Library Collections Policy

Section 1 - Preamble

(1) The Charles Darwin University ('the University', 'CDU') Library is the primary provider of information resources for University learning, teaching and research, and will partner with other organisations to provide access to resources where relevant.

Section 2 - Purpose

(2) This policy provides a framework for the development and management of the University Library's collections of information resources.

(3) This policy should be read in conjunction with information available on the University Library's website.

Section 3 - Scope

(4) This policy applies to all University information resources used by staff or students for accredited or non-accredited education or research.

Section 4 - Policy

(5) The Library discovers, acquires, preserves and provides access to collections that support the University's learning, teaching and research.

(6) The Director Library Services is responsible for resource selection and removal, in collaboration with relevant members of the University community.

(7) Where available, the Library will preference the selection of:

a. electronic material to support 24/7 online access for students and staff from any location;
b. openly licensed material in support of Open Scholarship; and
c. accessible information resources, in line with the University's Equity, Diversity and Inclusion Policy.

(8) The Library will provide access to information resources in line with the Higher Education Standards Framework (Threshold Standards) 2021 and other relevant policy and legislation, including:

a. staff and students of the University;
b. clients with disabilities or medical conditions, removing barriers to access where possible; and
c. third parties such as community members, alumni and university partners.

(9) The Library will support and sustain the free flow of information and ideas while recognising that it may be necessary to restrict access due to:

a. cultural sensitivity;
b. contractual limitations;
c. embargos or restrictions placed by copyright owners;
d. legislation or other legal governance requirements; and
e. preservation requirements.

(10) The Library will actively participate in national and international consortia and networks for information resource discovery, acquisitions and sharing.

(11) The Library will provide training to the University community to facilitate access and use of information resources.

(12) The Library may accept donations of items or collections where relevant to current teaching, learning and research, and/or of significance to the University.

(13) The Library will ensure that appropriate preservation and access measures are in place for information resources of significance to the University.

(14) The Library will actively review collections and may remove resources to ensure ongoing relevance of the collection. Resources due for removal may be transferred to another institution or discarded.

(15) The Library will collect and curate collections of University-produced information resources where possible.

Section 5 - Non-Compliance

(16) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(17) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(18) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	3rd October 2024
Review Date	3rd October 2027
Approval Authority	Vice-Chancellor
Approval Date	3rd October 2024
Expiry Date	Not Applicable
Responsible Executive	Bernadette Royal Director Library Services
Implementation Officer	Kylie McMartin Associate Director Client Experience
Enquiries Contact	Bernadette Royal Director Library Services

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.