

Collection Development Policy Series

Drill Hall Library policy for developing the Library's Main Collection of Books

Amelia Hook
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Prepared by:	Proof checked by:	Issue date:
Amelia Hook		

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0.6	05/05/17	AH	Incorporating comments from LG

This document will give you the information on the factors that drive acquisitions and purchasing of books (print and electronic) 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 – Main Collection: Books

May 2017

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1. Introduction

Extensive and secure provision of high quality, accessible materials has long been a standard of Higher Education library services and an enhanced student experience. As the expectations and circumstances of library users evolve, the Drill Hall Library and its staff must ensure our approach to acquisitions is relevant, inclusive and forward thinking whilst also being consistent with the collection development policies of the partners.

This document intends to vocalise the strategic considerations that inform the acquisitions process at the Drill Hall Library.

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:

- “empower Medway students, teachers and researchers to study, educate and discover by using resources and information technologies in the library and shared spaces” and;
- “embrace diversity and see strength in the range of people, skills and backgrounds who we support and work with”.

Selecting new academic resources to support learning, teaching and research is at the heart of the Library's strategic mission and purpose. Our goal is to deliver high quality, accessible and cost-effective materials that encourage staff and students to reach their full potential and become experts in their fields. This should lead to an increase in **NSS (National Student Survey)**, **REF (Research Excellence Framework)** and **TEF (Teaching Excellence Framework)**

scores, and subsequently higher league table positions for our partners to attract future students.

3. Rationale for Acquisitions

Purchasing to develop the Library's Main Collection is driven by a discipline-focussed approach, with each department or school having access to their own annual fund to buy resources for one or more degree programmes.

Acquisitions are managed by a number of staff working to a number of factors, standards and guidelines. All books bought from funds for disciplines taught on the Medway campus are held in the Drill Hall Library. There is no external store: weeded items are permanently moved off-site to other libraries within the partners or to a charity that will redistribute them. For further details, see the Library's **Withdrawal of Materials policy (May 2017)**.

a. Collection Type

i. Main Collection

The majority of the materials held in the Library fall into one Main collection. Items in the Main collection include all Core or Essential ('must read'), Recommended ('should read') and Background ('could read') texts listed on reading lists and module guides for each of the partner universities. It also includes reference materials and resources deemed useful for academic research.

ii. Lifestyle Collection

A second, much smaller Lifestyle collection hosts many 'extra-curricular' resources in the areas of Fiction, Health & Wellbeing and Local Area Studies. This collection will not contain any materials found on reading lists for academic study. For further details, see the Library's **Lifestyle Collection policy (May 2017)**.

b. Resource Format

i. E-books

Where possible, the Library will seek to attain electronic access to resources first. This approach is of the greatest benefit to the greatest number of students, including distance learners and those with specific accessibility requirements (in line with the Library's **Equality, Diversity and Inclusion policy (in development)**). Faculties, Departments or Schools that have a specific and reasonable argument for buying print copies of texts ahead of electronic copies should contact the Library via their Representative.

In its procurement of electronic books, the Library will only acquire materials from suppliers approved by the acquisition teams of the three partner universities, and will prefer the electronic platform of choice used by the funding university.

For joint courses, electronic material will be purchased so that it can be accessed via the electronic library services of the lead administrative institution.

ii. Print books

The Library will seek to purchase copies of print books that are considered the best value for money. On the whole this will mean buying paperback copies from UK-based publishers. However staff may purchase hardback or cased formats from overseas if specifically requested to do so, if there is no alternative, or at their own discretion.

The Library will always seek to acquire the newest edition of any resource type unless specifically directed otherwise.

iii. Out of print materials

The Library will attempt to source out of print items from an external approved supplier to meet teaching and learning needs, assessing any additional cost against the availability of budget. These items will be marked and excluded from future withdrawal procedures (for further details, see the Library's [Withdrawal of Materials policy \(May 2017\)](#)).

4. Purchasing drivers

a. Stock development, including:

i. Reading lists and tutor recommendations

This will involve buying resources to a ratio (where funds permit) based on the importance given to them by tutors:

- For [undergraduate](#) students:
 - [Core or Essential \('must read'\)](#) texts: 1 e-book and 1 physical copy per 16 students, or where an e-book is not available, 1 physical copy per 8 students;
 - [Recommended \('should read'\)](#) texts: 1 e-book and 1 physical copy per 32 students, or 1 physical copy per 16 students;
 - [Background or supplementary \('could read'\)](#) texts: 1 copy.
- For [postgraduate taught](#) students:
 - [Core or Essential \('must read'\)](#) texts: 1 e-book and 1 physical copy per 6 students, or where an e-book is not available, 1 physical copy per 3 students;
 - [Recommended \('should read'\)](#) texts: 1 e-book and 1 physical copy per 12 students, or 1 physical copy per 6 students;
 - [Background or supplementary \('could read'\)](#) texts: 1 copy.

Further details can be found in the Library's [Purchase Policy and Reading List Information document \(June 2016\)](#).

ii. Research themes or specialisms of the partners

In accordance with the Library's [Research Support Offer \(in development\)](#), Library liaison staff will attend important strategic research meetings, department-hosted open days, lectures and conferences. This will help staff to actively follow the research profile of Faculties, Departments and Schools and develop the Library's collection to support further them.

iii. Works authored by academic staff

Library liaison staff will review new uploads into each of the partner institutions' academic repositories (GALA, KAR and CReAte) to obtain a comprehensive list of monographs contributed to or published by academic staff. These will be purchased and added to the collection on a termly basis.

iv. Requests from staff and students

As part of the **Research Support Offer (in development)**, liaison staff will contact new academic staff (including postgraduate research students) within the first few weeks of their appointment to offer them an induction to the Library and its services. Academic staff can then contact the relevant librarian to request materials to support their work throughout the year. Research texts will be purchased subject to budget availability.

v. Recommendations by the Academic Support Librarian, in consultation with the Academic School

On occasions where the subject support team perceive there to be a 'gap' in the Library's collections, as identified in a subject's **Strategic Collection Review**, the Academic Support Librarian will liaise with the Faculty or School's Library Representative to make recommendations for purchases and provide an indication of prices.

vi. Increasing breadth of collection in a subject area or discipline

In the event that budgets are not spent fully after reviewing reading lists, extensive consultation with academic staff throughout the year and other criteria listed above, support staff will use their discretion to purchase relevant materials for the subject area.

b. Stock management, including:

i. Extra copies depending on student numbers

Library liaison staff will annually contact the Faculty, Department or School administration manager to review module registration numbers and ensure that items on the module reading list meet the ratios described above (section 4,a,i.)

ii. New editions of core texts

To be reviewed and tracked annually by Library liaison staff and managed in association with the Library's **Withdrawal of Materials policy (May 2017)**. Staff will also contact relevant academics to advise them of potential changes to reading lists.

iii. High demand for specific items

The Library encourages a patron-driven acquisitions approach to collection development. Each month, support staff will review a list of the most reserved and inter-site requested titles and purchase extra copies accordingly. Extra copies of texts may be purchased as a result of student feedback, either at Student Staff Liaison Committee and/or Board of Studies meetings, or via direct contact with the subject support team.

iv. Replacing damaged or lost copies

Judgements on whether to replace lost or damaged items should be made by looking at the recent loan history of the book to see if it is well used (in line with the Library's **Withdrawal of Materials policy (May 2017)**).

v. Annual review of e-book availability

At the beginning of a new acquisitions cycle, library liaison staff will review reading lists to see if an electronic copy of a text has become available. Any new titles will be purchased.

5. Access to material not held at the Drill Hall

Access to the collection of print and electronic books held in the Library is supported and enhanced by agreements and collaborations with the partner universities and other academic libraries, including:

a. Copyright Licensing Agency (CLA) scanning

Academics can make a chapter or selection (up to 10%) from a book available to students as .pdf files delivered via the virtual learning environment.

b. Document Supply via the British Library

Library users can request delivery of books not held by the Drill Hall from the British Library. Paper request forms must be completed on an individual basis, be counter-signed by a tutor and be handed in to the Library Welcome desk.

c. Reference access to print journals via the SCONUL scheme

The Society of College, National and University Libraries (SCONUL) scheme provides reference-only access for undergraduate students and borrowing rights for postgraduate students and staff at many HE libraries in the UK. Users will not have access to the electronic services of the host university.

d. Reference access to print and electronic journals via the British Library Public Reader Pass

The British Library provides reference-only access to a wide range of books via its Reading Room in London. Members of the public are eligible to apply for a Public Reader pass and access the Library's collections on site.

6. Gifts and donations

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

7. Associated documents

Other documents in this series include:

- **Drill Hall Library Strategy 2015-17**
- **Withdrawal of Materials policy (May 2017)**
- **Lifestyle Collection policy (May 2017)**
- **Equality, Diversity and Inclusion policy (in development)**
- **Purchase Policy and Reading List Information document (June 2016)**

Version 0.6

- **Research Support Offer (in development)**
- **Managing Offers of Donations policy (May 2017)**