



University of Brighton

Information Services

Collection Development & Management Policy



Collection Development & Management Policy

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held online on our website: <https://staff.brighton.ac.uk/is>

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1 Introduction

This document sets out Information Services' (IS) Library Collection Development and Management Policy and its implementation plan. The purpose of this policy is-

- 1 To provide a framework that ensures the university libraries provide information resources which meet the needs of the university community across the five campuses.
- 2 To describe how the department deploys its financial resources in support of learning, teaching and research.
- 3 To comply with the requirements of the Freedom of Information Act.

The policy is implemented through a mixture of *devolved* responsibility for resource selection and specification, and *centralised* management of resource acquisition, management, usage measurement and delivery.

2 Scope

- This policy applies to the libraries managed by IS within the University of Brighton: Aldrich Library, Falmer Library, Hastings Campus Library, Queenwood Library, and St Peter's House Library.
- This policy does not apply to the libraries of other organisations used by University of Brighton students.
- It excludes any departmental archives or special collections maintained by Colleges or Schools.
- The primary users of IS resources are the staff, students and researchers of the University of Brighton

3 Collection development principles

The IS Collection Development and Management Policy is underpinned by the following **principles**-

- The library collection is to support learning, teaching and research of the university.
- We prioritise the purchase of e-version over print to support multi campus delivery.
- Purchasing decisions are made by Information Advisers (IAs) informed by a detailed knowledge of academic plans e.g. student numbers, and single or multi-site delivery.
- IAs are responsible for all stock selection and purchasing within an agreed budget for each School and/or subject area.
- IAs work with academic departments to ensure any budgetary implications are addressed when new courses and modules are developed.

- IS take advantage of regional, national and international consortia purchasing arrangements to ensure value-for-money.
- The collection is reviewed regularly to ensure that it meets current and anticipated needs.
- Specialist items not in our library collection that are likely to have minimal use, may be accessed through interlibrary loan or through reciprocal access to other library collections e.g. Sconul Access Scheme¹.
- Print resources and journal holdings will be maintained where no equivalent online content is available.
- English language material is preferred unless supporting foreign language courses or where illustrated content takes precedence.
- Steps are taken to safeguard future access to licensed content such as full text electronic journals e.g. PORTICO².

3.1 Governance

Overall responsibility for collection development and management rests with the Information Resources Group (IRG) chaired by a senior library manager. All IAs are members of this group as are the Assistant Director of Information Services for Libraries, the E-Resources and Subscriptions Librarian, and the Acquisitions and Metadata Librarian.

3.2 Budget

Collection development planning is dependent upon funding. Information Services' collections are funded by –

- Allocations from the university's income through student fees, and HEFCE³ contributions.
- Income derived from services – mainly library fines, fees for external membership.

4 Selection: Collection development implementation

Information Services' collections consist of resources which are purchased outright and those which are subscribed to or licensed. Resources purchased include books, journals, AV materials and digital copies of material scanned through the Higher Education Scanning Service (HESS). Licensed or subscribed to materials include online indexes and databases of papers and journal articles, and full text e-journals.

¹ <http://www.sconul.ac.uk/sconul-access>

² <http://www.portico.org/digital-preservation/>

³ Higher Education Funding Council for England <http://www.hefce.ac.uk/>



Online access to material in digital format is preferred for its ease of use and versatility, and deals are selected which provide perpetual access should a subscription subsequently be cancelled, these may include journal back files and e-book packages.

4.1 Books, Teaching and Research

Includes books, conference proceedings, monographic series, working papers, case studies, 'grey' literature (published and semi-published).

- Subject specific monographs are selected by IAs in collaboration with academic staff.
- New editions of core items will normally be purchased when required.
- IS develops its collection of electronic books on the basis of high demand, off-campus accessibility or cross-site applicability.

4.1.2 Textbooks for teaching resources

IAs use Aspire lists to inform their purchasing decisions. Aspire lists provide data on importance of a title, student numbers, number and location of courses enabling the purchase of the correct number of copies.

- The preferred format is e-books for improved access for students.
- Demand for multiple copies of core reading will, where practical and possible, be satisfied through the purchase of e-books.
- Libraries aim to stock at least one copy of all in print items on a reading list relating to their site.
- Use of out of print items for core reading is discouraged due to difficulties obtaining sufficient copies.
- Core books in print form will be purchased to a ratio of 1 copy for every 10 students up to a maximum of 10 copies per title. The number will be decided based on the number of students, likely usage, budget and space.
- IAs may be able to obtain digitised chapters and articles of materials only available in print via the Higher Education Scanning Service (HESS). Links to these digital copies are added to your Aspire reading lists on Studentcentral.

4.1.3 E-book collections

In addition to single e-books, libraries also purchase subject collections of e-books provided they are appropriate in terms of academic level, cost, and relevance to teaching or research in that subject area.

4.1.4 Evidence Based Acquisition (EBA)

This method of book selection was introduced in 2015 and continued in 2016, allowing students to take a greater control in the selection of resources. A large collection of e-books are made available through OneSearch offering our users the

opportunity to select titles from a wide range of material. The most popular titles are purchased at the end of the year.

4.2 Journals

Includes scholarly journals, magazines and trade journals.

- Requests for new journal titles are submitted to the IAs via the journal request form. A number of factors will be considered in reaching a decision e.g. likely use for teaching or research, evidence of demand through inter library loans, turnaways and cost.
- Electronic journals are preferred as they provide greater accessibility, across campuses and functionality
- Journal subscriptions are reviewed regularly to identify titles for cancellation or substitution, and to minimise duplication of print subscriptions

4.2.1 E-journals: The Big Deal

Several large publishers have created the so-called 'Big Deal' in which digital content, usually the publisher's entire journal output, is offered for sale as a bundle at an agreed rate of annual price increase. We take advantage of such deals from Elsevier, Sage, Wiley-Blackwell and Taylor and Francis as they provide access to a wide range of content, require less staff resource to manage than multiple individual subscriptions, and offer a certain level of financial predictability.

4.3 Newspapers

- A number of titles and their back files are available electronically through the Online Library.

4.4 Media

Includes sound, DVD and CD recordings (pre-recorded, recorded off-air or streamed), and digital images.

- Box of Broadcasts (BoB) is a subscription service which provides access to streamed material from radio and television broadcasts. Links can be made to streamed videos, clips and playlists on studentcentral and Talis Aspire.
- Video and sound recordings not available via BOB may be acquired through commercial purchase.

4.5 Official publications and reference material

- Most official publications not collected as they are freely available online.



- Encyclopaedias, subject and language dictionaries, thesauri, almanacs, directories and atlases are mostly freely available online, if purchased electronic versions of general reference works are preferred where cost effective.

4.6 Indexes and abstracts

- Electronic versions are preferred over print.

4.7 Theses and dissertations

- PhD Theses from 2009 onwards are uploaded into the university repository as a matter of policy. The British Library regularly harvests newly uploaded theses into the EThOS database. Bound copies of older theses are catalogued and available for consultation at the appropriate site library.
- Libraries may hold up to five hard copies of Undergraduate or Postgraduate dissertations per course from the previous academic year for consultation within the library. A signed student permission form must be submitted with each dissertation to detail who has access and under what conditions they will be held in the library.

4.8 Donations

- Material offered through donation will only be accepted if it is judged to support the University's current teaching and research or fills gaps in the collection.
- The libraries reserve the right to dispose of donated material when it no longer meets the needs of the university.

4.9 Special collections

General policy

The library service does not employ an archivist, nor provide archival storage facilities, and as a result will normally decline requests to house collections of archive material.

Exceptions to this rule are shown below.

- Aldrich Library
Michael Aldrich Archive a collection of original papers from Michael Aldrich's personal collection covering the period 1977-2000.
- Hastings Campus Library
Hastings & Rother Family History Society collection.

- St Peters House Library

Special Collection: a reference collection including artists' books, antiquarian books, fine printing, fine bindings, illustrated books, trade catalogues, illustrated ephemeral journals and high cost titles.

4.10 Excluded material

- Material in subject areas not taught or researched extensively at the university
- Electronic resources that do not meet our access policies
- E-learning packages
- High cost items with low potential readership
- Fiction, except for teaching and research
- Printed maps
- Foreign language learning materials, except to complement the resources and programmes of the School of Education.
- Examination papers – normally provided to students via studentcentral.

4.11 Document supply

Where demand for a resource cannot be satisfied through acquisition or the provision of access to an electronic copy, or by referral to a local holding library, it may be possible to obtain the item via interlibrary loan (ILL).

5 Collection management

5.1 Retention and stock editing

- IAs regularly review the collection for currency and relevance.
- Material is removed as and when it becomes out of date, or no longer relevant to teaching or research.
- Usage data is one factor used to inform decisions about withdrawals.
- Loanable material acquired for the purposes of research may be retained for a period longer than usage data suggests if it adds value to the collection's integrity.
- Short runs of discontinued print journals or current journal titles to which access is available electronically will usually be discarded.
- Wherever possible, Information Services seeks to dispose of withdrawn stock in an environmentally responsible way e.g. donation to not-for-profit organisations.



5.2 Preservation

- The libraries take no special measures to preserve the physical condition of their stock, over and above the obvious measures of care.
- All items are security tagged to prevent illegal removal.
- A small number of journals are bound in hard covers in order to minimise the loss of individual parts. This work is undertaken by a commercial company and requires the removal of material from the shelves for a period of up to six weeks, normally during the summer vacation.
- Out-of-print books that are rare or cannot be replaced may be bound by a commercial company as above.

5.3 Accessibility

- Digital formats will be preferred over print as they provide significant improvements to accessibility as they enable the use of features such as text magnification and screen reading compatibility, depending on the provider.
- The libraries aim to ensure all digital texts provided for linking to resource lists via HESS or digitised from the library collections are OCR compatible.

6 Review of the Collection Development and Management Policy

The Policy will be reviewed biannually by IRG to ensure that it continues to support the current teaching and research needs of the university.