TOP EDUCATION GROUP LTD

Library Collection
Development Policy

January 2020

1. Introduction

Australian National Institute of Management and Commerce (IMC) and Top Education Institute (TOP) is a quality higher education provider that is committed to providing education focusing on business and law. The Institute seeks to advance knowledge through the provision of high quality tertiary education and to foster an international academic environment in which students acquire life long learning and research skills that prepare them for their careers and professional roles in the general community." The Library helps to ensure the Institute meets these commitments.

The Library provides high quality, client-focused information resources to support teaching, learning and research activities of students, faculty and staff. The resources include all formats, physical and electronic, with growing emphasis on e-resources.

IMC and TOP is seeking to expand its subject offerings and differentiate itself as a quality private higher education provider through a 'Smart Campus'. The Library's Collection Development Policy reflects the progressive development of IMC's and TOP's Smart Campus concept.

This Collection Development Policy informs the Library's collection program.

2. Objectives of the Library Collection Development

In accordance with the overall strategic development of the Institute, the objectives of the Library's collection are to:

- support teaching, learning and research of students, faculty and staff
- respond to changes and growth of the Institute's academic and research programs
- take advantage of, and actively develop electronic and digital resources to ensure that students and staff are able to access resources readily on and off campus
- ensure the broadest possible collection through online digital media and e-books whenever possible
- maximise online 'anywhere any time access' in accordance with the Institute's Smart Campus objectives

3. The Purpose of the Collection Development Policy

This Collection Development Policy is the blueprint for the operation of the Library. It is a planning and management tool that directs the selection and maintenance practices of the Library. Its purpose is to:

- establish guidelines and principles concerning the development and maintenance of the library collection, including selection of materials and collection practices.

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- implement any relevant directives from Academic Board, and the recommendations from review bodies that may be established or commissioned by the Institute from time to time.

4. Collection Development Principles

Selection Criteria

The Library's Collection Development are informed by the following broad principles:

- Scope – relevance to IMC's and TOP's academic curriculum, programs and, research aspirations;

- Currency – updated versions and editions;

- Language – English; other languages will be considered if they complement teaching and learning;

- Format – e-format preferred but open to other options were e-format are not available;

- Authority – valid, credible resources from established suppliers.

The Librarian takes into consideration the following when making purchases and subscriptions:

- Support teaching, learning and research at IMC and TOP. That means acquisition of textbooks and recommended readings is a priority;

- Reference materials that support subject areas being taught;

- English language resources that assist study and presentation skills;

- Leisure reading popular with students and staff;

- Current affairs that impact on subjects and areas taught.

5. The Collection: Acquiring Materials

E-resources:

In accordance with the Smart Campus concept, the focus of the Collection Development is on *e-resources,* which include e-databases, e-journals*,* ebooks, subjects guides, open online resources, online modules, research assistance, tutorials and many more.

Consistent with our Smart Campus concept, the Library's Collection Development policy aims to ensure that students are able to 'carry' books on their mobiles laptops and iPads on and off campus.

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E-learning tools and online programs

The Collection Development policy is complemented with e-learning tools., webinars, Skype protocols, podcasts, online forums and chatrooms as learning platforms for students. Multi-media, virtual classrooms, simulated learning, e-portfolios, e-communities, blogs, Moodle, web-based subject guides and e-repositories will be the norm in the delivery all programs and resources.

E-enabled library infrastructure

In pursuance of the Institute's Smart Campus concept and the implementation of the recommendations of the Review, the Library seeks to optimise e-resources access, by upgrading its content management system to a cloud based, integrated resources, innovative and technology-driven scheme. The Library's website also subscribes to SpringshareLibGuides to enhance student viewing and access. These measures will be supplemented by implementing IP authentication via Active Directory in order to facilitate access to our electronic collections as recommended in the Review.. Cutting-edge e-resources, e-learning tools and online programs will continue to drive the Library Collection.

Non-electronic Resources

While the Library focuses on e-resources, its collection will continue to include and build on physical resources where appropriate to support teaching, learning and research. The non-electronic collection is informed by the main subject areas and courses offered by the Institute that include:

- Business, Accounting, Economics, Finance, Law, Human Resources, Management, Public Relations, Marketing, Organisational Behaviour, Entrepreneurship and Leadership, Financial Forecasting and Data Analysis, Electronic Commerce, Ethics, Trade, Financial Planning and Risk Management

Acquisitions for the Collection are based on:

- Core texts
- General reference materials
- Recommended readings
- Materials identified by faculty and the librarian as meeting the needs of the Library's clients and to fill collection gaps.
- Suggestions by staff and students for works or materials considered within the Library Collection Development Policy framework.

Pricing

The Librarian sources materials from vendors and suppliers and endeavours to obtain the best prices for acquisitions that include physical and electronic materials, e-learning tools and relevant infrastructure to support the Library.

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6. Budget

IMC and TOP allocates substantial funds to develop the Library's collection. The funds will go towards purchasing e-databases, e-books, e-learning tools and relevant infrastructure to support the e-Library.

7. Donations

IMC and TOP accept donations from institutions and individuals that will enrich the Library's collection and support teaching and learning. Donations will be accepted on the basis of relevance to IMC's and TOP's academic and research programs and in accordance with the Library's Collection Development Policy. Donations will be incorporated into the Library Collection. The Library reserves the right to decline or dispose of donations

8. Collection Maintenance

Items are shelved, displayed and stored in compliance with institute's risk management and safety requirements to ensure they do not pose hazards to students and staff. Damaged items are repaired or replaced. Duplicates are welcome. They enable clients to borrow without the need to wait for returns.

9. Weeding

Outdated copies are taken out of shelves into boxes for storage. The Library maintains updated editions and revisions.

Weeding may not be a pressing issue as the Library Collection moves to e-format. The strategy will free up space for student learning.

10. Collection Review

The collection is reviewed regularly to ensure its integrity, diversity, quality, quantity, effectiveness, scope and currency.

11. Book Quantities: Ratio

For current core texts, the Library holds the following ratio of library copies to enrolled students. However, increasingly e-versions are being purchased in addition to physical texts.

Number of Enrolled Students	Minimum number of copies held by the Library
1 to 20	3 copies
21 to 75	4 copies

| 76 to 200 | 5 copies |
| 201 + students | 6 to 10 copies |

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12.Subject Guidelines Alignment with databases and e-books

Subject guidelines

For the Library to be effective in assisting with the Smart Campus concept and more efficient access to e-resources for its clients, it is essential for institute's teaching and learning programs to be synchronised with its electronic resources. This requires active coordination between the Librarian, course coordinators and lecturers in the design of course and subject guides. The Library is accordingly developing subject guidelines aligned to key subject areas highlighting relevant reference materials, databases and e-books. The guides will assist students in locating pertinent materials for their studies.

Librarian involvement

The development of subject and courses guidelines is facilitated by the involvement of the Librarian in the Teaching and Learning Committee, a subcommittee of the Academic Board and which is responsible for students, teaching and learning.

13.Special arrangements

Arrangement with the University of Sydney

In addition to access to e-resources available to students on and off campus, it is part of the Library's collection development policy to supplement its own resources with external resources. Given its proximity to the University of Sydney, the Library, through IMC and TOP administration, has arrangements with the University of Sydney that provides the Institute's students and staff access to the University of Sydney Library, including its business and law libraries. The Institute pays for access to its students and staff. This is consistent with recommendation in the Review that IMC and TOP continue to subsidise memberships to the University of Sydney Library as a supplement to its own Library.

As its programs expand, the institute is actively pursuing a Collection Development Policy that reduces or removes reliance on external sources. Accordingly in the long term, IMC and TOP plan to offer subsidies for only those studying in areas where the University of Sydney Library offers an exclusive and comprehensive collection such as Law and specialized research projects. This is also consistent with the recommendation in the Review that the institute should develop a transition plan to reduce the dependency on the partnership with the University of Sydney Library.

Interlibrary Loans

Where the Library is not able to meet the needs of students and staff, special requests can be made through interlibrary loans.

14.Learning Spaces

While the use of e-resources impacts on the use of physical space needed to hold physical collections, the Library appreciates the need for learning and resources spaces where clients are able to access information while on campus. Accordingly, the Library has acquired additional space for student learning and studying, as well discussion groups, to meet projected increased program offerings and student enrolments. New study rooms, meeting rooms and discussion rooms were added in 2019. More space will be added as addition of space will be done in stages taking account of the growth in student numbers. This measure reflects the recommendation in the Review that "The institute develops a learning/resources space development plan to allow for the managed growth of its spaces in line with its student profile".