

# UTS Library Collections

## Guidelines

Issued by: UTS Library

Dated: 28/01/2025

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### 1. Purpose

These guidelines outline the principles and approaches for acquiring, maintaining, curating and providing access to diverse information resources that support learning, teaching, research and engagement at UTS. They aim to ensure the relevance, accessibility, and sustainability of the Library's collections which includes books, journals, databases, special collections, ephemera, technology, equipment and UTS research outputs.

### 2. Principles

Our collections:

- 2.1. support and advance the ongoing learning, teaching and research endeavours of UTS.
- 2.2. support the pursuit of critical and open inquiry without deliberate censorship of materials based on content or perspectives in line with [UTS Academic Freedom and Freedom of Expression Policy](#).
- 2.3. support the [Indigenous Education and Research Strategy](#) and are described using language which is respectful and non-discriminatory in accordance with the [Indigenous Policy](#).
- 2.4. are accessible, inclusive, and representative of the diversity of the UTS community.
- 2.5. are delivered in sustainable and equitable ways.
- 2.6. will be developed, maintained and accessed in line with professional best practice.

### 3. Collection Development

#### 3.1 Digital First

The Library preferences:

- (a) the provision of access to information resources in electronic format.
- (b) resources that facilitate unrestricted access for the entire university community.
- (c) platforms which do not apply Digital Rights Management (DRM).

#### 3.2 Physical items

Physical format items will only be acquired if:

- (a) they do not meet the Digital First Library preference criteria (3.1).
- (b) licences for electronic access are not available on acceptable platforms.
- (c) the electronic version does not offer physical format equivalency.
- (d) there are specific discipline requirements.
- (e) pricing structures and models for electronic access are unsustainable for the Library.
- (f) the item is not available through the Library's Resource Sharing service.

Specific requests for physical format items will be assessed by collection staff and borrowing items from another library could be deemed the most suitable method of access. Requests for items in formats which are at risk of obsolescence will not be fulfilled.

### 3.3 Reading list items

The Library is committed to:

- partnering with academics to guide the selection and delivery of required readings and to meet regulatory requirements in section 3.3 of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#).
- providing access to at least one copy of required and recommended readings on reading lists for the purpose of equity and access.
- the prescription of Open Education Resources (OER) as required readings.

For reading list items the Library will endeavour to:

- (a) provide electronic access to materials using the Digital First preference criteria (3.1).
- (b) provide access to required readings, when unlimited user ebooks are not available, based on subject enrolment size and in accordance with the following ratio: 3 copies per 50 students to a maximum of 12 copies, where access does not impose unreasonable space or financial burden.
- (c) leverage the provisions of the Copyright Act to provide access to materials in electronic format.

The Library does not guarantee student access to reading list items at any point, including for the completion of assessments e.g. open book exams.

### 3.4 Requesting resources

The UTS community can request resources to be added to the Library collection. Library staff will assess requests to ensure:

- (a) material is relevant to the learning, teaching and research profile of the university
- (b) the request fits criteria listed in 3.1-3.

Requests that require ongoing annual subscription may require a business case. Assessment typically considers the potential value and impact of the resource, audience size, comparable existing subscriptions, cost, licencing, user access models, universal design/accessibility requirements, technical factors and equity of access to content across disciplines.

UTS Authors can provide a physical copy of their own works if they would like them included in the collection as per the requirements outlined in Donations (3.5).

### 3.5 Donations

The University Librarian or their delegate retains the final decision on acceptance of any donation offered.

UTS Library may accept donations of funds, current textbooks and select archival material. All other materials including self-published works or superseded textbooks are not accepted.

All accepted donations become the absolute and exclusive property of UTS Library, may not be retained as a discrete collection, and may be disposed of at any point in time or for any reason without permission from, or informing of, the donor.

### 3.6 Resource sharing

The Library provides a Resource Sharing (interlibrary loans) service for the UTS community as a mechanism for clients to access scholarly resources for which the Library does not provide immediate access and/or does not wish to acquire for the collection.

### 3.7 Language preference

The Library acquires material in English and Aboriginal and Torres Strait Islander languages only, except if there is a requirement for non-English material in line with the learning, teaching and research profile of the University. Translations of English works into another language will not be purchased.

## 4. Special Collections

The Library may curate special collections which serve to enhance and complement the broader collection and support learning, teaching and research at UTS. Special collections are established by approval from the University Librarian.

## 5. Digitised Collections

Selected content may be digitised and made accessible to increase its visibility and accessibility. This includes UTS research outputs, theses, and third-party material which is out of copyright or has permission from the intellectual property owner or copyright holder.

## 6. Technology Collections

The Library supports digital learning for students with a limited general technology equipment collection that includes materials such as laptops, cameras, power adapters and cables. This collection is intended to complement students' own devices rather than supply technology that is specifically required for course curriculum. Assessment criteria will include:

- (a) Relevance to digital skills capabilities for academic students, as defined by the [JISC Higher Education student profile](#) (JISC, 2022)
- (b) Currency and up-to-date technology standards
- (c) Number of potential users and broad applicability
- (d) Usage analysis and demonstrated demand
- (e) Value for money
- (f) Ease of use and accessibility
- (g) Preference for equipment that supports students in using their own devices
- (h) Cybersecurity compliance.

The Library does not guarantee student access to Technology Collections at any point, including for the completion of assessments.

## 7. Collection Maintenance

The Library actively manages the physical collection to maintain a sustainable size. Library staff perform regular analysis on the collection to identify items for potential deselection, regardless of format. Consultation with relevant stakeholders will occur before large scale withdrawals, however the Manager of Collections and Discovery has overall responsibility of the process and material selected. Items will be prioritised for deselection using the following criteria:

- (a) Low use duplicate copies
- (b) Material relating to disciplines that are not taught or researched at UTS
- (c) Titles which are superseded by a later edition
- (d) Items which are damaged beyond repair
- (e) Incomplete sets of works and brief holdings of a journal

- (f) Outdated or discredited material with no historical or research value e.g. medical / legal textbooks older than 5 years
- (g) Material for which permanent access to the electronic version is equivalent and guaranteed
- (h) Low usage material
- (i) Materials held by other libraries in Australia.

Items for permanent retention will typically be those authored by UTS staff and seminal works, and consideration will be given where the item is the last copy held in Australia.

## 8. Collection Budget

The Library budget is allocated by the University with its primary purpose to provide materials as outlined in the purpose statement of this document.

Subscriptions to additional technologies related to content (such as AI), research tools and student support tools may be managed by the Library however are not in the remit of the Library's budget allocation.

The Library budget does not provide funding to cover publishing costs including Article Processing Charges (APCs), Book Processing Charges (BPCs) or manuscript processing fees but may support the university's participation in publishing agreements subject to the provision of supplementary financial resources allocated by the university.

As most publishers invoice in the US dollar, currency fluctuations have a significant impact on the Library's purchasing power, and access to resources cannot be guaranteed from year to year.

## 9. Research Outputs

The Library collects, preserves, indexes, and disseminates UTS research outputs as defined by the [UTS Open Access Policy](#), and these are added to the UTS institutional repository ([OPUS](#)).

## 10. Open Access

In accordance with the [UTS Open Access policy](#), the Library actively supports Open Access to academic resources, providing equitable access to knowledge for all users, while fostering global collaboration and advancing scholarly research.

Large collections of Open Access books and journals may be added to the catalogue, however individual items may not be added.

## Notes

Date adopted: 16<sup>th</sup> January 2025

Date commenced: 10<sup>th</sup> March 2025

Administrator: Director Collections and Technology

Review date: January 2026

Related documents:

- [UTS Library Use of electronic resources](#)
- [UTS Library Access and borrowing guidelines](#)

## Amendment History

Section/clause	Changes	Date approved