



## **LIBRARY**

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### **Collection development policy**

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## **1. Collection Development Policy**

### **1.1. Purpose and Context**

University of Tasmania Library is the primary scholarly information service provider of the University. Through its eight branch libraries the Library provides and promotes access to those information resources and services integral to the scholarly endeavours of students, staff and researchers of the University, as well as to other members of the community and region.

The information industry is in an era of massive and far reaching transformation impacting upon the creation, use and maintenance of scholarly materials; the move from print to electronic resources is well established. The Library must effectively serve as both a 'gateway' to electronic collections and as a 'place' from which physical collections and services may be accessed.

The challenge faced by the Library in its provision of access to scholarly information is greater than that of most other Australian university libraries. Our isolation from the mainland presents us with the need to be self sufficient. Our geographic distribution throughout Tasmania, as well as nationally and internationally, makes it imperative that as much as possible is provided in electronic format across all eight libraries in order that access may truly be gained from anywhere at anytime.

The development of the University of Tasmania Library collection, in all formats, is an inclusive programme involving Library and Academic staff, as well as University of Tasmania student users. The Collection Management Consultative Group (CMCG) includes Resource Management and Information Services staff, and provides a forum for consultation and resolution in all aspects of the development and maintenance of the Library's collections. This document intends to clarify the policy and guidelines for purchase of, and provision of access to, materials in all formats for the University of Tasmania community.

### **1.2. Policy Statement**

The Library Collection Development Policy guides the Library's collection development activity in order to ensure the creation and maintenance of scholarly information directly relevant and supportive to the learning, teaching, research and scholarship endeavours of the University.

### **1.3. Collection Development Principles**

#### **1.3.1. *The Library***

University of Tasmania Library is the gateway to scholarly information for the University of Tasmania community.

There are eight University of Tasmania libraries supporting teaching, learning and research. The branch libraries are: Morris Miller, Law and Science on the Sandy Bay campus; Launceston Campus library and the Australian Maritime College library in Launceston; the Music library at the Conservatorium; the Clinical library at the Royal Hobart Hospital, and the Art library at the Centre for the Arts in Hobart. University of Tasmania Library also supports teaching, learning and research efforts at Inveresk and Rozelle.

As well as providing access to paper based collections University of Tasmania embraces the growing range of electronic materials. The University's geographic spread, growing distance and flexible mode offerings together with an increased offshore presence has resulted in requests for, and support of the trend toward electronic provision of information.

The Library aims to:

- a. acquire, preserve and provide access to diverse collections of scholarly information, available where they are needed by students, researchers and academics.
- b. provide and promote a timely pro-active range of client services, both on campus and from remote locations in support of the academic directions of University of Tasmania.

#### **1.3.2. *Underlying principles for Development***

The Library collections will support the teaching, learning and research of University of Tasmania staff and students.

Acquisitions expenditure will be maintained at an appropriate benchmark as a proportion of the Library's recurrent funding. An appropriate benchmark for Library Acquisitions expenditure is no less than 40% of the Library's recurrent funding.

The Library Acquisitions budget is established as part of the University budgetting process. The University Librarian, with advice from the CMCG, distributes the Acquisitions budget in tranches which allows the Library some flexibility to meet changing needs and materials formats. The major tranches are e-resources, print journals, high use coursework materials, Document Delivery, and Faculty books.

Recognising the importance of a strong journal collection (print and electronic), an appropriate balance between book and journal expenditure will be maintained.

All requests for new journal subscriptions, both print and electronic, should be submitted to the Senior Librarian, Resources and Access, who will confer with the Collection Management Consultative Group. Such requests will be accompanied by supporting documentation underlying the rationale for inclusion in the collection.

Recognising the difficulties of access due to the University of Tasmania's geographic spread, the Library will, where possible and subject to quality considerations, offer electronic journal access in preference to providing print subscriptions.

In support of cross campus teaching, the Library will support purchase of multiple copies of texts, essential and recommended readings for location at more than one library.

Recognising the inability of any library to own all materials required to support the research endeavours of the institution, the Library will provide document delivery services to academic staff, postgraduate and Honours students.

### **1.3.3.                    *Purchase of material***

All material required to support teaching, learning and research, will be purchased by the Library's Resources and Access Unit, utilising regular Library Suppliers with whom substantial discounts have been negotiated.

## **1.4.                    Collection Development Practices and Procedures**

### **1.4.1.                    *Book Selection***

Liaison Librarians work with their academic colleagues to ensure the continuing development of the University of Tasmania collections.

Schools are able to nominate an academic staff member/s to act as the Library Liaison Officer who works with a Liaison Librarian and the Senior Librarian, Resources and Access. All School-generated requests for books are sent to Resources and Access through the relevant Liaison Librarian. Liaison Librarians also generate requests for library materials for which a need is identified, in consultation with their School.

Liaison Librarians are encouraged to create subject profiles with our major vendors. Electronic (and, in some instances, paper) advice slips, advising of new and forthcoming publications are sent to Liaison Librarians and Library Officers to aid in the selection process.

#### **1.4.1.1. ebooks**

The Library provides access to electronic books, and is currently considering options to increase the number available to University of Tasmania staff and students.

#### **1.4.1.2. Fiction collection**

The Library collects fiction titles to support courses run at the University of Tasmania. Those who require recreational reading for the purpose of improving reading skills are referred either to specific readers held in the Curriculum collection, or to the State Library of Tasmania for appropriate material.

### **1.4.2. *Texts, essential and recommended readings***

The Library supports the teaching and learning endeavours of the University by providing copies of texts, essential and recommended readings as cited on Course Reading Lists.

The Library will generally purchase one copy of recommended readings per relevant branch library. Recommended readings in high demand may be purchased on the same ratio as text and essential materials.

Text material and essential readings will, in normal circumstances, be purchased on the following ratio:

1-100 students	1 copy
100-200 students	2 copies

200-400 students	3 copies
400+	4+ copies

These numbers are indicative only. Duplicate copies required to support very large classes of students will be based on need and monitored usage. Electronic availability and requirements for numbers and/or locations may also determine the number of copies. Short-course student numbers will be included in the determination of student numbers per course/unit.

In some circumstances (e.g. Australian Maritime Safety Authority (AMSA) rules) the AMC Library will provide copies of texts as a student's 'working kit'. Multiple copies will be purchased to support this requirement.

Where units are taught cross-campus, a maximum of 4 copies per location will be purchased except in exceptional circumstances. Duplicate copies will be located at the most appropriate branch library/ies.

#### **1.4.3.                    *Research and support material***

In addition to the purchase of texts, essential and recommended readings, the Library also purchases material to support research. Generally single copies of such material will be purchased for the appropriate branch library/ies.

The Library will endeavour to obtain a copy of books authored or edited by University of Tasmania staff which are reported to the Commonwealth Government funding body through the University of Tasmania PES (Publications Entry System) and WARP (Web Access to Research Portal) systems. University of Tasmania staff are encouraged to donate copies of their published works to the Library, but where this is not possible, the Library will purchase these from Library Faculty funds.

The Library also manages the University of Tasmania research repository (currently an ePrints repository). The collection development policy for this repository is shown in Appendix 1.

#### **1.4.4.                    *Journal selection***

All requests for journal subscriptions must be accompanied by supporting documentation; for electronic resources this includes an [electronic resource checklist](#). This documentation will be presented in summary and complete form to the Senior Librarian, Resources and Access for consideration and

decision in consultation with the CMCG. All requests will be considered individually, and may require the cancellation of a title of similar value.

Where a journal is available electronically, this is the preferred 'format' and print subscriptions will not be placed *or continued* other than in special circumstances. Where possible, existing print journals will be replaced by an electronic format, subject to quality electronic access.

Only in exceptional circumstances will duplicate subscriptions be purchased within the whole Library system.

Only in exceptional circumstances will single issues of a journal be purchased for the Library collection.

#### **1.4.5. Donations**

Whilst substantial donations may add depth and breadth to some of the University of Tasmania Library collections, the complexities and costs associated with donated material – administrative and processing – tend to lessen the perceived value in most instances.

As a general rule, donated materials should be of sufficient value, and direct relevance, that the Library would have been prepared to purchase them.

All offers of material should be referred to the relevant Liaison Librarian. Those donations appropriate for our Special Collections should be referred to the Senior Librarian, Physical Collections. The Library reserves the right to place accepted material in any collection and in any location and to discard material not suitable for the collection. Potential donors should be informed of this and they should be asked to sign a [Donations acceptance form](#) permitting University of Tasmania Library to retain or dispose of the material as it sees fit.

##### **1.4.5.1. Books**

Books must be current or have ongoing historic value, be relevant to the teaching and/or research profile of the University and be in good condition. Only in exceptional circumstances will second or third copies of titles already held be accepted.

University of Tasmania staff are encouraged to donate copies of their published works to the Library. The Library will purchase works published by UTAS staff if a donation is not possible, from the Library's Faculty funds.

#### **1.4.5.2. Journals**

Offers of ongoing donations of journals will only be accepted and added to the collection if relevant to the teaching and/or research profile of the University, and it can be ascertained that such donations will, as far as possible, continue into the foreseeable future.

Back issues of titles to which current subscriptions are held may be accepted where they fill gaps in existing runs.

All offers of journals must be referred to the Liaison Librarian for that subject area who will consult with the Senior Librarian, Resources and Access on acceptance of the title.

#### **1.4.5.3. Legal deposit titles**

Material received as part of Library deposit schemes from government agencies will be reviewed by the relevant Liaison Librarian in consultation with the Senior Librarian, Resources and Access. Where such items are available electronically, access to the electronic format will be provided.

#### **1.4.5.4. Theses**

Generally only theses submitted for a University of Tasmania Honours (Research), Masters (Research) or higher degrees will be made accessible via the University of Tasmania Library. From 01/01/2007 the mandated format for deposit of approved theses to the Library is hardcopy with the electronic file (usually PDF format) being uploaded into the University of Tasmania institutional repository.

All hard-copy qualifying theses which have the appropriate signed documentation (see [Appendix 2](#)) may be digitised and made available to the local, national and international research community via the University of Tasmania institutional repository.

Print copies are stored in closed access collections in appropriate libraries or storage facilities.

#### **1.4.6. *University of Tasmania Exam papers***

Where Schools agree to make past examination papers available for student access, the University of Tasmania Library will make electronic copies available.

#### **1.4.7. *Tasmaniana***

The Library collects scholarly Tasmaniana which has relevance to University of Tasmania curricula or research areas. Scholarly Tasmaniana may include works published in or about the Tasmanian region, or written by or about Tasmanians, in University discipline areas. For a more comprehensive definition of Scholarly Tasmania see [Appendix 3](#).

### **1.5. Access to the Collections**

#### **1.5.1. *General collections: print and electronic***

Most print and electronic collections are accessible to all University of Tasmania staff and students. In extremely rare cases, License Agreements may restrict access to an electronic resource to limited staff/postgraduate students.

Access to all print and electronic resources is available through the Library's website. The Library endeavours to have links to all electronic resources from its catalogue.

The Library's authentication software allows off site access to electronic resources available to the University of Tasmania community.

#### **1.5.2. *Collections at regional campuses***

Collections of relevant print material may be made available at regional. The collections may include Reserve and Reference material. Specifics of these collections and their care and access will vary according to local needs.

#### **1.5.3. *Reserve Collections***

Reserve collections – print and electronic – provide ready access to high demand, high use materials (required and recommended texts) supporting teaching and learning at University of Tasmania.

When teaching material is in high demand, a copy may be requested for location in any of the University of Tasmania Library Reserve Collections. Wherever possible under copyright restrictions, journal articles required for Reserve are scanned and made available via the University of Tasmania eReserve. Similarly, chapters of books are scanned and added to the eReserve collection wherever copyright permits.

Where copyright restrictions do not permit (for example several chapters of a book are required for Reserve) the whole book will be placed on Reserve at the required branch Library.

Where a title requested for Reserve at one University of Tasmania library is held at another University of Tasmania library, the title may be transferred or “lent” to the Reserve collection or an additional copy acquired (if available).

#### **1.5.4.                    *Reference Collections***

Reference Collections provide:

- a.        access to dictionaries, encyclopaedias and handbooks and other ready-reference items
- b.        guides to other, more in-depth information, for example literature guides, bibliographies.

Where Reference items are available electronically, and appropriate License agreements are available, that is the preferred medium for access.

Where Reference items are only available in print format, multiple copies for some/all libraries may be purchased as necessary if within the subject collection scope of the individual library.

#### **1.5.5.                    *Document Delivery***

The Document Delivery service supports the research activity of the University.

The Library will obtain book items from any holding library in Australia and New Zealand prepared to lend required material. On occasion, it may also be necessary to also source book items from overseas libraries. The Library will obtain journal articles from a commercial vendor where possible.

Document Delivery services are provided to University of Tasmania staff and postgraduate students. No charge is made for requests up to the Australian Interlibrary Resource Sharing (ILRS) code standard price (currently \$13.20); amounts above this may be requested from the requesting Faculty. Document Delivery expenditure is monitored to ensure that demand is met within designated budgets.

University of Tasmania also lends material to other Australian libraries. It has a special relationship with Deakin University for interchange of requested

documents and a reciprocal arrangement with the State Library of Tasmania and most Tasmanian special libraries.

## **1.6. Preservation**

Physically damaged items will be treated by one of the following methods:

- a. Replacement: for high demand, in print material
- b. Re-binding: for material in demand but out of print
- c. Discarding: for low use, out of print material

Selected print journal volumes will be bound after all volume issues have been received.

## **1.7. Withdrawal of print materials from open access**

Withdrawal (weeding) of library materials is essential to ensure an active, academically useful library collection and is coordinated by the Senior Librarian, Physical Collections. Withdrawal provides quality control for the collection through the elimination of outdated, inaccurate, and worn-out materials. Library staff are responsible for conducting ongoing evaluation and for maintaining the quality of the collection through consultation with academic staff.

### **1.7.1. Guidelines**

As an overall principle, the Library will retain a single, 'last copy' of all titles having any research value in the longer term.

Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.

Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the value of the information contained will be withdrawn.

Currency of information is extremely important in some fields such as health sciences, technology, and business. Materials older than 5 years must be regularly reviewed to eliminate outdated or inaccurate information.

Material that has not been used based on circulation and browsing statistics, may be withdrawn after five years of inactivity, or moved to low-use storage. Consideration of the potential research value of this material may determine its retention regardless of apparent low use.

### **1.7.2. Journals**

Incomplete and short runs of a title may be withdrawn if a title is not currently received.

Titles which contain information that is not useful long-term such as newsletters and trade magazines will usually have automatic discard patterns established such as "Current year only", "latest 3 years only kept" etc.

Print issues which are replaced by microfilm will be discarded and where space is an issue print journals which are available electronically will be moved to storage.

Only the latest edition of such items as directories, yearbooks, almanacs etc. will be located in the Reference Collection with earlier editions being discarded upon receipt of the current issue.

## **1.8. Relegation of print materials**

The Library currently has a closed access facility at Wilmot Street in Hobart for storage of low-use material. It is intended to replace this with a storage facility in the new Launceston Library for books. Journals will be stored in a commercial storage facility. Low-use books will then be relegated to closed access, and low-use journals to the commercial store.

### **1.8.1. Guidelines**

Essentially the Closed Access area and commercial store will contain material which is currently unused, but has research or future course value in the longer term. Such material, already being part of the Library collection, should be stored in preference to being discarded.

### **1.8.2. Journals**

Journals which are "closed" (i.e. non-current) and are of low use for whatever reason are possible candidates for Off-site storage. These fall into the following categories:

- Paper journals also held as electronic titles (but not in archived/quarantined packages) for which requests will not occur due to our having the electronic versions.
- Other old, low-use titles from which article requests will be few.

**1.8.3. Books**

Items in subject areas not currently taught, which may become relevant again are possible candidates for closed access storage.

**1.8.4. Other**

Superseded formats, deemed of archival use, will be stored when not required in other Library locations; for example, films and microcards.

**1.9. Communication of Collection Development Policy**

The Library will make its collection development policy and other related material easily available to University of Tasmania staff and students and any other interested party through the Library's website.

## Appendix 1 : ePrint Collection Development Policy

# UNIVERSITY OF TASMANIA ePRINT COLLECTION DEVELOPMENT POLICY

Version and date history: v1.04, July 2005

Produced by: ePrint Project Scope Working Party (Arthur Sale, Ian Mitchell, Derek Rowlands)

### **1. Purpose of the Collection**

The primary aim of the University of Tasmania ePrint collection is to increase the research impact of the University's research, and to provide feedback to the researchers, the University, and other stakeholders. The ePrint Collection will be a digital repository of papers that showcases the research and scholarly output of the University across all subjects and disciplines. The Collection will provide free, searchable access to this output and make possible its long-term archiving and preservation.

### **2. Scope of the Collection**

The Collection will consist of the following types of material:

- Journal articles, communications and short papers (online or print).
- Conference papers and poster presentations. Long versions of papers and poster presentations are acceptable.
- Theses accepted for graduate research degrees.
- Theses of a high standard accepted for other degrees.
- Official University documents that require global accessibility and indexing.
- Technical reports, commissioned reports, and other unrefereed research output.
- Proceedings or papers of conferences held at the university if not otherwise published.
- Newsletters of significant research groups.
- Documents associated with the ePrint collection itself, such as policies, procedures, annual reports, etc.
- Data files associated the other material in the repository.

### **3. Authorised contributors**

Any staff member of the University, or any graduate research candidate or research graduate may contribute works. Other staff members can be designated as responsible for contributing works on behalf of others. All graduate research theses should be submitted following the rules set down by the Board of Graduate Research and the Library. Contributors will be required to declare that all material is copyright and ethics compliant.

### **4. Quality Assurance**

As the material in the collection will have a bearing on the reputation of the University, the collection will only contain material that satisfies one of the following criteria:

- DEST reportable publications produced by University staff;
- Material that can be demonstrated to have undergone a recognised referee process;
- Material forming the whole or part of work examined and accepted for a University of Tasmania graduate research degree;
- Material produced at the University or another acceptable institution (or published or funded by the University) and approved by the University Librarian;
- Other student research work approved by the head of school (eg first class honours theses, coursework Masters theses of a high standard, etc.);
- Other material produced by university staff and approved by the head of school or section.

The University Librarian will retain the right to exclude any item submitted. The Librarian in charge of the collection will be able to make minor edits and return items for amendments for technical and indexing purposes. The Library will add or edit metadata for cataloguing and indexing.

#### **5. Changes to this policy**

This Policy will be determined by the University Librarian with approval from the Pro Vice-Chancellor (Research).

## Appendix 2: Documentation for the Digital Repository

6 March 2009

### UNIVERSITY LIBRARY DIGITAL THESIS REPOSITORY

Dear «Hon» «Surname»

The University of Tasmania Library now has an online repository of our graduates' theses. You have, in the last year, submitted a thesis for your «Degree» degree. The Library would very much like to have this thesis in electronic form so we can add it to our repository.

To contribute your thesis all you need do is either email the file(s) of your thesis in its final form to [E.Prints@utas.edu.au](mailto:E.Prints@utas.edu.au), or send us a copy on CD-ROM or disk and complete the thesis repository form giving us permission to communicate your work. The Library has a preferred file naming method and file format, the details of which are on the enclosed information sheet. However, if you are unable to conform to the specifications or have any other queries please contact me on 03 6226 2228.

Sincerely yours,



Derek Rowlands  
Senior Librarian, University of Tasmania Library.

## INFORMATION SHEET

### Putting your thesis into the UTas ePrint Archive

Research theses are expected to make an original contribution to scholarship and should ideally be available to other researchers and be subject to contestation. By putting your thesis online you enhance this availability. If you give us permission to put your thesis online, an electronic copy in PDF format will be on the web through a University server and communicated to anyone who wants to read it. Theses in our repository are discoverable through *Google* and the cataloguing data we produce is automatically incorporated in the Australian Digital Theses (ADT) database.

By putting your thesis online through the Library you can simply give the URL to potential employers rather than a hard copy of the thesis, and the employer will know the provenance of the work because it is on the University website. Similarly, if questions ever arise as to the authorship or chronology of your work, these can be easily resolved because the files are time-stamped and verified by a third party - the University. For more information about the UTas ePrints digital archive go to: [www.eprints.utas.edu.au](http://www.eprints.utas.edu.au)

#### Access and Restrictions

Allowing the Library to communicate your thesis online and providing the cataloguing data to ADT does not constitute prior publication in a scholarly sense and you maintain your copyright in the work. Putting scholarly work online for free (self-archiving or ePrints) is becoming an accepted practice. The majority of publishers are content for authors to do this and still be published. However, there may be some theses the specific findings of which would be better reported first in journal articles. To allow for this, our system can embargo a thesis up to 24 months if required.

There are some circumstances in which parts of theses must be permanently restricted (e.g. sacred, secret, commercial-in-confidence and third party copyright content). In these cases, we are happy for you to exclude sections for the online version if the main argument and findings are not affected.

Making your thesis publicly available could have implications in relation to patents. If you have produced a thesis that contains patentable material please contact the Library before providing us with your thesis.

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When submitting your thesis to be placed online by the University Library, the files should be in PDF format or Microsoft Word format. We prefer you to submit two files:

- 1) A file containing the author/title information, abstract, acknowledgements, table of contents, introduction, preface, and any other introductory text that is not part of the main body of the thesis (the 'front matter'). You should call this file **01Front** (please ensure this file is not copy protected).
- 2) The other file containing the entire thesis including the front matter should be called **02Whole** (you can copy protect this file if you wish).

# University of Tasmania

## Thesis Repository Form

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I hereby grant the University of Tasmania or its agents the non-exclusive right to archive, publish, copy and communicate my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other rights.

### **Content Certification**

I certify that this is a direct electronic equivalent of the copy of my thesis approved by the University for the award of the stated degree. No emendation of content has occurred except minor variations in formatting or where exclusions are noted. This electronic version of my thesis contains no material the copyright of which is owned by a third party except where relevant permissions for its inclusion have been obtained. To the best of my knowledge there are no legal impediments which prevent its publication or communication through the internet.

Name: \_\_\_\_\_

Thesis Title:

\_\_\_\_\_  
\_\_\_\_\_

Degree Awarded : \_\_\_\_\_

Signed:

\_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix 3. Definition of Scholarly Tasmaniana**

- Works by and about local authors
- Works related to the history of the Tasmanian region
- Works related to the unique nature of the Tasmanian region
- Works related to Tasmania that are of importance to the region's economy: aquaculture, forestry management, coastal management, tourism
- Works relating to this region which are of importance to the region's social structure: publications from local businesses, government departments and organisations
- Publications by and about local indigenous groups: history and culture
- Works of a local nature that relate to courses and programs studied at University of Tasmania

## Collection Development Policy - Document History

V1.0	Graeme Rayner, Di Worth	May/June 2005; utilises some collection development policy from UWS and QUT
V1.1	Graeme Rayner	June 17 <sup>th</sup> 2005
V2.0	G.Rayner (after mtg with LL, DW)	21-22/6/05
V2.1	Di Worth, incorporating CCC comments from Lana and Ian	24 <sup>th</sup> June 2005
v.2.1.1	G Rayner after LL and LO meetings	18 <sup>th</sup> July 2005
V3	GER /LL	10 <sup>th</sup> August 2005 17 Aug 2005
V4	GER/DW/LL	Updated 21 <sup>st</sup> September after meetings with Deans and Prof Glenn
V4.1	GER – ongoing (in red)	
V5	Amanda/Derek/Karmen P	Major updates July 2008
V5.1	DLW/DFW/AS	August 2008
V5.2	CMCG input	November 2008
V5.3	AS/DFW/LF/LL	January 2009
V5.4	Edited after Senior Managers input	March 2009