

Collection Management Procedure

Version	1.0
TRIM file number	11/XXXX
Short description	A procedure on maintaining the Library's physical collection.
Relevant to	All Frontline staff
Authority	This Procedure has been approved by Manager, Client Services.
Responsible officer	Team Manager, Frontline
Responsible office	Client Services, Division of Library Services
Date introduced	13 June 2014
Date modified	26 February, 2018
Next scheduled review date	30 October 2018
Related University documents	Division of Library Services Fines Policy Rule of Library Division of Library Services Paper Records Management Guidelines (TRIM) Collection Development Policy Gift and Donation Policy
Related legislation	
Key words	Collection management, item status, library item procedure, repair, stocktake, weeding, withdraw

1. PURPOSE

This procedure describes collection and record maintenance and repair activities undertaken by Frontline staff.

2. SCOPE

This procedure applies to all Frontline staff and refers to the Library collections (including special collections) kept at Albury-Wodonga, Bathurst, Dubbo, Orange, Port Macquarie and Wagga Wagga.

3. DEFINITIONS

Deselection – the process of identifying items for withdrawal from a given collection

LMS – Library Management System

Weeding – the process of withdrawing and disposing of deselected items.

4. RESPONSIBILITIES

4.1 Frontline Team Leaders, Team Manager and Coordinator, Library Discovery Services & Fulfillment are responsible for maintaining collections, including special and stack collections under the direction of Collection Services.

5. SHELVING TYPE

5.1 Where possible, shelving type should be consistent on each campus.

5.2 Shelving should only be relocated if a proposal and plan has been approved by the Executive Director's Forum or a delegated representative.

5.3 Relocation of shelving should be reported to the Executive Office Team.

6. SHELF TIDYING

- 6.1** Frontline team members are responsible for maintaining the collection in correct shelf order.
- 6.2** Team Leaders will roster staff, including student casuals, to undertake shelf tidying duties for no longer than 2 hours at a time.

7. DESELECTION AND WEEDING

- 7.1** Library Collection is developed in accordance with the Division of Library Services Collection Development Policy and seeks to develop a fit-for-purpose collection that supports the teaching, learning and research needs of the University.
- 7.2** Items may be weeded from the collection in accordance with instructions and Procedures from Collection Services.
- 7.3** Collection Services staff are ultimately responsible for deciding which items are to be weeded.
- 7.4** Items deemed of low use but to be retained will be moved to a retrieval collection.

Work Instruction: [Move items to a Alma location](#)

8. STOCKTAKING

- 8.1** The purpose of a stocktake is to assess the holdings of Library's physical collections in comparison to the LMS's collection records.
- 8.2** Stocktaking is undertaken by Frontline staff.
- 8.3** A Frontline Team Leader or Team Manager will coordinate the stocktake for each campus's collections in collaboration with the Coordinator, Management Information Framework.

Work Instruction: TBA

9. REPAIRS

- 9.1 All items requiring repair by Collection Services must be sent to Collection Services for processing.
- 9.2 Items must have status changed to Damaged before sending to collection services.

Work Instruction: Damaged Temp Perm Location

- 9.3 Where Collection Services staff are not available onsite, Frontline staff may undertake minor repairs of items
- 9.4 Scratched optical discs (e.g. CDs, DVDs) are to be sent to Wagga or Bathurst Frontline for cleaning.
- 9.5 Items damaged beyond repair by patrons or by natural wear and tear are to be notified to an Frontline Team Leader. Purchasing of replacement copies by patron will only be considered by Team Leader, Acquisitions or Team Manager, Frontline on the basis of item's currency (recently published most recent edition), usage (if high use or not, used in last 12 months), number of print copies (available at each campus). Otherwise patrons will be charged BFR + Lost Item Processing fee.
- 9.6 Items damaged by natural wear and tear may request a replacement copy if meets above criteria by emailing Collection Services' Acquisition staff at acq@csu.edu.au

10. MINOR RECORD CHANGES

Access staff may make the following minor record changes:

Work Instruction: [Changing items to damaged](#)

Work Instruction: [Changing items to missing](#)

Work Instruction: [Withdrawing Items](#)

Work Instruction: [Adding items to or returning items from temporary location \(including reserve\)](#)

10.1 Where an item's call number, barcode or process status needs to be changed these processes can only be completed by emailing cataloguing staff at cat@csu.edu.au

APPENDICES

Table of amendments

Author	Date	Short description of amendment
Jula Ryder	13/06/14	Procedure created
Jula Ryder and Phil Jeffreys	14/8/2015	Updated for Alma
Jula Ryder	17/11/2015	Removed Access Services and changed position titles
Jula Ryder	24/4/2017	Added 9.5
Jula Ryder	26/2/2018	Updated links and removed unnecessary information
Toby Mobbs	13/5/2020	Replaced Access and Information Services with Frontline and Client Services.