Library Content Management Procedure

1 Purpose

To provide direction and guidance about how the Library collects, curates and enables access to content and resources that support the learning, teaching and Research Activities of the University whilst adhering to copyright and contractual obligations and supporting the principles of Open Access.

2 Scope

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

3 Procedure Overview

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

This Procedure aligns with the:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 3.3 Learning Resources and Educational Support

4 Procedures

4.1 Content acquisition and management

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

4.2 Content selection

When selecting content, the 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

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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 Library will be discarded
- collaborates with schools and colleges on Purchasing and providing access to resources required for learning and teaching purposes
- offers interlibrary loan and resource-sharing services to Students and Employees as an alternative to Purchasing, where appropriate.

4.3 Content curation

The Library curates and maintains access to University mandated repositories which manage the following activities whilst complying with copyright and contractual obligations:

- Preserve and make accessible the Research Output of the University. The Library supports the F.A.I.R. principles of making Research Outputs findable, accessible, interoperable and reusable. Further, the 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 the Library's repositories are published subject to copyright and the Intellectual Property Policy and subordinate Procedures.

4.4 Content evaluation and deselection

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

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Deselection decisions are made based on evidence and consider utilisation, subject scope and coverage, accessibility, financial and physical space constraints.

5 References

Australasian Open Access Strategy Group (2018) *What is Open Access?*

FAIR Principles (2016)

Research Data Alliance International Indigenous Data Sovereignty Interest Group. (September 2019). *CARE Principles for Indigenous Data Governance*. The Global Indigenous Data Alliance.

6 Schedules

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

7 Procedure Information

Accountable Officer	University Librarian and Director (Library Services)
Responsible Officer	University Librarian and Director (Library Services)
Policy Type	University Procedure
Policy Suite	Library Policy
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	16/8/2029
Relevant Legislation	*Copyright Act 1968* Higher Education Standards Framework (Threshold Standards) 2021
Policy Exceptions	Policy Exceptions Register
Related Policies	Acceptable use of ICT Resources Policy Intellectual Property Policy Learning and Teaching Policy

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	Procurement Policy Student Communication Policy
Related Procedures	Commercialisation of Intellectual Property Procedure Gifts and Benefits Procedure Intellectual Property Procedure Procurement Procedure Student Communication Procedure
Related forms, publications and websites	Global Indigenous Data Alliance: CARE Principles for Indigenous Data Governance CAUL Content Procurement Services Creative Commons Australia Feedback, Complaints and Appeals FAIR Principles Research Information Solutions Ecosystems (RISE) Library - Purchase Suggestion Form Open Access Australasia: What is Open Access? UniSQ - Understanding Copyright Research Data Management and Indigenous Data Governance Schedule
Definitions	**Terms defined in the Definitions Dictionary**
	Course A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade. Creative Commons Licensing 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.

Digital Learning Objects

Any digital resource that can be reused to support learning.

Employee

A person employed by the University and whose conditions of 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.

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.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

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

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	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. Student 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. University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Members 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.
	Definitions that relate to this procedure only
Keywords	Collections, creative commons, open access, curation, ePrints, repositories, acquisition, copyright, donations, intellectual property, research, digital learning objects
Record No	18/837PL

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