

## 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.

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## 1. Introduction

- 1.1. The collections and resources provided by the Library are a key foundation to success in teaching, learning, and research at the University of Huddersfield. We aim to provide seamless access to a wide range of required content at a time and in a format that our users need, which will include supporting the move towards electronic collections as far as possible.
- 1.2. The policy supports the 2025 University Strategy and Mission in several areas:
  - To inspire our students by providing a world class student experience
  - To support our researchers in increasing the volume and quality of their outputs including by providing as wide a range of avenues for publication as possible
  - To ensure our collections are inclusive, accessible, and representative of our staff and students
  - To deliver best possible value for money within allocated budgets.

## 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:
  - Recurrent expenditure on subscription resources such as databases and journals
  - Within the remaining budget the first priority will be the provision of reading list material
  - The next priority will be 'demand driven acquisition', which allows the Library to offer seamless access to a wide range of ebooks, with purchase triggered after a set number of accesses
  - The final priority will be other items suggested by academic staff and students. Items can be requested for purchase using our [suggest a book form](#). Budget permitting it may also be possible to support selection by subject librarians.
- 2.2. 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.
- 2.3. Investments in recent years have significantly increased the numbers of journals available to staff and students. However, 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. Resources which show poor value for money will be

considered for cancellation. Although more content in these packages is now available Open Access we do not anticipate costs reducing in the short to medium term.

- 2.4. Requests for new subscription resources for research and teaching will require a robust business case to be made using the [Resource Recommendation Form](#) and these will be considered twice a year. Financial challenges mean that we are unable to make any guarantees around extending subscriptions and may therefore 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 whole or partial contribution to the cost of the resource, with the Library able to administer it.

### 3. Teaching and Learning

- 3.1. Computing and Library Services will provide and maintain reading list software (Leganto) to support teaching and learning with the following aims:
- To ensure students are aware of and have access to required and recommended reading materials which they can access through Brightspace
  - To ensure academic staff are provided with a straightforward tool to manage their reading lists and are therefore providing clear, accurate, and up-to-date reading lists
  - To alert Library staff to changes so they can make resources available in the right format and in sufficient numbers to meet the learning and teaching objectives of the course of study
  - To ensure that reading lists and formats are accessible for those with disabilities as per the Equality Act 2010 and the Public Sector Bodies (Website and Mobile Applications) Act 2018 and section 6 of this policy covering accessibility
  - To ensure that content on reading lists adheres to the [CLA guidelines](#).
- 3.2. In order to support these aims, it is the responsibility of course and module leaders to:
- Only provide their reading lists through Leganto and not in any other manner – this is the only way to ensure all of the aims above are met
  - Review and update these reading lists for currency and accuracy on at least an annual basis by both adding and removing content as appropriate
  - Identify resources required to support new modules at the time of proposal so that they can be made available in a timely manner.
- 3.3. In order to support these aims, Library staff will:
- Aim to make all reading list content available in a timely manner, subject to the information about categorisation and caveats below
  - [Make training and guidance](#) on the reading list system available for staff to engage with
  - Support academic staff with advice about content on their reading lists, including how they can decolonise and diversify reading lists in line with the principles of our [Broaden My Bookshelf](#) initiative.
- 3.4. Academic staff should use the following categorisation labels in order to guide students to the material they should prioritise engaging with. Library staff will use this information alongside other supporting information such as format availability (electronic/print), student numbers, cost, school, and current usage, to make appropriate decisions about purchasing levels and possibility to digitise.

- **Recommended for Purchase:** Used where it is necessary for all students to have access to the entire text extensively throughout the module. Academic staff recommend that students purchase these 'set text' titles, although they will also be made available by the Library.
  - **Essential:** Used for reading that all students are required to engage with. The Library will meet the demand for essential reading through a combination of electronic, print, and digitisation (of chapters and articles only).
  - **Recommended:** Used for reading which will expand student understanding of the subject. It is expected that students will read at least some material from this category and the Library will facilitate access to these titles.
  - **Background:** Used in some disciplines, and at some levels of study where students may be expected to explore the subject in greater depth. The Library will provide access to these titles through existing stock or inter-library loans.
- 3.5. Increasingly publishers are making ebooks available with overly restrictive licences, at unaffordable costs, or exclusively as part of bundles. Where this is the case, librarians will discuss alternative options with academics. If there is no such alternative, and the e-book or collection is felt to be essential then Computing and Library Services will discuss the possibility of a School making a whole or partial contribution to the cost, with the Library potentially able to administer access.
- 3.6. 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.
- 3.7. Computing and Library services purchases or licenses information sources in a variety of formats. This does not normally include payment for access to teaching materials such as instructional videos, lesson plans or other items considered peripheral to our core collection.
- 3.8. Where more recent editions of an item are available, the most recent will automatically be purchased, unless a lecturer states that an older edition is specifically required for pedagogical reasons.

#### 4. Research

- 4.1. Computing and Library Services is committed to supporting the University Research Strategy by providing read access to resources as well as providing a wide range of [publishing options](#) for researchers to help them meet open access mandates. The Library will do this by working with sector bodies. Library staff will periodically review subscriptions with academic staff and will monitor existing and new offers for packages of journals.
- 4.2. 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.
- 4.3. As per section 2.1, demand driven acquisition is used to provide seamless access to a wide range of ebooks which can support research beyond those selected for reading lists.
- 4.4. Books to support research should be requested using our [inter-library loan service](#).

## 5. General Principles

- 5.1. Electronic versions of material will be provided as a priority, subject to price, access and licensing restrictions, as well as ensuring accessibility and course requirements are provided for, in alignment with the University's commitment to diversity and inclusion.
- 5.2. Books will normally be purchased from shelf ready suppliers, with paperback versions preferred due to the cost savings.
- 5.3. Library staff will work with academics and students to encourage and support the diversification of the Library collections and reading lists to reflect the diversity of the University community.
- 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 or 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 or 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 Library Search as the primary content discovery service for our collections.
- 5.7. The Library also offers an inter-library loan service to staff and students to allow them to obtain material not available at Huddersfield and will provide access to printed collections at other Libraries through the SCONUL Access scheme.
- 5.8. The Library will work to continually improve the collections we offer, through regular review, seeking feedback from users, through involvement in sector level work, and by following relevant trends.

## 6. Accessibility

- 6.1. Accessibility of resources is a procurement priority for Library Services. Library Services aims to purchase resources which are designed inclusively. Resources which support accessibility have benefits to everyone but are vital to disabled users.
- 6.2. Accessibility considerations will be factored in when selecting resources. Library Services will check third-party web platforms are compliant with WCAG 2.2 at AA level. This is a legal responsibility for Public Sector organizations.
- 6.3. Where this is not possible Library Services will:
  - work with suppliers to achieve greater accessibility
  - communicate where web content presents access barriers for users, and when and how barriers can be mitigated by providing digital accessibility statements as part of our [eresource a-z list](#)
  - support with provision of alternative versions through the library disability support adviser.

6.4. All content digitised by the library is made available through the Copyright Licencing Agency's Digital Content Store. All downloadable PDFs are created using Optical Character Recognition software.

## **7. Withdrawal of Library Stock**

- 7.1. Subject Librarians and the Library Engagement Manager will liaise regularly with academic staff on the currency of Library collections.
- 7.2. Stock editing of physical books will be undertaken on at least an annual basis to maintain a balanced and relevant collection based on the following criteria (with appropriate regard for disciplinary differences):
- Relevance to the current curriculum or research
  - Inclusion on reading lists
  - Currency
  - Usage levels
  - Physical condition
  - Availability of duplicate print copies at Huddersfield
  - Availability of online versions.
- 7.3. We anticipate that as the emphasis continues to shift towards electronic collections the size of the print book collection will reduce over time, while remaining an integral part of our offer.
- 7.4. 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, with the inter-library loan service being the backup.
- 7.5. Disposal of books withdrawn from stock will be offered to used book resellers or recycled in accordance with the University's environmental guidelines.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>Compliance Checks:</b>	Periodic checks to identify reading lists that have not been updated Annual review of student engagement with reading lists Regular review of compliance at internal Computing and Library Services management meetings
<b>Related Policies/Procedures:</b>	<a href="#">Archive Collections Management Policy</a> <a href="#">Library Regulations</a>

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V2.1	September 2024	Key points from reading list appendix now included under section 3 teaching and learning. Removal of appendix 2 resource request form, and provision of a link to the online form. Other minor edits for brevity and clarity.	Head of Academic Services, Computing and Library Services
V2.0	July 2022	Policy now includes the Reading list Policy which will cease to exist as a separate policy. Changes to section 3 around e-book purchasing	Head of Academic Services, Computing and Library Services
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