Many e-books are available as part of vendor packages such as Clinical Key, Springer or ProQuest.

#### 3.1.4. Journals

Most of the Library's journal subscriptions are online only. All subscriptions are in English. In some cases, the Library receives the print journal as a free exchange but pays for online access because it is also a high demand title.

All requests from Fellows and Trainees for new subscriptions are reviewed according to cost and value to Library clients. The complete Library subscription list is reviewed annually before the renewals are made and the submission of the budget for the following year. Many e-journals are available as part of vendor packages such as Clinical Key, Springer or ProQuest.

### 3.2. Collection Management

#### 3.2.1. Book Acquisitions

Approved By: Director, Fellowship and Standards

Document Owner: Manager, Library and Information

Original Issue: October 2011

Version: 2

Approval Date: March 2015

Review Date: March 2018

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>POL-3028</b>
<b>Department:</b>	<b>Library and Information</b>		
<b>Title:</b>	<b>Library Collection Development</b>		

The Library will selectively buy books for the Current Reference, Australasian and Military Surgery Collections.

#### 3.2.2. Donations

The Library will accept donations of Australasian, Military Surgery, Current Reference and selected historic materials, either from personal collections or review copies. All items donated to the Library are acknowledged. As a general principle the Library does not accept conditional donation of materials.

#### 3.2.3. Permanent retention of donated materials

The Library will retain permanently those items in the collections in the categories above. Past donations outside the categories for development, will wherever possible be returned to the donors.

#### 3.2.4. Language, duplicates, editions

Materials acquired and retained by the Library will be in English, apart from the occasional historic title already in the collection.

The Library will not usually keep more than one copy of any item.

The Library will keep all first editions of any significant title or series in the collection.

#### 3.2.5. Journal and e-Book Acquisitions

Factors supporting a new title subscription include

- a. Loss of coverage in any of the 9 surgical specialties either because the journal ceased publication or online access was withdrawn
- b. There is sufficient demand for a new journal title considered to be a significant reference where the proposed title is justified by a review of the overall holdings and there is a budget provided for this.
- c. The Library consistently receives a high level of inter-library loan requests from Fellows and Trainees for a particular journal title.
- d. A multi-site license for online access is available.

## 4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

**Approver** Professional Development and Standards Board  
**Authoriser** Council

Approved By:	Director, Fellowship and Standards	Original Issue:	October 2011
Document Owner:	Manager, Library and Information	Version:	2
		Approval Date:	March 2015
		Review Date:	March 2018