

UTS Library Collection Development and Management Guidelines

Issued by: UTS Library

Dated: 30/03/2020

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1. These guidelines underpin the UTS Library's collection development and management practices which:
 - 1.1. Guide UTS Library Staff in the establishment of processes and procedures relating to the development and management of the UTS Library's collection of information resources;
 - 1.2. Communicate to the UTS community preference for the provision for digital purchases over print.

2. Models of Acquisition

The UTS library purchases access to eBooks and eTextbooks over print equivalents for:

- 2.1. Essential textbooks assigned for all offered subjects. Academic and teaching staff are encouraged to select materials that allow for electronic access.
- 2.2. Recommended readings for all offered subjects. Academics and teaching staff can also request eReadings to be made available online for students. Generally, this is one chapter or 10% of a book, and/or one article per journal issue (subject to copyright legislation).
For more information, please see: <https://www.lib.uts.edu.au/learning/drr-ereadings>
- 2.3. UTS Staff requesting new material to be added to the Library Collections

3. Licensing and Access

- 3.1. It is important to note that the UTS Library may be restricted by the terms and conditions of access set by the publisher.
- 3.2. These terms may range from unlimited access by multiple users, where content can be downloaded, saved and printed to others that may have limits on the number of users who can access concurrently, and a limit of downloading, printing, and saving.
- 3.3. Where possible, the UTS Library will aim to purchase licenses that allow for multiple users and are compatible on a range of devices.

4. Exceptions

- 4.1. The UTS Library understands that it may not always be feasible to purchase materials in electronic format and may purchase materials in print when:
 - a) There are licensing restrictions that prevent institutional use of the eBook or eTextbook equitably and effectively for teaching and learning, or research needs. That is, the title may be available for individual personal purchase and download only;
 - b) There is no electronic format equivalency;
 - c) The title can only be purchased as a subscription model in a package and is unable to be purchased as a single title.

4.2. If the material requested falls into this category, the UTS Library will advise on alternative titles where possible and only purchase print materials as a last option.

5. Further Assistance

5.1. Please contact your Faculty Librarian who can assist in investigating requests, access from a specific vendor, and issues: <https://www.lib.uts.edu.au/about-us/library-staff-directory/librarians>

Notes

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Related documents:

- UTS Library Guidelines for Use of Electronic Resources
- UTS Library Access and Borrowing Guidelines

Amendment History

Section/clause	Changes	Date approved