



Collection Development Policy

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SECTION 1

COLLECTION DEVELOPMENT POLICY

Executive Summary

The quality of our library collections is fundamental to the University's success in meeting its strategic aims. They are to enable students and staff to participate in the development and dissemination of world-class knowledge and ideas. In consultation with the academic community, Library Services provide sustainable collections to support and strengthen the academic life of the University, in alignment with current and future strategic objectives of the University.

This policy sets out general statements, principles and guidelines for:

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

The selection of resources for our collection is a collaborative process between academic staff, students and library staff. Through a shared understanding and a consistent approach, Library Services will make sure the resources selected and managed are relevant, support the curriculum, and represent good value for money. The principles that underpin this policy are intended to be flexible, and will take account of the varying needs of the University's diverse student body, and its academic departments and disciplines.

The University's Reading List Strategy advocates online lists for all taught modules, which are managed through Reading Lists (TalisAspire). Reading Lists are intended to support students with their learning through directed reading, further reading, and reading for independent study.

Where available, Library Services will purchase digital versions because they enable wider access, support blended learning, provide access to distance learners and save physical space.

We provide access to resources not held within our collections via document delivery, interlibrary loan services, and participation in collaborative schemes which allow our staff and students access to other university libraries.

Library Services is committed to the continuous review of our collections to ensure they are relevant, up-to-date, cost-efficient, easily accessible, and in good physical condition. We will also review and update this policy regularly, in line with corporate objectives and timescales, to ensure that it continues to meet the needs of our academic community.



Policy Statements

These statements set out the Collection Development Policy's key underlying principles, and ensure the policy is aligned with the University's strategic aims.

Library Services will:

- maintain and develop collections that are actively and consistently used to enhance learning, teaching and research
- ensure ease of access to information resources and collaborate with external agencies and organisations providing access to a wider range of resources
- procure inclusive and accessible library services and collections
- employ the concept of self-renewing collections, undertaking regular stock reviews and audits so that materials meet the needs of current research and teaching. Physical materials are also reviewed in relation to the collection space available.
- evaluate, profile and categorise collections to inform retention policy
- actively listen to and act on customer feedback to inform the development and accessibility of the collections, within budget constraints
- commit to the ethical disposal and/or recycling of deselected materials, aligned with the University's environmental and sustainability policies
- seek to maximise access to our electronic resources within the terms of the licence provider
- comply with the UK's Copyright Licensing Agency comprehensive scanning licence for access to relevant digital media



SECTION 2

COLLECTION DEVELOPMENT GUIDELINES

This section outlines guidelines on the acquisition and subsequent management of library material at the University of Roehampton.

It is designed for application across all academic departments; all guidelines have been developed in line with the above policy statements, as agreed and adopted by the University Senate.

The guidelines describe Library Services strategy for meeting the University's current teaching and research needs by:

- maximising the use of existing material
- acquiring relevant new material
- making sure collections are self-renewing and relevant

The guidelines are divided into seven parts and three appendices, as follows:

1. **General Principles**
2. **Allocation of Funds**
3. **Selection of Material**
4. **Organising the Collections**
5. **Managing the Collections**
6. **Alternatives to Acquisition**
7. **Archives and Special Collections**

Appendix 1. Selection Policy

Appendix 2. New Editions Policy for Textbooks



1. General Principles

Reading Lists

Library Services aims to provide a wide range of resources representing all subjects and departments prioritising current needs and reading list materials.

Digital First

Library Services applies a 'digital first' principle to its collections; electronic versions are considered for purchase before physical versions where this offers:

- an enhanced service for users in terms of access and use of the material
- value for money for the University
- assurances of long-term access to content

This is particularly relevant to books purchased for reading lists, journal and database subscriptions, and interlibrary loans.

Inclusive Practice

Library Services makes sure all collections' digitised documents are available as accessible files. In addition, all online resources are checked for accessibility during the procurement process using the [JISC checklist](#).

Value for Money

Library Services works closely with consortia including JISC and SUPC to apply best practice cost-effective procurement by taking advantage of purchasing agreements and shelf-ready supply. We also negotiate e-resource licences not covered by such agreements or that fall outside the scope of such licences.

Innovation

Library Services promotes and investigates new models for accessing content, and aims to adopt responsive, student-centred collection development processes. Subject to budget availability, we will invest in a range of demand-driven acquisition schemes.

Donations

Library Services reserves the right to accept or decline donations in line with the Collection Development Policy.



2. Allocation of Funds

Budget

The Library's resource budget, the Learning Materials Fund (LMF), is centrally allocated for purchasing, and is reviewed and agreed annually by the University. The University Librarian has overall responsibility for managing this budget in consultation with senior management, academics and Library Services staff.

The LMF is for purchasing materials for learning, teaching and research across the University. Library Services sets the methodology for allocating this budget, based on providing resources in the most cost-efficient way. Suppliers and contracts are tendered and monitored to ensure value for money by taking advantage of discounts, shelf-ready supply, and economies of scale. Where possible local and national consortia contracts are utilised.

Allocation

Library Services aims to provide a wide range of resources representing all subjects and departments prioritising current needs, core reading list materials and course texts.

Selection depends on a co-ordinated, collaborative partnership between each academic department and Library Services. Final decisions for spending lies with Library Services. We reserve the right to make decisions based on the professional judgement and experience of Library Services' staff.



3. Selection of Material

Reading List Material

Library Services aims to buy at least one copy of every item on each submitted reading list. These should be submitted as early as possible, so items can be supplied in advance of demand. The deadlines are:

- **30th of June** for modules starting in the Autumn Term
- **15th November** for modules starting in the Spring Term.

Reading list requests received after these dates may not be fulfilled in time for the start of term.

Academic colleagues are encouraged to make use of existing stock where possible. However, we will automatically order any reading list item which is not already in stock.

We aim to provide an electronic version of all essential reading list items in the following ways:

- an eBook with multi-user access (if available)
- an article in an eJournal the University subscribes to
- digitising a book chapter or journal article in accordance with the University's copyright licence

We will buy print copies depending on demand, previous experience, and usage. See Appendix 1.

Subscriptions

We subscribe to journals, databases and other electronic resources on the basis of their relevance to teaching, learning and research at the University, and their affordability. Subscriptions will be electronic unless there is no alternative.

Current subscriptions are reviewed on a value-for-money basis, in consultation with academic departments. We will consider new subscriptions recommended by academic staff; any requests that cannot be met from the budget will be recorded for possible later purchase. Since the LMF is fully committed, this would normally depend on the cancellation of other subscriptions.

Access to electronic resources will be managed through existing university identity management providers.

Format

Library Services aims to provide universal access to essential resources using the digital first model. Digitising printed material for teaching and learning purposes is a key strategy in making resources widely available, and to meet the requirements of students with additional needs. Film and TV programmes are generally made available through licensed streaming services and/or bought on DVD. Other audio-visual material, such as images or music files, is accessible through licensed online resources.

Research material

Library Services will consider purchasing material to support departmental research interests which underpin the University's teaching and learning activities at. We will not buy material for the sole use of individuals or offices.

Donations

Due to pressures of space and staff time, Library Services does not normally accept gifts of books, journals or other materials unless they fill significant gaps in the existing collection, or appreciably support the University's research and teaching.

Gifts or donations to the Library's Special Collections are considered separately. See Section 7.



4. Organising the Collections

Library Services aims to make all Collections as visible and accessible as possible on open shelves or electronically where appropriate, and materials are organised as follows:

Main Collection

On open shelves, the Main Collection is designed to facilitate circulation of materials listed on reading lists or otherwise required for teaching, learning and research by staff and students of the University, and external visitors.

School Experience Collection

The School Experience Collection consists primarily of children's books and materials to support teaching practice in schools. Items in this collection have extended loan periods to accommodate users on school placements.

Archives and Special Collections

The University's Archives and Special Collections are available in the Library, and are open to students, staff and external visitors for reference purposes. See Section 7 for more details. Archives and Special Collections are deemed to have historical significance; this means they are permanently preserved and access to some material is restricted and supervised.

Open Access

The Library promotes and supports Open Access publications, e-journals, ebooks, and data by managing them as collections alongside purchased material. This includes:

- ensuring that metadata for OA publications is harvested by library discovery systems
- linking to OA publications in A-Z listings and web sites



5. Managing the Collections

Retention and Deselection Policy

Print and electronic stock is periodically reviewed and edited based on usage and relevance to current teaching and research.

The following criteria also apply when considering items for deselection:

- the item can no longer be used or is beyond repair due to physical deterioration
- the item's format is technically obsolete or inaccessible
- the item is available electronically on an archival basis

Books

The Library manages its physical stock by profiling items according to their use and currency. For example, the Library automatically retain the following:

- books recommended by academics and added to Resource Lists
- other well-used and relevant books from the main stock
- all items from significant, historical or unique collections

Items with long-term inactivity will be reviewed for deselection.

Profile	Criteria	Retention policy
Heritage stock	Special or significant collections	Retain
Resource List stock	Current resource list item	Retain
Supplementary Stock	Used within last 10 years but not on resource lists	Retain
Inactive stock	No use in 10 years	Withdraw - Retain one copy if there are fewer than 5 copies on COPAC - Transfer to <i>Heritage stock</i> if identified as special or significant

The Library also regularly reviews textbooks. Runs of superseded editions of textbooks will normally only be retained for significant pedagogical reasons, or if the textbook is in exceptionally high demand - See Appendix 2 for details.



Journals

If an electronic subscription is available, corresponding print copies of journals are ordinarily disposed of, freeing up space for expanding collections and student spaces. Where only the most recent issues of a journal are available electronically, we will keep printed back copies in consultation with academic departments.

Print journal runs will not exceed 10 years outside of exceptional circumstances. These may include:

- where items are part of a significant collection or historically relevant journal run
- where there is no stable electronic version available
- where images or other contextual content are not retained in an electronic version due to copyright issues
- where there is evidence that print material supports a discipline rated highly for research excellence

Journal subscriptions and other online resource use is reviewed on an on-going basis to make sure we are meeting the University's teaching and research needs. Any decision to cancel a title is made after liaison with academic departments, and takes into account a number of factors, including cost, usage statistics and evidence of teaching use.

Disposal

Items no longer needed for the Collections may be either sold:

- to raise funds to support the LMF via a partner which uses part of its proceeds to support literacy projects in the UK and abroad
- to second-hand booksellers
- through Library book sales

or gifted to academic staff, other institutions or charities.

All other items are recycled where possible.



6. Alternatives to Acquisition

Inter Library Loans

Library Services uses the British Library Document Supply Centre and other sources within the sector to source materials not held in the University's stock, or where this represents a better value model for accessing material.

Library users have access to a number of free inter library loan requests each academic year:

- | | |
|---------------------------------------|-----------|
| • Academic | Unlimited |
| • Research students | 50 |
| • Postgraduate students | 15 |
| • Undergraduate 3 rd years | 10 |
| • Other undergraduates | 3 |

Each renewal is counted as 1 request

Theses count as 3 requests

Additional loans can be requested at £3 per item (£12 per thesis)

Accessing other libraries

Library Services will take part 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.



7. Archives and Special Collections

Aims

The aim of Library Services Archives and Special Collections is to collect, care for and make available the unique and distinctive archives, rare books and other heritage material which support teaching, research and community engagement within the University.

Donations

Donations are welcome, and will be added to stock if the material is pertinent to current teaching and research, or has a special connection to the University or its constituent parts. The material will be evaluated by the archivist and the final decision rests with the University Librarian.

It is normally a condition of acceptance that donations will become the property of the University of Roehampton.

Where donations are accepted, Library Services reserves the right to retain or withdraw the material as appropriate, and cannot promise that donations will be kept in perpetuity.

Library Services is regretfully unable to accept large collections of material such as complete personal libraries.



APPENDIX 1

Selection Policy

1. Purchasing books for Reading Lists

Reading List item	Number per Reading List	Purchasing Formula
<p>Essential Reading A text/resource that a student is expected to read during their independent study time for a module during the week</p>	2-3 per week	<p>Unlimited access eBook available 1 eBook 1 print copy per 20 students (max 40 copies) Inc. 1 reference copy</p> <p>Restricted access eBook available 1 eBook 1 print copy per 10 students (max 40 copies) plus 1 reference copy</p> <p>No eBook available 1 print copy per 10 students (max 40 copies) plus 2 reference copies</p>
<p>Further Reading Students should read these texts in addition to essential reading to gain a better understanding of the taught subject</p>	2-3 per week	<p>Unlimited access eBook available 1 eBook, no print</p> <p>Restricted access eBook available 1 eBook 1 print copy</p> <p>No eBook available 1 print copy per 50 students (max 4 copies)</p>
<p>Further Independent Study Suggestions and links to further reading (academic journals, external information sources, etc.) to support students in developing independent study skills</p>	Unlimited	These would normally be from an existing collection, subscription, open access publication or via interlibrary loan

Maximum copies – Library Services will purchase a maximum of 40 copies of the same title

Maximum cost – to derive maximum value from the reading list budget Library Services will apply a nominal cap of £150 per print item or £300 per electronic copy of a title. Items costing in excess of this will require further discussion with academic making the request.



2. Purchasing audio-visual material for Reading Lists

Reading List item	Number per Reading List	Purchasing Formula
<p>Essential An item which all students should use extensively throughout the taught course</p>	2-3 per week	<p>Streamed service or database available Link to resource 1 reference DVD</p> <p>No online service available 1 DVD per 10 students 1 reference DVD</p>
<p>Further Students should study these resources in addition to essential items to gain a better understanding of the taught subject</p>	2-3 per week	<p>Streamed service or database available Link to resource</p> <p>No online service available 1 DVD</p>
<p>Further Independent Study Students might choose to reference these for a wider or deeper understanding around their subject</p>	Unlimited	These would normally be from an existing subscription or open access publication If not available we will purchase 1 DVD

3. Purchasing non-Reading List material

Library Services actively encourages academic and research staff to recommend material to be added to our collection. Academics can request materials by following the instructions Academic Engagement Team portal pages.

<https://portal.roehampton.ac.uk/information/library/Pages/Academic-Engagement-team.aspx>.

Staff will be asked to fill out a short Pro Forma for either books/one-off purchases or subscriptions, and to state a business case for their requested item. Books will be ordered directly based on these business cases, while e-resources will be reviewed annually by Library Services staff, and subject to funds being available will be put forward as candidates for purchase.



APPENDIX 2

New Editions Policy for Textbooks

Library Services' policy is to withdraw previous editions of textbooks, unless demand has proven exceptionally high, or a prior edition retains key curriculum relevance. In the interests of currency, Library Services will also routinely withdraw succeeded versions of ebooks.

The Library receives regular updates when new editions of books previously purchased are published. As a result the currency of stock is managed by:

- Automatically supplanting the previous edition of a book on a Reading List with a copy of the new edition unless there is a note in the resource list expressly requesting us not to.
- Withdrawing previous editions unless there is a note in the resource list requesting us not to.
- Retaining previous editions where an academic colleague has specified a need.

The Library Services New Editions for Textbooks policy supersedes all other retention or deselection policies.

