Library Collection

Policy and Procedure

Table of Contents

1. PURPOSE

This Library Collection Policy serves as a roadmap for cultivating a thriving intellectual ecosystem at JMC that promotes learning, empowers creative discoveries, and fosters academic research. Its purpose is to define comprehensive guidelines for resource selection, acquisition processes, and staff responsibilities, thereby ensuring the continuous development of a balanced and responsive collection development that aligns with the goals and priorities of JMC .

2. SCOPE

The policy encompasses all JMC Academy campuses, including physical and online collections, and establishes a standard for the JMC Library.

3. DEFINITIONS

All definitions are located the *JMC Academy Glossary.*

4. POLICY

4.1. The JMC Library comprises of three campuses (Sydney, Melbourne and Brisbane).
- The JMC Library is an independent academic library serving all JMC Academy campuses that provides an extensive assortment of books covering creative art history, theory, and performing arts, entertainment management, film, gaming, design, music, theatre, audio, and production. A significant part of the collection comprises eBooks and digital subscriptions, such as databases with eJournals.
- The primary goal of the JMC Library is to ensure that its scholarly resources are easily discoverable, accessible, and pertinent. The library adopts a collection strategy aimed at fulfilling the learning, teaching, and research requirements of JMC, and it maintains the collection's quality through continuous evaluation .
- In alignment with the principles and guidelines of Intellectual Freedom advocated by the Australian Library and Information Association (ALIA) it ensures:
  - Open access: A comprehensive and diverse collection of resources on critical issues.
  - Unrestricted viewpoints: No censorship based on author opinion (political, social, moral, etc.)

4.2. Staff responsibilities.
- The National Librarian is responsible for this policy and for the collection development at JMC by coordinating acquisition requests, overseeing cataloguing, and soliciting resource suggestions from all staff via an online request form.
- The Heads of Departments (HoDs) curate the resources for their respective departments, consistently selecting required and recommended texts to provide a strong foundation for acquiring knowledge and cultivating essential skills, aligning seamlessly with established learning objectives.
- The Learning and Teaching Committee meticulously evaluates and approves all the prescribed and recommended texts, ensuring i they align with best practices and adheres to relevant Australian legislation. Through this rigorous approach, the Committee ensures a dynamic and valuable collection that fosters learning and adheres to all legal obligations.

5. PROCEDURE

5.1. Library staff, faculty, and researchers work together to curate a dynamic collection of online and physical resources.

5.2. Building a valuable library collection involves balancing academic merit with practical realities. High-quality, relevant, and current resources are essential, but so too are considerations of relevance to course content, lecturer and student input, and available library space and budget.

5.3. To guarantee a dynamic and responsive collection, the library regularly reviews its holdings, prioritising the acquisition of up-to-date and essential materials relevant to the JMC community's evolving needs.

5.4. Acquisition of library resources, prioritising essential texts identified in collaboration with faculty and the Learning and Teaching Committee is managed by the National Librarian. This includes securing optimal vendor pricing, maintaining safe storage of invoices and purchase orders, seeking approval from the Dean for purchases subject to budget constraints and availability and creating the Reading Lists for all units.

5.5. Budget provision is determined by balancing the selection criteria against the cost of the item.

5.6. The library collection prioritises format flexibility to adapt to diverse learning, teaching, and research needs, favouring electronic access for serials and frequently used resources.

5.7. Open Educational Resources (OERs) are used whenever possible. If an appropriate OER is not available, permission to use other resources should be sought.

5.8. Sydney, Brisbane, and Melbourne campuses need to hold an adequate number of required resources. It is recommended to have at least two printed titles for required texts following this guideline:
   - Required print texts: one (1) copy per 25 students to a maximum of four (4) copies.
   - Recommended readings: one (1) copy per 25 students to a maximum of three (3) copies.
   - Multi-user license for eBooks.

5.9. Trials of new subscriptions and demonstrations by vendors may be provided to academic staff and feedback received as to the relevance and value before deciding to purchase.

5.10. Digital content subscriptions are preferred to ensure user access at any place and any time and based on budget availability, usage, and continued relevance to teaching and research.

5.11. The library welcomes valuable donations aligned with space, educational needs, and the library's ultimate authority over selection, placement, and removal of resources.

5.12. Annual stocktake ensures a vibrant collection by systematically removing resources in poor condition, outdated without replacements, factually incorrect, obsolete, or irrelevant to JMC's curriculum prioritising eBooks and online subscriptions.

5.13. The National Librarian ensures resource discoverability through Accessit Library Management System (LMS) and maintenance up-to-date Subject Guides and Reading Lists on the Library webpage in Plato and in print formats.

5.14. JMC safeguards access to copyrighted materials via The Statutory Text and Artistic Works Licence, APRA/AMCOS licenses and the Copyright Policy and Procedure provides comprehensive guidance on responsible intellectual property use.

6. RELATED DOCUMENTS

6.1. Academic Integrity Policy and Procedure

6.2. Copyright Policy and Procedure

6.3.   Library Operations Policy and Procedure
6.4.   Diversity, Equity and Inclusion Policy
6.5.   Freedom of Speech and Academic Freedom Policy
6.6.   Learning and Teaching Resources Management Policy and Procedure
6.7.   Managing Academic Misconduct (Students) Procedure
6.8.   Managing Academic Misconduct (Staff) Procedure
6.9.   Records Management Policy
6.10.   Schedule A: JMC Academy Academic Quality Assurance Framework

7. RELEVANT LEGISLATION
7.1. Higher Education Support Act 2003 (Cth)
7.2. Higher Education Standards Framework (Threshold Standards) 2021

8. POSITIONS RESPONSIBLE
8.1. Governing Council
8.2. Academic Board
8.3. Dean
8.4. Associate Dean, Scholarship
8.5. The National Librarian
8.6. JMC Academy Academic Staff

9. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	JMC Academy CEO
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Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	04/07/2024	n/a	First Issue	Academic aspects approved
	Governing Council	25/07/2024	25/07/2024	n/a	Final Approval

Version control tables from previous Policies and Procedure reside in the original documents.

REFERENCES AND ACKNOWLEDGEMENTS
Australian Library and Information Association (ALIA). Policies Standards and Guidelines at
        https://www.alia.org.au/Web/Web/Research-and-Publications/Policies-standards-and-
        guidelines.aspx?hkey=eabdb2bb-ac91-4b0b-9db3-d156c069ab71.
Council of Australian University Librarians. (2016). Principles and Guidelines for Australian Higher
        Education Libraries. https://www.caul.edu.au/sites/default/files/documents/best-
        practice/principles-guidelines2016public.pdf.
International Federation of Library Associations (IFLA) Standards at
        https://www.ifla.org/units/standards/