

# Library Collection Development Policy

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<b>Policy name</b>	Library Collection Development Policy
<b>Policy number</b>	TLP007
<b>Date approved</b>	4 February 2015
<b>Approving body</b>	The Academic Board (Senatus)
<b>Responsible officer</b>	The Executive Director The Head of School
<b>Implementation officer</b>	The Librarian
<b>Next review date</b>	June 2017
<b>Linked policies</b>	
<b>Linked forms</b>	

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## The purpose of this policy

The Cairnmillar Institute (the Institute) has a planned approach for acquiring library and learning resources to support the teaching, learning, consulting and research functions of the Institute.

The purpose of this policy is to identify in relation to the Institute Library collection:

- Its history
- Its strengths
- The guiding principles for its development and maintenance.

## History of the Collection

The collection, although developed for over 50 years, has been subject to a formal collection development policy since May 2011.

## Focus

The collection comprises a large selection of materials relating to:

- Psychology and religion
- Traditional theorists

## Source

Much of the collection was derived from:

- The personal collection of Dr Francis Macnab
- Donations to:
  - Dr Francis Macnab
  - The Institute

## Old material

A large percentage of the collection was made up of:

- Old materials.
- Materials superseded by new editions.
- Titles which had been both badly water damaged and superseded.

## Audit 2011/2012

The collection was audited in 2011/2012.

Each title was considered against this policy's selection criteria to determine its retention in The Cairnmillar Institute Library (Library). Items not meeting the criteria were removed. Following this action, areas requiring redevelopment were identified, and a purchasing plan put into place.

Until January 2012, the Library had not been formally catalogued, accessioned, developed, maintained nor did it have a formal circulation system. As a result, many items were misplaced or lost during the collection's life. These items have been formally "written off" the Library files. The library records now accurately portray the actual holdings of the Library.

## Strengths of the Collection

Current and retrospective holdings of psychology monographs which cover the theorists and mainstream theories are adequate and include several rare and first edition texts.

The collection is being vigorously developed to support the curriculum, but the collection currently has inadequate coverage of many aspects of the academic program.

## Aims of the Collection

Development and management of the Library is guided by the following aims:

- Acquire and organise a relevant and well balanced collection in a variety of formats both print, non-print and digital.
- Respond to changes in teaching, learning and research programs.
- Maintain the physical condition of the collection.
- Grow and expand the collection to become a leading collection in the field of psychology.

## Purpose of the Collection

The Institute's collection supports:

- Teaching and learning through the provision of appropriate learning materials.
- The needs of the Institute staff and students.

<b>What the Library supports:</b>	<b>What this includes:</b>
<p><b>The academic programs of the Cairnmillar School of Psychology Counselling and Psychotherapy</b></p>	<p>Full programs:</p> <ul style="list-style-type: none"> <li>• Master of Psychology (Clinical Psychology)</li> <li>• Master of Counselling and Psychotherapy</li> <li>• Graduate Certificate of Counselling and Psychotherapy</li> <li>• Graduate Diploma of Counselling and Psychotherapy</li> <li>• Graduate Diploma of Psychology</li> <li>• Graduate Diploma of Professional Psychology</li> <li>• Internship</li> </ul> <p>Short course programs:</p> <ul style="list-style-type: none"> <li>• Diploma of Hypnotherapy</li> <li>• Introduction to Counselling Skills</li> <li>• Psychological First Aid for Schools</li> </ul>
<p><b>The clinical operations of the Institute</b></p>	<p>Practicing psychologists treat a broad range of issues in:</p> <ul style="list-style-type: none"> <li>• Children</li> <li>• Adolescents</li> <li>• Adults</li> <li>• Couples</li> <li>• Groups</li> </ul>
<p><b>The informational requirements of the various research programs</b></p>	<p>Research includes:</p> <ul style="list-style-type: none"> <li>• The Big Tent Project.</li> <li>• Gambling Addictions.</li> <li>• Breast cancer research</li> <li>• Diverse individual research being undertaken by:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Clinical staff</li> <li>○ Academic staff</li> <li>○ Students</li> </ul>
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## Purchasing Plan

The purchasing plan identifies the material the Institute intends to purchase, subject to budget constraints, for inclusion in the collection:

<b>The Cairnmillar Library usually collects material which meets the selection criteria including:</b>	<b>Material Cairnmillar Library does not usually collect:</b>
<ul style="list-style-type: none"> <li>• Monographs</li> <li>• Collections of essays</li> <li>• Conference proceedings</li> <li>• Works produced under editorial direction</li> <li>• Theses</li> <li>• CDs</li> <li>• DVDs</li> <li>• Scholarly journals</li> <li>• Psychological tests at the recommendation of clinical and academic staff</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture notes</li> <li>• Equipment manuals</li> <li>• Reprints of articles</li> <li>• Elementary textbooks</li> <li>• Juvenile materials</li> <li>• Materials which address a popular, non-scholarly audience, usually classified as “self-help” material, except on a highly selective basis.</li> </ul>

### Prescribed texts

The Library purchases one to two copies of each prescribed text and may consider additional copies if the text is required for other subjects.

### Recommended reading texts

The Library may purchase one copy of a recommended reading text if it meets the criteria for the selection of the material.

### Theses

The Library holds one printed and bound copy of each research thesis completed.

### Special collection

The Institute purchases material which:

- Includes historical and archival information pertaining to the Institute and its programs and courses.
- Has significance to:
  - Institute History
  - Dr Francis Macnab
  - Contextual modular therapy

### Non-print and digital resources

The institute recognises the purchase of digital formats is to be considered and encouraged to enable access to resources at anytime from any place.

The Institute continues to:

- Expand the collection on non-print/digital resources
- Make the non-print/digital resources available via:
  - The student portal
  - Moodle
  - EBSCOHost including:
    - PsychINFO
    - PsychAbstracts
    - Medline Complete
    - Psychology and Behavioural Sciences Collection

### Language

The institute normally purchases English language materials for its collection.

### Chronological periods

The Library selectively collects works related to classical theorists and research, in order to support the curriculum and faculty research, as well as predominantly current material for its collection.

### Geographical areas

The Library attempts to provide material that focuses on the Australian community. However, due to the relative scarcity of such materials, most items are purchased without regard to geographical considerations.

## Criteria for the selection and purchase of materials

The following criteria informs selection decisions for the purchase of materials for the Library collection:

<b>Relevance</b>	The extent to which the material is relevant to Cairnmillar teaching, research and clinical programs.
<b>Currency</b>	Whether the edition of the material is the most current and/or most recent.
<b>Existing collection strength</b>	The nature and extent of the existing collection within the subject area and within the collection and the value and balance the material brings.
<b>Cost and value for money</b>	How the cost of the material may be justified by the value it brings to the collection.
<b>Academic review</b>	Whether the material has been the subject of academic review.
<b>Quality</b>	<ul style="list-style-type: none"><li>• The level and authority of content.</li><li>• The reputation of the author.</li><li>• The timeliness of the topic.</li></ul>

## Additional criteria for the selection of non-print and digital materials

- Ease of use and accessibility.
- Authentication requirements for on campus and off campus users.
- Licence conditions requiring use of content and user access.
- Archive access (long term access) post subscription.
- Hardware and operating system requirements.

The Librarian, in conjunction with the Head of School, the Executive Director and Head of Administration regularly reviews this selection criteria. .

## Replacement and withdrawal guidelines

### Replacement

Any material that is no longer usable in its current format may be removed and replaced.

### Withdrawal

Texts (including non-print or digital) may be withdrawn, weeded and written off from the collection if they are:

- Unnecessary duplicate copies.
- Not likely to be of use in the future direction of teaching, academic programs, research programs.
- Superseded by a later edition.
- Outdated or incorrect (especially medical and pharmacology texts)
- Damaged beyond repair
- Incomplete sets of works that cannot be used if they are not complete.
- Print journals for which archival access to electronic journals is guaranteed.
- Brief holdings of a journal that is of no value to the collection.

## Donations

To ensure it is aligned with the Institutes research, teaching and learning programs, donated material is considered for inclusion or retention using the same criteria as that used for the purchase of other resources.

## References

Reference material relevant to the development of this policy:

<b>References</b>	<a href="http://guides.lib.uchicago.edu/content">http://guides.lib.uchicago.edu/content</a> <a href="http://library.nyu.edu/collections.policies">http://library.nyu.edu/collections.policies</a> <a href="http://www.csu.edu.au/division/library">http://www.csu.edu.au/division/library</a> <a href="http://www.library.uq.edu.au">http://www.library.uq.edu.au</a>
<b>Collection</b>	The main collecting areas include, but are not be limited to, the following areas: <ul style="list-style-type: none"><li>• Addictions</li><li>• Applied psychology</li></ul>

	<ul style="list-style-type: none"> <li>• Asperger's and autism</li> <li>• Behavioural therapy</li> <li>• Cognition, perception and learning</li> <li>• Cognitive therapy</li> <li>• Comparative psychology</li> <li>• Conscious mental processes and intelligence</li> <li>• Counselling and interviewing</li> <li>• Cross cultural, psychological anthropology</li> <li>• Differential and developmental psychology</li> <li>• Differential psychology</li> <li>• Diseases of the nervous system and mental disorders</li> <li>• Educational psychology</li> <li>• Ethics</li> <li>• Evolutionary psychology</li> <li>• Forensic psychology</li> <li>• Gambling</li> <li>• Group work</li> <li>• Health psychology</li> <li>• Human psychology</li> <li>• Industrial psychology</li> <li>• Intelligence and aptitudes – testing and measurement</li> <li>• Interdisciplinary approaches to child development</li> <li>• Leadership</li> <li>• Marriage and family</li> <li>• Memory and learning</li> <li>• Mental disorders/Abnormal and clinical psychology</li> <li>• Mental and emotional illnesses and disturbances</li> <li>• Neurophysiology/psychophysiology/neuropsychology</li> <li>• Neuroses</li> <li>• Organisational psychology</li> <li>• Personality</li> <li>• Psychiatry/Psychoses</li> <li>• Psychoanalysis</li> <li>• Psycholinguistics</li> <li>• Psychology – general works</li> <li>• Psychology – testing and measurement</li> <li>• Psychology of specific ages (e.g. child, adult)</li> <li>• Psychopharmacology</li> <li>• Psychotherapy</li> <li>• Research methodology</li> <li>• Religion and psychology</li> <li>• Research writing and style guides</li> <li>• Schizophrenia</li> <li>• Sensory perception, movement, emotions, physiological drives</li> <li>• Sexual problems</li> <li>• Social groups</li> <li>• Social problems and social welfare</li> <li>• Social psychology</li> <li>• Statistical methods</li> <li>• Subconscious, altered states and processes</li> </ul>
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	<ul style="list-style-type: none"> <li>• Substance abuse</li> <li>• Suicide</li> <li>• Theorists</li> <li>• Therapies – including CBT, CMT</li> </ul>
<b>Prescribed texts</b>	Texts required for a subject.
<b>Recommended reading</b>	Additional but essential reading for a subject and listed in the subject reading lists.