

Library Services Collection Development Policy

Owner:	University Librarian
Reviewed by:	University Librarian, Team Leader (Collections and Discovery Services)
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Executive Summary

This policy describes how Library Services develops and manages collections that meet the changing information needs of those learning, teaching, and researching at the University of Roehampton.

The policy is underpinned by the three themes of the Universities Enabling Strategies 2019 – 2025:

- Student Education, focused on delivering outstanding teaching and learning and an excellent student experience;
- Research and Knowledge Exchange, focused on building on our diverse research profile and increasing the impact we have on society;
- Sustainability, focused on how we will grow in an environmentally sustainable way and create the financial headroom to invest for the future, developing the infrastructure we need to deliver on our strategic aims.

This policy sets out general principles and guidelines for:

- the selection and acquisition of books, journals and other resources;
- the evaluation and deselection of stock and subscriptions;
- the provision of access to content and resources, some of which are not necessarily held at the University of Roehampton.

Scope

- Its scope extends to the University's physical and licenced and owned digital library collections, including print and eBooks, etextbooks, journal collections, research databases, product databases, digitised materials and any other content managed by the library.
- A separate policy applies to the management of the Foyle Archives and Special Collections.
- This policy will be reviewed and updated every 3 years.

1. Budget

- a. The budget for information resources is part of the overall library budget and is allocated by the University as part of the annual planning cycle.
- b. New courses, modules or research interests do not automatically receive any additional funding for library resources. Where the cost of new resources prohibits purchase from the existing library resources budget, the library, in conjunction with the Department, will make a case for additional University funding either as part of the validation process or as a separate request.

2. General Principles of Collection Development

- a. Collection Development is primarily driven by programme validation and Talis Aspire online module reading lists, updated by lecturers on a yearly basis, as set out in the University Resource List Framework.
- b. New subscriptions, licences or textbooks required for new programmes should be discussed with the library via the Academic Engagement Team at the planning stage and should have the full support of the school. The proposed resources must be included in the business case document in time for the new budget-setting cycle and agreed by Finance.
- c. Digital is the default format for all resources, as set out in the University Resource List Framework to ensure access for all of our students, including those studying remotely. We will purchase a limited number of print copies, where necessary, budget permitting and in collaboration with academic departments.
- d. The library encourages staff and students to recommend new material for our collection. Requests can be made online via the Suggest a Book service. Suggestions will be subject to usual selection policies and budget.
- e. Library Services review missing materials, digital and physical loans, and reservations with a view to acquiring additional licences or copies, where appropriate and sustainable.
- f. The library supports the principle of intellectual freedom and does not exclude material on the grounds of authors' diverse viewpoints.
- g. Library Services purchases material from approved suppliers only, as set out in the University's financial regulations and in accordance with Procurement regulations. To obtain value for money we are members of the London Universities Purchasing Consortium and, where relevant, make use of favourable deals negotiated via Jisc Collections and CHEST.
- h. Our approved suppliers dispatch items to us according to the terms of their Service Level Agreements.

Open Access

- a. The library facilitates Open Access initiatives, ensuring that the University's research and its data are openly accessible, in line with emerging standards in scholarly communication. To do this we make best use of transformative agreements, or Read and Publish deals, negotiated by JISC on behalf of the UK HE sector.
- b. The library makes a wide range of Open Access content discoverable via URLibrary Search to encourage its use for teaching, learning and research.

4. Accessibility

- a. Accessible teaching resources are provided through the library's digitisation service, under the terms of the Copyright Licensing Agency's scanning licence
- b. For users with Disabilities or Specific Learning Difficulties, material is provided in accessible formats, either by the publisher or by the library.
- c. The library, in collaboration with IT and Disability Services, provides additional assistive technology to access library material, and participates in national initiatives to support an inclusive approach for accessibility in e-book platforms

5. Donations

- d. The library does not normally accept donations of books, as it is not cost-effective to do so. In exceptional circumstances, donations that very significantly enhance our collections and support the teaching, learning and research needs of the University will be considered. If accepted, ownership will be with the library, who will determine their location and retention within the collection.
- e. We accept donations as a record of the research conducted by our staff.

6. Deselection of materials

- a. The library uses a data-driven approach to analyse the usage of its physical and digital collections. We continually refresh the portfolio so that it meets the current teaching and research needs of the University and offers good value for money.
- b. Usage data is used as the basis for discussion with academic departments / schools about the academic impact of resources. The library will work with academics to maximise use of existing resources and will provide formal and informal training in their use.
- c. Subscriptions or licences may be cancelled where there is little evidence of use, and/or where alternative approaches to resource provision are available.
- d. Print items may be withdrawn where there is little evidence of use, and / or where their content has become outdated.
- e. Withdrawn print items are disposed of responsibly and the library seeks, where appropriate, to benefit from any residual value in university assets.

7. Access to materials held elsewhere

- a. Inter-library loan is used to supplement our collections where items are not available or affordable. Inter-library loan costs are included within the Library Services budget and are not passed on to students, staff, or their academic department. There is no limit to the number of inter-library loans that may be placed by a user each year. However, the volume of requests is monitored, and limits may be imposed at the discretion of Library Services.
- b. The library will provide information about access to external collections and participate in appropriate regional or national schemes to give users access to other libraries, for example SCONUL Access. Borrowing and visiting rights will be subject to the policy of the institution concerned.