

Collection Development and Management Policy

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1 Introduction

- 1.1.1 The purpose of this document is to define the policies guiding the development and management of Canterbury Christ Church University's print, digital and other library collections.
- 1.1.2 Aligning the resources available through the Library with the academic activities of the University requires a close working partnership between the Faculties, Departments, and the Library. This document outlines the respective responsibilities of academic staff and liaison librarians in this partnership.
- 1.1.3 The document also defines Library Services' policies aimed at facilitating access for members of the University to collections held in other libraries across the UK.

1.2 *Mission and strategic context*

- 1.2.1 This policy has been developed within the context of the University's strategic objectives and Library Services' own mission to provide innovative, proactive and responsive library services supporting the learning, teaching and research needs of all students and staff of Canterbury Christ Church University.
- 1.2.2 The policy supports the implementation of the Learning, Teaching and Assessment Strategy and the TELT Strategy.
- 1.2.3 The policy has also been developed in the light of external factors, in particular:
 - Students' increasing preferences to access materials 24/7
 - The increasing availability of e-books and e-journals
 - Print collections are important and will remain important.
- 1.2.4 Full implementation of the policy may be limited by budgetary constraints.

2 Collection development

2.1 *Collection development principles*

Library Services' collection development policy is guided by the following principles:

- 2.1.1 Library Services provides access to information resources that meet the learning, teaching and research needs of the University community on a cost-effective basis and within the budget available. The majority of the Library budget will be spent on purchasing materials to support taught courses; research is primarily supported by access to e-resources and to specialist material, possibly held in other collections.
- 2.1.2 The selection of information resources is a partnership between academic staff and liaison librarians. Requests from students will also be considered.
- 2.1.3 Space in all campus libraries remains finite and therefore the policy must address stock collection and management for the future.
- 2.1.4 Library Services will actively seek to acquire online materials because they maximise users' access to collections independently of time and location and they make it possible to continue to develop collections with minimal need to increase the space required for storage.
- 2.1.5 Priority will be given to purchasing items on reading lists. The Library aims to hold at least one copy of items on reading lists where funding allows.
- 2.1.6 Liaison librarians working with academic colleagues will review the collections on an ongoing basis to ensure that the Library continues to meet the evolving learning, teaching and research requirements of the University.
- 2.1.7 Library Services will endeavour to make the University's own research freely available through the institutional repository, CReaTe, in accordance with the Open Access policies adopted by the University.
- 2.1.8 Library Services works in close collaboration with other information providers and agencies, such as the British Library and SCOUNL (Society of College, National and University Libraries) to enable access to remote collections.
- 2.1.9 Library Services is committed to intellectual freedom and will not exclude or withdraw from availability any material, as long as it is legal, solely on the grounds of an author's race, nationality, religion, gender or opinions.
- 2.1.10 Library Services' collection development policy will meet all relevant statutory requirements, for example the Disability Discrimination Act 1995, the Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disability Act 2001.

2.2 Collections and formats

2.2.1 Physical collections are currently located at the following locations:

- Broadstairs - the Learning Centre
- Canterbury – Augustine House Library
- Medway – Drill Hall Library (a joint venture with the Universities of Greenwich and Kent)
- Salomons – Salomons Library.

2.2.2 The University Library's collections comprise:

- Print and audiovisual materials
- E-journals, e-books and other e-resources.

2.3 Funding and budgeting priorities

2.3.1 Funding for Library resources is allocated on an annual basis, as part of the University's budget planning process.

- *Library Faculty Funds:*

Faculty Funds are allocated to each Faculty to support the purchase of journals and books, whether print or online, in the Faculty's specific subject areas and across all campuses. These budgets are allocated using a formula agreed by the Deans of Faculty¹.

Liaison librarians are responsible for managing the faculty budgets and they work in partnership with academic staff to achieve a balance between recurrent expenditure on journals and other subscription services and the need to buy books.

- *Top-sliced Funds:*

Top-sliced Funds are retained by Library Services to purchase general resources that are used across Faculties, and reference materials.

- *One-off funding:*

Faculties may wish to provide money from their own budgets to support research, new initiatives or to aid collection development in specific subject areas. This funding sits outside the faculty allocation model.

2.3.2 As Library Services has a finite materials budget each year, priority will be given to purchasing material on reading lists. Library staff have produced guidelines for academic staff to use when ordering material for the library. These guidelines ask staff to categorise texts using the following criteria:

- Core reading – text will be used throughout the course or module. The Library will purchase at least one copy as an e-book, where an e-book version is available via our suppliers. Other copies will be assigned a mixture of short loan and 7-day loan statuses.

¹ See Appendix A

- Recommended reading – all students will need to read at least part of the book during the course or module. At least one copy will be placed on 7-day loan, with other copies having a mix of loan statuses.
- Background reading – text is for extended reading to give depth to a subject. Copies will be placed on standard loan.

Liaison librarians will review loan statuses regularly and adjust them to meet changing demands on individual titles.

2.4 Selection responsibilities and criteria

2.4.1 Effective selection depends upon a successful partnership between faculties and the Library. The initiative for selection of new material will often come from academic staff but the role of liaison librarians is complementary, based on their knowledge of the total library collection. Requests from students will also be considered.

2.4.2 Academic staff should make their reading lists available to liaison librarians at least 2 months before the start of the course or module (longer for foreign language materials) so that items can be purchased in time.

2.4.3 When planning new courses and submitting course proposals, academic staff should discuss their requirements with liaison librarians at an early stage in the planning process. These requirements will be costed by liaison librarians, so that appropriate figures can be entered in the Financial Annex of the Planning Form. There is no guarantee that the Library will receive additional funding for these courses, in which case material will be purchased from faculty funds.

2.4.4 The following factors are taken into account when selecting material for purchase or use under licence:

- relevance to learning and teaching
- anticipated levels of use
- appropriateness of the level of the material
- currency of content
- price
- availability of funding.

Additional criteria may be used when assessing e-resources.²

2.4.5 Books

- Liaison librarians will automatically order a copy of any reading list item that isn't already in stock
- For titles considered to be Core reading, at least 1 copy will be purchased as an e-book, when an e-book version is available
- Paperback versions are normally purchased in preference to hardback copies.

² See Appendix B

2.4.6 Journals

- Requests for new subscriptions should state why the title is necessary and who will benefit from a subscription. Final decisions will be made within the faculty and may involve cancelling title/s to a similar value.
- All subscriptions will be e-only, where a suitable e-version is available.
- Journal subscriptions will be reviewed regularly.

NB: There may be circumstances where the content of an e-version is not an exact equivalent of the print version or where the print version is needed for the quality of illustrations for example and in these cases the print subscriptions will continue.

2.5 *Purchasing and licence agreements*

2.5.1 The Library is a member of the Southern Universities' Purchasing Consortium (SUPC) which has a recommended list of suppliers the Library has to use for the majority of its purchases. SUPC suppliers offer substantial discounts and can supply books that are processed ready to go out on the shelves.

Journals are normally purchased through subscription agents. Library Services will always investigate the most cost effective subscription model.

2.5.2 Library Services seeks to take advantage – whenever it is beneficial to the University – of the publishers' deals and national site licence agreements that are negotiated by the Joint Information Systems Committee (JISC) or Eduserv Chest on behalf of the UK further education and higher education funding councils.

2.6 *Donations*

2.6.1 Liaison librarians will accept donations which are relevant to the learning and teaching needs of the University, subject to prior consultation. In addition to the criteria listed in section 2.4.4, the following will also be taken in to account:

- physical condition
- currency of subject matter – old editions are not accepted
- level of duplication of existing stock
- additional costs.

2.6.2 In line with its aim to move to e-only journal holdings, the Library will not accept runs of print journals, unless they fill in gaps in existing holdings.

2.6.3 Donations are accepted on the understanding that they become the property of the University and they will be integrated into the appropriate collection. Donated materials will be subject to the same review process as other Library stock and may not be kept indefinitely.

2.6.4 Library Services retains the right to turn down offers of donations where they don't add value to existing collections.

2.6.5 Material not added to the collections will be disposed of responsibly.

3 Withdrawing

3.1 Withdrawing material is a necessary part of collection management and is an opportunity for liaison librarians and academic staff to work together to maintain balanced collections that focus on current or planned academic needs. Space in all libraries is limited and material needs to be removed from the shelves in order to accommodate new acquisitions.

3.2 Liaison librarians will identify areas of stock that need to be reviewed and will work with academic colleagues wherever possible. The following criteria need to be taken in to account when considering items for withdrawal:

- they are no longer relevant to the current learning and teaching needs of the University, particularly items not on current reading lists
- Recognising that material goes out-of-date at different rates in different subjects, we would recommend that, as a maximum, any item that has not been borrowed frequently during the last 10 years should be reviewed
- whether the Library holds both print and e-versions of the same item
- physical condition
- material in obsolete formats, where the technology is no longer available for them to be used.

In addition:

Books:

- superseded editions will be removed from stock unless they contain unique content
- multiple copies will be removed except where they continue to be heavily used.

Journals:

- if a journal is available securely and permanently online, a maximum of 10 years' worth of print copies will be kept in the Library
- incomplete, short or closed runs of a journal title will not normally be kept for more than 4 years after publication has ceased or a subscription has been cancelled.

3.3 Library Services will dispose of unwanted material responsibly for example by offering it to charitable organisations or by recycling as appropriate.

4 Access to resources outside the University

The Library cannot purchase everything to support staff, graduate or final year research.

4.1 An inter-library loan service is available to staff and students.

4.2 The Library is also a member of the following access schemes:

- *SCONUL Access Scheme* - a co-operative venture between the majority of the higher education libraries of the UK and Ireland. It enables staff, research students, full time postgraduates, part-time students, learners at a distance and students on placement to borrow material from other libraries.
- *Search25* - funded by the M25 Consortium of Academic Libraries, Search25 has a membership of approximately 60 academic libraries based around the M25 motorway area. Most staff and students can use the libraries under the terms of the SCONUL Access Scheme.
- *Invicta Borrowing Scheme* - a collaborative scheme set up by the Drill Hall Library at Medway and Canterbury Christ Church University to allow students and staff based at the Broadstairs, Canterbury and Salomons campuses borrow items from the Drill Hall Library.

The Library webpages have further details about these schemes and how to apply to use them.

5 Updating the policy

This policy is reviewed every 5 years.

Appendix A: Library Faculty Funds

The allocation for the purchasing of books (both print and electronic) along with individual journal subscriptions is determined using a formula that is composed of a number of parts. They are:

- The total number of FTEs per Faculty from the previous HESA returns
- The average book price for purchased items within the Faculty (this is collected from data held locally on our library management system database and is current and up-to-date).
- The average individual journal price for purchased titles within the Faculty (again, this comes from locally held data).

The average of each part is then determined and the relevant standard deviation is calculated. In summary, the model is follows (**please note, these figure are fictitious and are used as an illustrative point**):

Faculty	Faculty allocation for 2015/2016	FTEs from previous HESA returns	SD	Avg. Book price 2014	SD	Avg. Journal price 2014	SD	Total	Total %
Arts & Humanities	£104,934.60	2500	0.75	£23.00	0.91	£219.00	0.44	2.10	17.49
Education	£155,814.95	4000	1.19	£24.00	0.95	£482.00	0.97	3.12	25.97
Health & Wellbeing	£139,621.40	2600	0.78	£25.00	0.99	£509.00	1.03	2.79	23.27
Social & Applied Sciences	£199,629.04	4300	1.28	£29.00	1.15	£774.00	1.56	3.99	33.27
	£600,000.00	13400	4	£101.00	4	£1,984.00	4	12	100
		3350		£25.25		496			

Appendix B: Additional e-resources selection criteria

This Appendix draws on the points made in the Collection Development and Management Policy, particularly section 2.4.4, and expands them in relation to e-resources. E-resources in this context refers to e-journal or e-book deals at publisher level (not individual subscriptions), online reference works and databases.

Library e-resources are paid for from central Library funds. Requests for new subscriptions or renewals of existing ones are overseen by the Library's Electronic Information Services (EIS) Group, in conjunction with the liaison librarians and academic staff. This Group will meet at least once each term to consider requests.

The following additional factors will be used to help the Library decide on suitable e-resources to subscribe to:

- Content of the e-resource, including the provision of full text, and how it complements other print and online resources already subscribed to in the same subject area.
- Authentication and Licensing
 - All requests should be based on the service being available to all staff and students, irrespective of location, taking in to account any additional costs this may involve.
 - E-resources which require the installation of specialist software are outside the scope of Library Services and are to be referred to the appropriate Faculty Computing Liaison Officer for consideration.
 - Subscription-based resources with specialised authentication requirements may be considered if arrangements can be made which are acceptable to both the Library and the service supplier, but the Library is unable to support resources which require personal usernames and passwords.
 - Archiving arrangements to establish whether or not access to back-files would be maintained if the subscription is cancelled.
- Value for money
 - E-resource subscriptions often imply higher recurrent expenditure than other Library resources.
 - Free and searchable resources made available from approved organisations will be considered for selection.
 - Where the e-resource is likely to be relevant only for a limited number of users in a defined subject area, faculties may be asked to pay for it.

Subscription Process

- Trials should be requested via the appropriate liaison librarian and undertaken at a time to suit potential users. The trial period is usually set by the service supplier and is normally for at least 1 month.
- Free trials would only be arranged for resources intended for purchase for which funding had been agreed.
- Evaluation of electronic resources should be carried out during the trial period, with academic staff encouraged to evaluate the resource for their course requirements. Requests will only be followed up if academic staff or students provide feedback to trials.
- Feedback on the progress/outcome of a request will be provided after EIS Group meetings.
- Usage statistics will be drawn on to monitor and review subscriptions on a regular basis.

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