

Library Collection, Management and Development Policy

Purpose and Context

The policy is to define how the Library will select, acquire and manage collections both printed and electronic to support teaching, learning and research at the University.

Scope

The policy applies to all the printed and electronic materials in the Library apart from those held in Archives and Special Collections and the University Repository which are covered by other policies. The policy will affect all staff and students at the University as well as external users and partners.

1 Introduction

- 1.1 The policy supports the University Strategy and Mission in a number of areas
- i. To inspire our students to attain the highest academic and professional standards
 - ii. To increase the number of our research active staff and the quality of their outputs
 - iii. To ensure our international students have an inspiring world class student experience

2 Budgets

- 2.1 The Library's information resources budget comes from the revenue funding of Computing and Library Services and is allocated as follows.
- i. Recurrent expenditure on subscription resources such as databases and journals
 - ii. From the remaining budget an amount will be reserved for "patron driven acquisition"*
 - iii. The remaining budget will be prioritised for Reading List material followed by other items suggested by academic staff, students and subject librarians
- 2.2 In addition, the Library will also offer an inter-library loan service to staff and current students to allow them to obtain material not available at Huddersfield.
- 2.3 Computing and Library services will work with national and regional bodies to ensure value for money in negotiating agreements for the purchase and access to materials, along with agreed service levels.

3 Teaching and Learning

- 3.1 Computing and Library Services will provide software to enable academic staff to manage reading lists to efficiently select books and journals for their teaching. Academic staff are strongly encouraged to use categorisations when preparing reading lists, e.g. Required for purchase, Essential, Background etc.
- 3.2 Library staff will purchase copies of material on reading lists. Multiple copies of books will be purchased as appropriate with the numbers depending on the following criteria
- i. Availability of an e-version
 - ii. Student numbers on the courses that the book is used for
 - iii. Cost of the book
 - iv. Categorisation of the book on the reading list, i.e. more copies will be bought for items in the essential category than for ones in background reading.
 - v. Availability of books. As publishers now use very short print runs it can be difficult to acquire multiple copies of some books.
 - vi. Historic usage of a book.
- 3.3 Journals and other subscription material will be considered for purchase to support teaching and learning, although if it is just individual articles that are required then digitisation will be considered instead of purchase.

4 Research

- 4.1 Computing and Library Services is committed to supporting the University Research Strategy by providing resources for researchers. Academic and Subject Librarians will regularly review subscriptions with academic staff, and the Scholarly Communications team will monitor existing and new offers for packages of journals.
- 4.2 Requests for new resources will require a robust business case to be made using a [standard form](#), and may require equivalent cancellations from the same subject area. In the case of extremely specialist and/or expensive resources we will discuss the possibility of the relevant school making a contribution to the cost of the resource.
- 4.3 As journals have moved from print to electronic the library now effectively leases access from the publisher, and during the selection process we will investigate what provision is made for perpetual access in the case of a serious issue such as a publisher ceasing trading.
- 4.4 Whilst investments in recent years have significantly increased the numbers of journals available to staff and students the continued levels of price inflation continue

to put this budget under pressure. As a result subscriptions will be regularly reviewed to ensure value for money in terms of cost and usage. When analysing value for money we will use the JISC benchmark of £1/download as a guide, with resources costing more than this being reviewed for cancellation after consultation with academics

4.5 Whilst in the long term the move towards Open Access may reduce costs in this area, we do not expect to see any short term savings.

4.6 Books to support research can be suggested at <https://library.hud.ac.uk/pages/suggestabook/>

5 General Principles

5.1 The format of materials purchased will take into account specific needs, e.g. disability, international students, part time students etc.

5.2 Electronic versions of material will be provided wherever possible, subject to price, access and licensing restrictions.

5.3 Books will normally be purchased from shelf ready suppliers, with paperback versions preferred due to the cost savings.

5.4 Donations will not generally be accepted as the processing and cataloguing of items adds significantly to the cost. However, if an item is not otherwise available, and is relevant to current teaching and research then consideration will be given to adding it to stock.

5.5 Damaged or lost stock will be replaced if it is in print and still relevant to current teaching and research. If a replacement cannot be sourced and the item is on a reading list we will contact the academic for an alternative.

5.6 The Library uses Summon as the primary discovery service, and in selecting material consideration will be given to whether the resource is indexed in Summon.

6 Withdrawal of Library Stock

6.1 Academic and Subject Librarians will liaise regularly with academic staff on the currency of Library collections.

6.2 Stock editing of books will be undertaken on a regular basis to maintain a balanced and relevant collection based on the following criteria (with appropriate regard for disciplinary differences)

- i. Relevance to the current curriculum or research
- ii. Inclusion on reading lists
- iii. Currency

- iv. Usage levels
- v. Physical condition
- vi. Availability of online versions

- 6.3 For journals and any abstracts and indexes, the Library will look to replace print with electronic versions where possible after consultation with academic staff
- 6.4 When looking to replace print archives of journals with electronic versions the Library will attempt to purchase perpetual access to electronic archives. However, in the case of short runs of print archives, or in areas no longer relevant to the University we will consider withdrawal when electronic access is available but without the perpetual guarantees (in this case the inter library loan service would be the back-up should electronic access be lost).
- 6.5 Disposal of items withdrawn from stock will be offered to used book resellers in the UK or abroad, or recycled in accordance with the University's environmental guidelines.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1.1	Dec 2017	Policy converted to new template	Head of Academic Services, Computing and Library Services
V1.0	Sept 2017	First draft of new policy	Head of Academic Services, Computing and Library Services