

Collection Development Policy

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Scope

The purpose of the Collection Development Policy is to provide guidance on the development and maintenance of the Nan Tien Institute Library collection, including acquisition, budget administration, access and de-selection. This policy also serves to inform all parties involved in the management and operation of the Library.

Definitions

Word/Term	Definition
Collection Maintenance	Ongoing acquisition, management, preservation and deselection of physical and digital items within Library collection.
Deselection	Removal of material to ensure the collection is relevant and up to date according to NTI's needs.

Policy Statement

1. Role of the Library

The Library's mission is two-fold:

1.1 First and foremost as an Academic Library to fulfill the teaching, research and study needs of NTI academic staff and students.

1.2 Secondly, as a Special Library focused on Buddhist texts and knowledge to enhance NTI's reputation in the Buddhist community. The Library has a particular interest in the key area of Humanistic Buddhism.

2. Scope of Collection

Books

2.1 All books in the collection are shelved under one of the following collection codes:

2.1.1 General Collection

2.1.2 Serials

2.1.3 Pamphlets: items fewer than 100 pages

2.1.4 Large Items: items exceeding 31.7cm in height (standard Library shelf height)

2.1.5 Reference: items unavailable for loan

2.1.7 Library storage (detailed below)

Electronic Databases

2.2 The Library subscribes to a selection of online databases to support the research and learning needs of NTI staff and students. These databases include both electronic journals and ebooks. Access is restricted to individuals currently employed at or contracted by NTI, and enrolled students. Usage is tracked by administrative reporting, and each subscription is reviewed annually.

Print Journals

2.3 All print journals are currently received via donation. Titles in English, or related to Humanistic Buddhism, are shelved in the Library. All other titles are shelved in Library storage.

AudioVisual Collection

2.4 The Library maintains a small collection of CDs and DVDs available for loan. Items used as in-class material are held in the Library staff office.

Special Collections

2.5 The Library maintains a select collection of special and rare items received through donation. This collection is prioritised for display within the Library, with additional items stored securely on level 2.

Library Storage

2.6 Due to finite space in the Library, as well as prioritisation of material to support study and research, the following collections are shelved in Storage:

2.6.1 Student theses. Preservational hardcopies are stored. Electronic copies are available to staff and students by request.

2.6.2 Archive. Archived material is paraphernalia unsuitable for cataloguing but available to researchers for use in the Library by request. The archive focuses on the following areas:

2.6.2.1 Nan Tien Temple and Institute

2.6.2.2 Fo Guang Shan in Australia

2.6.3 Materials in a language other than English, available to users by request. Material related Humanistic Buddhism is occasionally excepted and housed with the General Collection in the Library.

Systems and Procedures

3. Budget

3.1 The purchase of all library materials is undertaken by the Librarian. Allocations are set for:

3.1.1 Online database subscriptions

3.1.2 One-off hardcopy purchases (e.g., books, multimedia)

3.1.3 One-off electronic or hardcopy purchases for academic staff research

3.1.4 Interlibrary loans

3.2 The budget may be supplemented by one-off monetary donations.

3.3 The budget is approved by the NTI Board of Directors and operates from January to December of each year.

Resource Selection

4. Selection Criteria

4.1 The following criteria inform selection and purchase of materials:

4.1.1 Relevance to teaching, research and study needs of academic staff and students.

4.1.2 Access for a variety of study modes. The Library has an e-preferred policy regarding resources intended for subject readings. Items will be purchased in electronic format where availability and suitable access models allow. If an item cannot be purchased electronically, a suitable access model is not available, or electronic acquisition is too expensive, hardcopy format may be permitted pending approval from the Librarian.

4.1.3 Cost in relation to budget, and other required material.

4.1.4 Currency of information, or historical value.

4.1.5 The scope of Buddhist knowledge. As a partial special library, items identified as central to building a hub of Buddhist texts and knowledge will be considered, pending approval of the Librarian. Cost, space, relevance to NTI courses and value to the collection (i.e., does it fill a gap in knowledge not yet addressed by the collection) will all be considered.

4.1.6 Material in a language other than English in the following circumstances:

4.1.6.1 Chinese language material directly related to Humanistic Buddhism or Venerable Master Hsing Yun

4.1.6.2 Items in any language other than English if they are relevant to the specialised area of Buddhism in Australia (pending approval from the Librarian)

4.1.6.3 Special/rare items

5. Selection Process

5.1 Collection development is a collaborative process between library staff and Heads of Program. Final selection is made by the Librarian and final approval for all purchases is granted by the President.

5.2 Academic staff and students may place requests via their online library account. Expensive requests may instead be acquired through interlibrary loan for academic staff and Master's thesis students where possible. Staff requests are prioritised above other pending library purchases.

6. Donations

6.1 The Library accepts gifts in the form of funds and donated material. All offers of materials will be reviewed based on the Library's needs:

6.1.1 Donated material will be evaluated against the same selection criteria used for purchased materials, i.e., based on their relevance to NTI's teaching and research, or specialised areas of interest. Their physical condition or any required maintenance will also be taken into account.

6.1.2 Donated material that does not adhere to the selection criteria may be returned to the donor, transferred to Nan Tien Temple or other libraries, donated to second-hand stores or disposed of in other ways as appropriate.

6.1.3 The Library accepts donations on the understanding that location, cataloguing, retention and preservation are at the discretion of the Library. Gifts with conditions or restrictions attached to their use will not be accepted unless they are considered beneficial to the Library.

6.1.4 Gifts are accepted on the understanding that such material becomes the property of NTI and may not be claimed back at a later date.

6.2 All donated material must be approved by the Librarian, with consultation of relevant Heads of Program.

Collection Maintenance

7. Collection Evaluation

7.1 The collection is evaluated on an ongoing basis to ensure acquisitions meet the needs of teaching, research and study conducted at NTI. The collection will be measured by:

7.1.1 Quality of current holdings targeting topics taught in NTI subjects

7.1.2 Circulation reports

7.1.3 Formal and informal feedback from Library users

7.2 The Library has identified electronic resources and access to e-resources as a priority growth area with the trend towards online learning. This includes:

7.2.1 Additional electronic databases

7.2.2 Digital repository of NTI scholarly output

7.2.3 Integrated search of e-resources and physical collection through a single search

7.3 An annual stocktake is conducted to ensure the Library catalogue is an accurate record of all holdings. Missing, lost and damaged items are identified, as well as items for deselection.

8. Deselection

8.1 The library conducts a full review of physical material every two years, deselecting items based on:

8.1.1 Lack of use

8.1.2 Duplicate copies, or viable alternative access through electronic means. If an item is electronically accessible, physical copies may be retained based on usage

8.1.3 Irrelevance to NTI's changing teaching, research and study needs

8.1.4 Damage or poor physical condition that inhibits use

9. Conservation, Preservation, Replacement

9.1 A lost or damaged item will be replaced if it meets one of the following criteria:

9.1.1 It is a prescribed or recommended text in an NTI subject, and there is no electronic accessibility

9.1.2 The item was circulated or reserved within the last two years, and therefore has ongoing demand

9.1.3 Academic staff nominate the item as a vital resource in the collection

9.2 A preservational copy of all NTI born digital publications are held in the following locations:

9.2.1 Sharepoint

9.2.2 NTI Library back up Google Drive

9.2.3 Library storage

Resource Sharing

10. Trove Collaborative Services

10.1 The Library is a member of Trove Collaborative Services, which allows members to participate in resource sharing amongst other libraries in Australia and New Zealand. As a Trove member, the Library has access to Libraries Australia Document Delivery for smooth interlibrary loan processing.

10.2 Trove members are eligible to upload their holdings to Trove for discoverability. The Library aims to upload its holdings in future to support the Library's aim to gain recognition as a hub of Buddhist texts and knowledge.

Attachments

Library Membership and Borrowing Policy

Trove Collaborative Services Agreement