

# Library Content Management Procedure



## 1 Purpose

To provide direction and guidance about how the UniSQ Library collects, curates and enables access to content and resources that support the learning, teaching and Research Activities of the University.

## 2 Scope

This procedure applies to all users of UniSQ Library content, including Students and University Members.

## 3 Procedure Overview

This procedure outlines how the UniSQ Library provides access to and manages content which supports the learning, teaching and Research Activities of the University.

The procedure complies with the Higher Education Standards Framework to ensure that the resources provided are:

- appropriate to the Level of the course of study;
- consistent with the expected Learning Outcomes and modes of participation;
- accessible when needed (including for individuals with special needs); and
- supportive of scholarship.

## 4 Procedures

### 4.1 Content acquisition and management

UniSQ Library oversees the purchase and curation of content in accordance with the Procurement Policy. This allows the purchase of resources in a manner that is cost effective.

### 4.2 Content selection

When selecting content, UniSQ Library:

- facilitates equitable access to all Students and Employees wherever they study or research by preferring electronic and digital formats over physical formats;
- responds to changes in Courses, Student numbers and research priorities, while balancing the differing costs of resources in various disciplines;
- avoids unnecessary duplication of resources;
- selects free and Open Access content to replace or supplement paid subscriptions and purchases when possible and appropriate;
- uses evidence to identify and respond to the content needs of Students and Employees;
- only accepts gifts and donations on the understanding that items not selected for the UniSQ Library will be discarded;
- collaborates with faculties to meet the requirements of the Higher Education Standards Framework when Purchasing and providing access to resources required for learning and teaching purposes;
- offers interlibrary loan services to Students and Employees as an alternative to Purchasing, where necessary.

### 4.3 Content curation

UniSQ Library curates and maintains access to repositories which:

- preserve and make accessible the Research Output of the University. UniSQ Library Supports the F.A.I.R principles of making research outputs findable, accessible, interoperable and reusable. Further UniSQ Library supports the CARE (Collective Benefit, Authority to control, Responsibility and Ethics) principles for Indigenous data governance. For further information on how the University supports the FAIR and CARE data principles, please refer to Research Data Management and Indigenous Data Governance Schedule;
- store and make accessible Digital Learning Objects created for learning and teaching. Employees can contribute objects to the repository to enable sharing, discovery and reuse via learning management systems;
- encourage the use of Open Access or Creative Commons Licensing to make Research Outputs and learning objects findable, accessible, interoperable and reusable. Objects and files contributed to UniSQ Library's repositories are published subject to copyright and the Intellectual Property Policy and subordinate Procedures.

### 4.4 Content evaluation and deselection

UniSQ Library regularly assesses its collections to ensure resources support the University's learning, teaching and Research Activities.

Deselection decisions are made based on evidence and take into account use, subject scope and coverage, accessibility, financial and physical space constraints.

## 5 References

Australasian Open Access Strategy Group (2018) *What is Open Access?*. Retrieved September 21, 2018 from: <https://oaaustralasia.org/2021/05/25/what-is-open-access/>

*Policy statement on F.A.I.R. access to Australia's research outputs.* (2016). Retrieved September 21, 2018 from: <https://www.fair-access.net.au/fair-statement>

Research Data Alliance International Indigenous Data Sovereignty Interest Group. (September 2019). *CARE Principles for Indigenous Data Governance*. The Global Indigenous Data Alliance. Retrieved January 25, 2022 from: <https://www.gida-global.org/care>

Tertiary Education Quality and Standards Agency (2021). *Higher Education Standards Framework (Threshold Standards) 2021*. Retrieved from: <https://www.legislation.gov.au/Series/F2021L00488>

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Provost
<b>Responsible Officer</b>	Director (Library Services)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Library Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	28/1/2022
<b>Effective Date</b>	28/1/2022
<b>Review Date</b>	25/3/2024
<b>Relevant Legislation</b>	<a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>

<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Intellectual Property Policy</a> <a href="#">Procurement Policy</a>
<b>Related Procedures</b>	<a href="#">Commercialisation of Intellectual Property Procedure</a> <a href="#">Gifts and Benefits Procedure</a> <a href="#">Intellectual Property Procedure</a> <a href="#">Procurement Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">CAUL Electronic Information Resources Advisory Committee Principles &amp; Framework for Pricing Electronic Information</a> <a href="#">Creative Commons Australia</a> <a href="#">Financial Delegations Schedule</a> <a href="#">UniSQ Library - Purchase Suggestion Form</a> <a href="#">Research Data Management and Indigenous Data Governance Schedule</a> <a href="#">Research Information Solutions Ecosystems (RISE)</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b> <a href="#">Course</a> <p>A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p> <a href="#">Creative Commons Licensing</a> <p>Creative Commons licences are a standardised way for individual creators, companies and institutions to share their work with others on flexible terms without infringing copyright. The licences allow users to reuse, remix and share the content legally.</p> <a href="#">Digital Learning Objects</a> <p>Any digital resource that can be reused to support learning.</p> <a href="#">Employee</a> <p>A person employed by the University and whose conditions of</p>

employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

#### [Higher Degree by Research \(HDR\) Student](#)

A Student enrolled in an HDR program.

#### [Learning Outcomes](#)

The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

#### [Level](#)

The stage of a program specified for completion during the equivalent of a single Academic Year of Full-time Study.

#### [Open Access](#)

Open Access scholarly works are freely available via the Internet, permitting any person to read, download, copy, distribute, print, search, or link to the full text of these articles, crawl them for indexing, pass them as data to software, or use them for any lawful purpose, without financial, legal or technical barriers.

#### [Purchasing](#)

The method for acquiring the Goods and/or Services required. This can include credit cards, purchase orders and/or leasing arrangements.

#### [Research Activities](#)

Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

#### [Research Output](#)

An output is an outcome of research and can take many forms. Research Outputs must meet the definition of Research. The Excellence in Research for Australia assessment defines the following

	<p>eligible research output types: books—authored research chapters in research books—authored research journal articles—refereed, scholarly journal conference publications—full paper refereed original creative works live performance of creative works recorded/rendered creative works curated or produced substantial public exhibitions and events research reports for an external body portfolio.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p><a href="#">University Members</a></p> <p>Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.</p>
	<p><b>Definitions that relate to this procedure only</b></p>
<p><b>Keywords</b></p>	<p>Library, collections, content, creative commons, open access, curation, ePrints, repositories, acquisition, copyright, donations, intellectual property, research, digital objects</p>
<p><b>Record No</b></p>	<p>18/837PL</p>