

Policy Coversheet

| | |
|---|---|
| Name of Policy: | Collection Development and Management Policy |
| Purpose of Policy: | This policy provides a framework for the development of the Library's collections to ensure that the Library supports and facilitates excellence in learning, teaching and research. |
| Intended audience(s): | Students/staff/external parties |
| Approval for this policy given by: | Learning, Teaching and Assessment Committee |
| Last Review Date: | 01 04 2017 |
| Review Due Date: | 01 04 2018 |
| Individual responsible for review: | Vicki McGarvey |
| Authorising department: | The Library |

Collection Development and Management Policy

1. Purpose

This policy provides a framework for the development of the Library's collections to ensure that the Library supports and facilitates excellence in learning, teaching and research. In partnership with staff and students, the Library will enable the effective procurement, management, access, discovery and life cycle of high quality collections. The collection development and management framework for the Library is informed by the University's academic objectives, in relation to the information needs of staff and students, as well as the University's inclusive culture.

2. Scope

The emphasis of the policy will reflect the information shift to digital content whilst maintaining and supporting print collections. The policy will be reviewed annually in consultation with staff and students in order to reflect the changes to the academic portfolio, the University's strategic aims, and the changing information environment.

3. Changes to the Policy

Any amendments to the policy will be submitted to the relevant University committees.

4. Collection Development

Principles of Collection Development

The library develops its collections according to the following principles:

- To support learning, teaching and research within the University
- To ensure the collections support the needs and culture of the University's academic objectives
- To use specialist knowledge and research outputs to enhance the Library collections and services
- To negotiate licensing terms favourable to the user community and avoid where possible restrictive licensing
- To maintain an appropriate balance between journals and books
- To ensure that resources will be relevant, possess demonstrable value for money, and be accessible.
- To ensure that access to digital resources will be prioritised where possible
- To explore new methods of acquisition to meet the teaching and research needs of the University

- To take into account concerns with regard to permanence of accessibility and preservation

4.1. Selection of materials

The selection of material for the Library collections is taken in partnership with the academic community, to ensure the collection is relevant to current and planned teaching and research.

The library will seek to develop resources to support new areas of teaching and research. Where a significant investment in new resources is required, the Library will petition for additional funding, this includes partnership agreements.

4.1.1 Reading List Materials

The Library aims to provide print and digital access to items on reading lists. For more details, see the Reading List Policy.

4.1.2 Journal and subscribed resources

Journals are an expensive resource and involve year on year price increases above inflation. International currency fluctuations affect purchasing power so subscriptions are always considered to be under review. Journals will be purchased in electronic format as first principle, unless design format is integral to the print format e.g. layout, aesthetic design, images. Where new subscriptions are requested it is expected that existing journal subscriptions to the same value will be cancelled in order to stay in budget. Decisions on whether to take out new journal titles are based on a number of factors including potential use for teaching and research, cost, evidence of demand through inter library requests, or that enough users have tried unsuccessfully to access the resource.

Digital resources are selected not only on the basis of content, but also on the grounds of accessibility, technical features, and the terms and conditions under which they may be used. Networked resources available to multiple users, both on and off campus, are preferred.

4.2 Gifts and Donations

The Library does not normally accept gifts of books, journals and other materials unless they fill significant gaps in the existing collection and/or support the research and teaching of the University. Once accepted as a donation, the Library reserves the right to either add the material to the collection or dispose of it. We cannot promise that donations will be kept in perpetuity.

Gifts and donations to the Library's Special Collections are considered separately, detail of which can be found in the Special Collections Policy.

4.3 Access to items not held by the Library

Books or journal articles which the Library does not hold, or provide access to digitally, that are only needed for occasional use, or are otherwise unavailable, may be borrowed from another Library or obtained through Document Supply. Details of this service are available on the Library website.

The Library is a member of reciprocal schemes, which provide access to the collections of most University libraries in the UK. Details of schemes are available on the Library website.

5. Collection Management

In the management of its print and digital collections the Library will:

- Ensure that all material acquired will be discoverable through its current digital discovery service, and will continue to develop access to resources both on and off campus
- Review the collections on an on-going basis to ensure that they are relevant to current teaching and research
- Care for the collections through appropriate housing and repair
- Keep information about holdings up-to-date
- Increase and promote access to digital resources through reading lists and information channels
- Maintain expertise in copyright, licensing and other legal aspects of collection management
- Ensure that missing items will be replaced if the item satisfies the criteria for original purchase

It should be noted that physical space is currently limited within the library. The Library will liaise with Schools and report on collection usage and development. The Library will carry out a regular review of subscriptions to achieve value for money and ensure the collection remains relevant to learning, teaching and research.

5.1 Collections

5.1.1 Core Collection

The Library has a Core Collection, which consists of books in high use and high demand. It provides books, which appear on reading lists, and indicated as

essential reading. Normally only the latest edition of any title will be in this collection. Books removed from the Core Collection may be placed in the Main collection.

5.1.2 Main Collection

The Library, at Stoke-on-Trent, has a Main Collection, which consists of books not labelled as Core texts, but support learning and teaching through further and wider reading as part of collection development. Books from this collection will be relegated according to the criteria outlined in Stock Editing (Section 5.2).

5.1.3 Art Collection

The Library, in Stoke-on-Trent, houses an Art collection. This brings together art and design subject disciplines and exhibition catalogues.

5.1.4 Satellite Libraries

The Library also has print collections at its satellite libraries, in the University's Centre of Excellence for Health at Stafford, at the Royal Shrewsbury Hospital in Shrewsbury and at the Law library in Stoke.

5.1.5 Print Journals

The library will retain the most recent 10 years of print journals where we have a current subscription and digital access is not secure. The library will retain earlier volumes of print journals where we do not have a current subscription and where we do not have digital access. The library will retain print journals where we do not have a current subscription, but if there is a strong case, e.g. unavailable anywhere else or the title is needed to support current teaching and research. Print will be disposed of if the digital access provides a stable archive.

5.1.6 Theses

Most Staffordshire University PHD theses are available in print in the Library. More recent theses are available digitally within the University's repository STORE or the British Library's Ethos repository.

5.1.7 Digital Collections

As digital collections are an expensive resource involving year on year price increases above inflation and international currency fluctuations they are reviewed on a regular basis. Whilst access to digital resource subscriptions cannot be permanently guaranteed, due to the volatile nature of the digital publishing environment, every effort will be taken to ensure continued access.

5.1.8 Alternative Formats

The Library also has resources in alternative formats such as, video, DVD and Microfilm.

5.1.9 Special Collections

For details of the Library's Special Collections refer to the Special Collections Policy

5.1.10 Preservations

All physical items of stock are security tagged. Paperback books may be reinforced, and damaged books are repaired in house if possible; those that are beyond repair are withdrawn and replaced if appropriate.

5.1.11 Digitisation and Document Delivery

The library will ensure all digitisation adheres to the terms of the CLA (The Copyright Licensing Agency) licence. It will create digital course packs where appropriate

5.1.12 STORE – University's Open Access Repository

The Library will capture and preserve the University's research outputs, and will work with the University's research community to equip research students and staff with the skills to exploit STORE. The Library will support the collection and exploitation of material in support of the Research Excellence Framework (REF) via STORE.

5.1.13 Collaboration with other libraries

The Library promotes access to other libraries through collaborative schemes such as the Sconul Access Scheme.

5.2 Stock Editing

Material held in the Library is regularly reviewed for currency and relevance to the University's teaching, learning and research strategy.

- If a book has not been used or issued for a period of 5 years, it will be considered for withdrawal from the collection. Staff will always be consulted and a case may be made to keep the title if it supports current teaching and learning, or it is considered a key text. Relegation will take place on an annual basis.
- Print copies of journals will be disposed of if electronic access provides a stable archive
- The library will dispose of stock using sustainable methods

Related Policies

- [Special Collections Policy](#)
- [Reading List Policy](#)