

Collection Development Policy Series

Drill Hall Library policy for developing the Library's Lifestyle Collection

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0.4	03/05/17	AH, Lesley Gould	Incorporating comments from LG (s4.a, minor edits)

This document will give you the information on the purpose and purchasing drivers that contribute to the development of the Lifestyle Collection at the Drill Hall Library.

Any changes to this document must be logged in the version control section above and saved at a new version and old versions archived.

Collection Development Policy – Lifestyle Collection

May 2017

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1. Introduction

Whilst Higher Education libraries must prioritise their academic collections to ensure the success of their users, the benefits of a wide-ranging ‘extra-curricular’ collection in the spirit of a public library service are numerous and essential for adding value to the student experience.

As a shared library service, the Drill Hall is familiar with the strengths and opportunities that open-minded, collaborative approaches can bring to both strategic and functional operations. A non-expert collection fosters a different kind of knowledge for its users and encourages them to consider their long-term development beyond the immediacy of their academic pursuits. Simultaneously, students and staff are likely to perform better in their work when they have good physical, mental and emotional health, and this can be encouraged through interaction with high quality resources.

As degree programmes increasingly expect higher levels of attainment from their students, supplementary ‘Lifestyle’ collections that develop personal and professional qualities will arguably become as critical to student support and retention as study skills and information literacy.

2. Strategic foundation

The management of the Library’s collections is driven by principles outlined in the [Drill Hall Library Strategy 2015-17](#), which has been developed in consultation with the partner Universities. According to this strategy, the Library and its staff will:

- “Seek quality and strive to add **value** to the experience of those using our **service**” and;
- “Embrace **diversity** and see strength in the range of people, skills and backgrounds who we **support** and work with”.

The Lifestyle Collection adheres to these strategic values by:

- Widening the range of **services** available in the Library and therefore providing increased **value** for money to its users;
- Providing all Library stakeholders with **diverse** opportunities to develop transferable skills that will enhance their employability and their own sense of identity and wellbeing beyond their academic studies;
- Increasing the **accessibility** of these opportunities to academic, support and administrative staff based at the Medway campus, thereby establishing the Library as an interesting and welcoming space that offers **support** to all types of users;
- Improving **engagement** with all elements of the Library's service provision and playing a central role in fostering **community** spirit and workplace satisfaction.

3. Relationship to the Main Collection

a. Location

The Lifestyle Collection is located at the far end of the Group Zone of the Library, where it can be enjoyed most fruitfully and where it is ideally separated from the Main Collection.

b. Relocation

As both collections evolve, it may be appropriate to relocate or reclassify materials. One such scenario would be relocating items in the Main Collection bought for modules or courses no longer taught at the Medway campus. Another may be relocating relevant items to the Lifestyle Collection during the regular weeding of academic stock.

c. Classification

All items within the Lifestyle Collection will have a Dewey Decimal classification number similar to stock in the Main Collection, but these items will also be branded with a 'Lifestyle Collection' sticker to avoid confusion when re-shelving. The collection will be weeded on an ongoing basis in accordance with the Library's **Withdrawal of Materials (May 2017)** policy.

4. Guidance for Acquisitions

Staff managing acquisitions for the Lifestyle collection are working under the general principle that items purchased will broaden the current provision, incorporating material that has been recently published and reflecting trends in line with modern popular culture and interest. They also work under the assumption that items should be non-expert and cannot be easily confused with academic materials in the Main Collection.

To ensure maximum breadth, the collection contains only one copy of each item, although there may be additional copies available at other libraries within the partnership. This will be reviewed on an individual basis if an item proves particularly popular.

a. Health & Wellbeing

The purpose of these items is to provide users with opportunities to enhance their physical, mental and emotional health, and engage them in wider cultural events and social initiatives. Typically, this might include purchasing items on the subjects of:

1. Physical Health
 - a. Sport, exercise, fitness, travel, maps

- b. Diet, nutrition, cookery skills
 - c. Sleep
2. Mental Health
 - a. Stress management
 - b. Confidence building
 - c. Self-care
 3. Wellbeing (emotional)
 - a. Happiness, mindfulness
 - b. Relaxation
 - c. Interest
 - i. Arts/Crafts
 - ii. Hobbies
 - iii. Intellectual (music, languages etc.)
 4. Professional/Self development
 - a. Career/life satisfaction
 - b. 'Coming of age' resources, e.g. driving test manuals, politics, mortgages etc.
 - c. Team working, leadership, project management
 - d. Professional skills, IT

b. Local Area Studies

These resources provide access to information relating to the social, cultural and natural history of the Universities at Medway campus and surrounding area. We will purchase and collect items on subjects relating to:

1. The history of the University of Greenwich, the University of Kent, and Canterbury Christ Church University (the Universities at Medway partners);
2. The history of the Universities at Medway site and the collaborative project;
3. The history of the Drill Hall Library and former Drill Shed;
4. The social, cultural and natural history of the Medway towns;
5. The social, cultural and natural history of the county of Kent.

N.B. Items relating to the history of the Chatham Historic Dockyard and general naval and military history or memorabilia with connections to the local area are collected in a specialist archive a short distance from the Universities at Medway site. The Library has developed links with this archive, and will provide any interested users or parties with information on accessing this specialist library. The Drill Hall will **not** collect or hold any materials in these subject areas.

c. Popular Fiction

The purpose of these resources is to engage a range of users from across the Medway campus in reading for pleasure and viewing the library as a welcoming, social space. On the whole the items purchased will be fiction, but may include some biography/autobiography or significant historical texts. Strategies for developing the resources may include:

1. Purchasing titles nominated for book prizes and awards, popular book club shadow groups;

2. Purchasing best-sellers or popular items as a result of culturally or socially significant events, such as movie adaptations, anniversaries, death of an author etc.
3. Purchasing titles on recommendation or request from users.

5. Engagement

Drill Hall staff will encourage engagement with the collection by:

- Creating displays of books to highlight the collection and its newest items;
- Liaising with course lecturers and students to highlight the benefits of reading outside of academic work;
- Collaborating with partner institutions and local libraries to run schemes and projects that encourage reading for pleasure;
- Running shadow reading groups;
- Inviting guests to give talks or workshops on a variety of subjects;
- Sharing the results of collaborations with stakeholders in the forms of reports, presentations, displays and exhibitions.

6. Measuring Impact

The success and impact of the re-launched collection will be monitored via various measures, including:

- Running regular reports on stock circulation;
- Performing head counts for use of the space;
- Recording requests for stock items;
- Logging new staff library account sign-ups;
- Logging attendance numbers at events/book groups etc;
- Recording engagement on social media channels;
- Direct feedback from users.

Library staff will use the results of these measures to produce an annual report on the strengths and weaknesses of the collection as part of our planning for the following academic year.

7. Gifts, donations and disposal

Offers of gifts and donations, including unclaimed lost property, should be handled in accordance with the **Managing Offers of Donations (May 2017)** policy and **Withdrawal of Materials policy (May 2017)**.

8. Associated documents

Other documents in this series include:

- **Drill Hall Library Strategy 2015-17**
- **Withdrawal of Materials (May 2017)**
- **Managing Offers of Donations (May 2017)**