

# ALC Library Collection Management policy

## 1 Library history and purpose

The ALC Library, formerly known as the Löhe Memorial Library, is the library of the Australian Lutheran College (ALC). It was dedicated in 1960 and named in memory of Johannes Paul Löhe, principal of Immanuel Theological Seminary from 1923–1944. Amalgamation with Concordia Seminary in 1967 led to the merging of the two library collections. The library of Lutheran Teachers College was merged with the main collection in 1990.

Today, the ALC library is a specialist theological collection which exists to serve the lifelong learning and research needs of the LCANZ and its regional and global partners. The depth of the collection facilitates dynamic engagement with the contemporary Lutheran church and wider theological research and scholarship. As the largest collection of Lutheran material in the southern hemisphere it makes an important contribution to the scholarly collection of the University of Divinity.

## 2 Policy Purpose

The purpose of this policy is to:

- define the nature and scope of the collection
- provide a framework for the development and maintenance of the library collections
- set standards for the acquisition, retention and discarding of resources in order to maintain a robust core collection which supports ALC coursework and research programs
- provide information for clients and other libraries.

## 3 Scope

This policy provides guidance for ALC staff and information for students, library members, and institutions with which ALC has reciprocal lending agreements.

## 4 Policy statement

### 4.1 Collection priorities

Theology is a broad area of academia which contains numerous disciplines. The library cannot sustain a comprehensive collection in every possible area. For this reason, categories of priority have been established.

#### 4.1.1 Definition of collection priorities

<b>Level 1</b>	<ul style="list-style-type: none"> <li>• relate directly to the unique specialisations of ALC</li> <li>• are part of multiple academic programs</li> <li>• are not specialisations of other libraries of the University of Divinity</li> <li>• relate to Lutheran identity and/or heritage.</li> </ul> <p>Level 1 resources are routinely weeded for duplicate and obsolete materials. Acquisitions are ongoing.</p>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• are important to core programs but where texts are often readily available elsewhere.</li> </ul> <p>Level 2 resources are routinely weeded for duplicate and obsolete materials. Limited acquisitions for coursework purposes or where a text is important but not available elsewhere.</p>

<b>Level 3</b>	<ul style="list-style-type: none"> <li>are associated with theology but not central to ALC’s current focus or programs.</li> </ul> <p>Level 3 resources to undergo significant weeding on relocation. Very limited acquisitions.</p>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>are not relevant to ALC’s current focus or programs and are not of historical significance.</li> </ul> <p>Level 4 resources to be largely disbanded on relocation, except where they have individual merit or overlap significantly with a discipline in a higher category.</p>

#### 4.1.2 Classification of disciplines

Level 1	Level 2	Level 3	Level 4
Reformation Church history	Biblical studies and biblical languages	Comparative religion	Spirituality
Confessional Lutheran Theology	Christian spirituality	Ecumenical studies	Education
Lutheran ethics [Moral Theology]	Church history	History and sociology of religion in Australia	Music
Lutheran history and thought	Church worship and liturgics	Philosophy	Congregational bible study and Sunday school materials
Word and sacrament ministry	Missiology	Bequests	General and religious fiction
Systematic theology	Pastoral care and counselling		Nursing Education
Indigenous Studies			
Lutheran Education			

The classification of individual resources may differ from that of their general category. Any Lutheran material should be considered on its merits rather than its category.

## 4.2 Selection criteria

### 4.2.1 General principles

- The library’s acquisition and retention of information resources reflects the core business and collection priorities of the institution.
- Selection decisions will consider the needs of user groups (refer to the purpose statement) in a strategic manner.
- Selection of resources to be acquired by ALC Library is the responsibility of the Director of Library Services in liaison with ALC education staff. Staff members act as subject specialists in their respective areas of expertise, requesting the library to acquire materials to develop and balance the collection in their subject area.

Library staff may draw to the attention of education staff materials that may be suitable for inclusion in the collection.

- A copy of all titles listed in the bibliography in approved unit records used in ALC coursework programs will be acquired (in either print or eBook format).
- All titles listed on extended bibliographies for units taught by the college are considered for purchase in either print or eBook format.
- Acquisitions aimed at resourcing the work of Higher Degree by Research (HDR) students reflect the principles of [HDR candidate library user agreement](#).
- Acquisitions aimed at resourcing the work of staff are necessary for their ALC responsibilities, not readily available from other sources and reflect the principles of this policy.
- Acquisitions reflect good use of the organisation's budget.
- Notwithstanding the general principles in this section 4.2.1, selections will take into account the emerging theological landscape.

#### **4.2.2 Print journals**

Except in exceptional circumstances, print journals will not be acquired. Existing historical print journals will be retained unless they lie outside the core business and hence the deselection policy applies.

#### **4.2.3 Print monographs**

Where finances permit other print monographs will be acquired in line with the collection priorities.

#### **4.2.4 Rare books**

The library is not actively seeking to build the rare book collection.

The maintenance and preservation of the current rare book collection is ongoing.

Financial assistance in the form of grants and other assistance is actively sought.

#### **4.2.5 Digital collections**

Except in extenuating circumstances, the library adopts a digital first policy for purchases in:

- coursework programs
- research
- journals

Caveats to this policy include:

- where the relative cost of the digital resource in relation to a physical item and expected usage is unacceptable
- if the eBook edition is out of date
- if an electronic format is unsuitable in a particular context.
- If the license terms are insufficient to meet the needs for concurrent student access.

The digital first policy is supported by information and digital skills induction for all students, with a self-service online first approach to training in this area.

The digital library is accessed through library's web and mobile presence, with suitably differentiated offerings for ALC and the University of Divinity (UD).

### **4.3 Deselection criteria**

In the interest of efficiency (management of the collections) and effectiveness (usage of the collections), the following criteria serve to inform deselection at ALC Library:

- Deselection is informed by the principles of this collections policy, particularly the selection criteria
- The “date last used” and other circulation parameters may be examined but are not the only factor in a decision to deselect
- Multiple copies of a text will generally only be retained when directed by teaching staff
- Superseded works, especially ones with little historical importance, may be deselected
- Multiple editions of a text may be retained for reference purposes or where it is useful to do so
- Items in redundant and obsolete formats (currently floppy disks, audiocassettes, videocassettes and DVDs) are discarded as a rule
- Materials that are badly deteriorated or missing key parts may be withdrawn
- The availability of texts from other libraries, particularly UD libraries, will influence deselection decisions.

Considerations:

- This policy does not apply to Rare Books or Special Collections.
- Notwithstanding the principles of this section 4.3, with sufficient reason any resource may be retained.

#### **4.4 Circulation matters**

The general collection shall be physically accessible to users without the need for staff intervention.

Inter-library loans and document delivery is to be encouraged and supported by effective processes (refer to [ALC Interlibrary Loan and Document Delivery Procedure](#)).

Collaborative partnerships are intentionally formed with a view to avoiding duplication of services or elements of the collection.

Cost effective technologies are used to facilitate national and international access to the library collection.

Environmental controls are provided conducive to the long-term preservation of the collection.

High standards of service to users is maintained (see [ALC Library Service Charter](#) and the [ALC Library Use policy](#)).

The library values its relationship with the University of Divinity and the other UD libraries. It acts as required by the terms of agreement with the UD and in support of the collaborative decisions of the UD libraries.

## **5 Responsibility**

The Collection Management Policy is to be reviewed every 3 years, by the Director of Library Services in consultation with the Academic Dean.

## **6 Related policies**

- [ALC Library Policy on Intellectual Freedom](#)

## **7 Supporting procedures**

- Liaison with subject experts
- Dissemination of current awareness publishing information
- Review of course requirements in the UMS
- Regular reviews by subject experts

- Regular weeding regimens
- Library system generated data analysis

## **8 Supporting (or Related) documentation/links**

- ALC Library website (<https://alc.edu.au/library/>)
- D466/C366 ALC Library Use policy (<https://alc.edu.au/public/assets/library/ALC-Library-Use-Policy.pdf>)
- D232/C1265 ALC HDR candidate library user agreement (<https://alc.edu.au/library/using-the-library/alc-hdr-candidate-library-user-agreement/>)
- D468/C364 ALC Library Interlibrary Loan and Document Delivery Policy (<https://alc.edu.au/public/assets/library/Interlibrary-Loan-and-Document-Delivery-Policy.pdf>)
- D714/C836 ALC Library Service Charter (<https://alc.edu.au/public/assets/library/ALC-Library-Service-Charter.pdf>)
- D424/C868 ALC Library Policy on Intellectual Freedom (<https://alc.edu.au/assets/library/Library-Policy-on-Intellectual-Freedom.pdf>)
- University of Divinity Library Hub (<https://library.divinity.edu.au/>)
- Agreement between the University of Divinity and the Libraries