

# Collection Development Policy Series

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

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This document will give you the information on the factors that drive acquisitions and purchasing of journals (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: Journals

## May 2017

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### 1. Purpose of the collection

In line with the Drill Hall Library strategic mission, the purpose of the Main Collection of Journals is to “empower Medway students, teachers and researchers to study, educate and discover by using resources and information technologies in the library and shared spaces”, enhancing their learning and overall university experience. Ease of access to and the quality of electronic resources has a particular impact on both teaching and research at undergraduate and postgraduate levels, and is heavily reflected in responses to the National Student Survey. The results of the survey have implications for the partner universities’ reputation, ranking and recruitment; therefore, it is important that our provision and support exceed the needs and expectations of library users.

### 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. Location of the collection

#### a. Drill Hall Library group zone

- A small number of print journals are held in the Drill Hall Library group zone. They are organised by subject discipline, title and date. These journals are for reference purposes only and cannot be borrowed from the library. **All** students are permitted to photocopy articles for their own consumption in line with copyright regulations.
- A record for the print journal title and the Library’s holdings of it will appear on the Drill Hall Library catalogue with its location information.
- **There is no external store.** Journals weeded from the collection in line with the Library’s [Withdrawal of Materials policy \(May 2017\)](#) are offered to the anchor library of the purchasing university before being recycled.

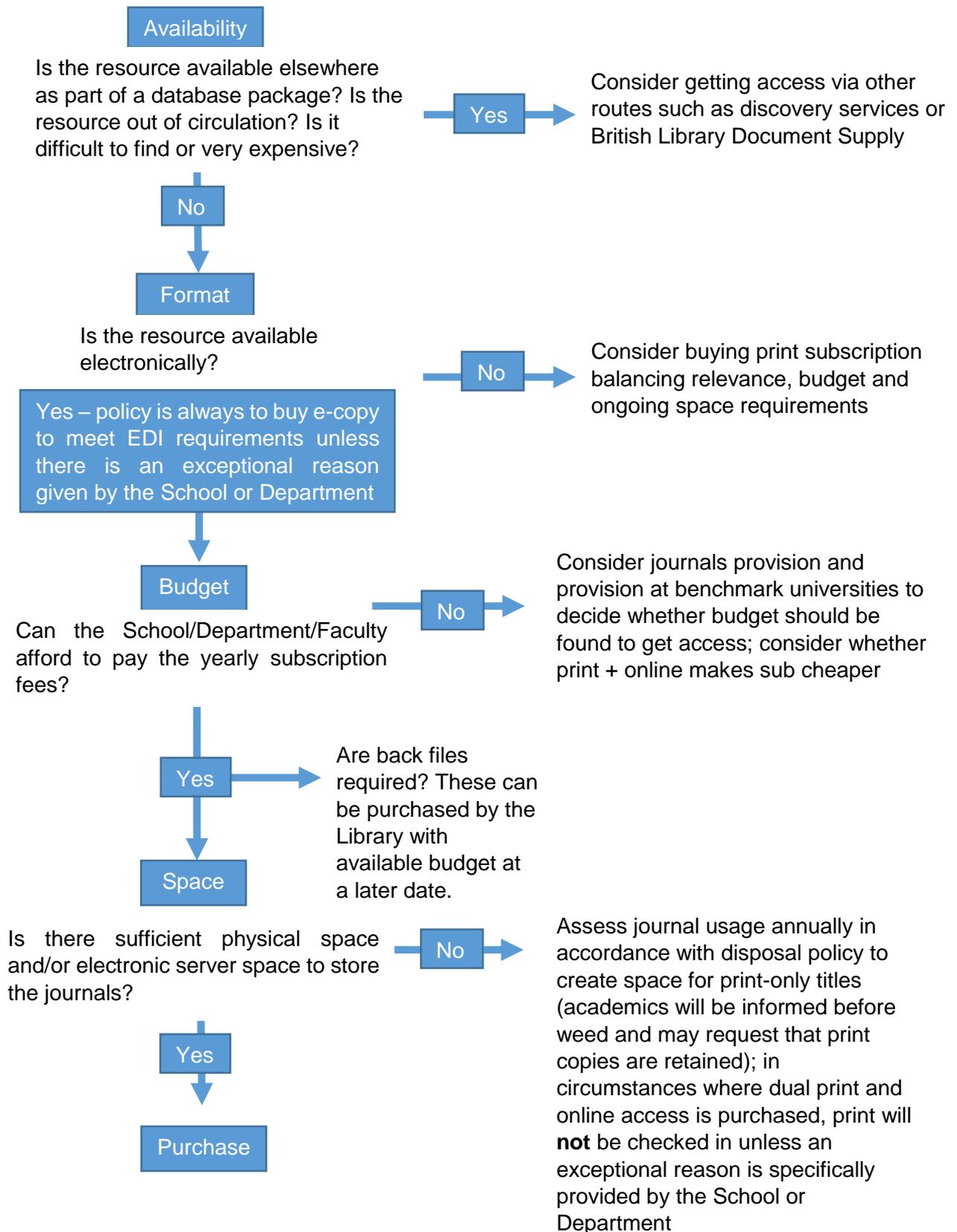
#### b. Online through discovery services

- The majority of journals will be held electronically. Subscriptions may be made on an individual basis or occur as part of a database or journals package, meaning there are several potential routes to journal or article discovery. These journals are available to access 24-7 on campus and remotely through the host university’s access portal. Students are able to download full text .pdfs to save, email and print for personal consumption in line with copyright regulations.
- A record for each article contained within an electronic journal, along with a record for the journal itself, will appear in the LibrarySearch service of each University. Due to licensing restrictions, students are only entitled to access e-resources purchased by their home university.
- There is no access to e-resources for SCONUL students, public access visitors, schools or partner colleges via LibrarySearch.
- Storage is managed by the discovery service provider. E-resources staff from each university will be involved in discussions to compress and migrate less-used content onto archive servers.

### 4. Acquisitions drivers

Academics will be the main driver for journals acquisitions, where they perceive a title to be relevant and useful, as agreed by Head(s) of School, Department or Faculty. Acquisitions may also be patron-driven, as a result of course feedback or National Student Survey results, or library-driven, as a result of strategic collection reviews. The following

flow chart visualises the factors that guide internal journal purchasing practices when a title has been requested by a School or Faculty:



## 5. Acquisitions management

Guidelines and processes differ between institutions but the Drill Hall Library seeks to provide a consistent and smooth service for library users wherever possible.

### a. University of Greenwich

- Ownership
  - The University of Greenwich at Medway journal subscriptions and renewals are managed by a member of staff from the Drill Hall Library, in collaboration with the e-resources team at the Stockwell Street Library.
  - Materials for use exclusively at Medway should only be selected by Drill Hall staff.
  - Materials for use at multiple campuses should be managed by the e-resources team at Stockwell Street Library and sent to the Drill Hall for internal processing.
  - Drill Hall staff will be consulted about any university-level electronic subscription that affects the Medway campus.
- Subscription processes
  - Subscriptions are arranged centrally through an agent approved by the University rather than via individual publishers.
  - For courses run jointly between partner institutions, all electronic material will be purchased so that it can be accessed via the electronic delivery services of the administrative lead (Pharmacy – UoG, Speech and Language Therapy – UoG).
  - Subscriptions are processed in advance of the year in which they are published. Renewals are completed over the summer period (June-August), and funded with money from the new financial year budget (August-July), to prevent interruption of access.
- Requests for new subscriptions
  - The budget for journal subscriptions for each Department is fixed. New subscriptions can only be requested if the equivalent subscription fee can be cancelled from the Department's current offering.
  - Individual academics can request that the Library creates new journal subscriptions, but these must be agreed by the Head of Department in consultation with the Subject Librarian and e-resources team member.
  - DHL e-resources staff and subject librarians will liaise to collate usage data to pass back to library colleagues and academics on a yearly basis ahead of subscription renewal requests.

### b. University of Kent

- Ownership
  - The University of Kent at Medway journal subscriptions and renewals are managed by a member of staff from the Drill Hall Library, in collaboration with the Content Purchasing Team at the Templeman Library.
  - Materials for use exclusively at Medway should only be selected by Drill Hall staff.

- Materials for use at multiple campuses should be managed by the team at the Templeman Library and sent to the Drill Hall for internal processing.
- Drill Hall staff will be consulted about any university-level electronic subscription that affects the Medway campus.
  
- Subscription processes
  - Subscriptions are arranged centrally through a supplier approved by the University rather than via individual publishers.
  - For joint courses, all electronic material will be purchased so that it can be accessed via the electronic library services of the administrative lead (Pharmacy – UoG, Speech and Language Therapy – UoG).
  - Subscriptions are processed in advance of the year in which they are published. Renewals are completed over the summer period (June-August), and funded with money from the new financial year budget (August-July), to prevent interruption of access.
  
- Requests for new subscriptions
  - Subscriptions to journals that benefit multiple Schools and courses are paid from the Topslice allocation. Each School's contribution to the Topslice is pre-calculated and subtracted from their available funds at the beginning of the financial year.
  - Schools have separate budgets to purchase journals and datasets. Where additional resources are required, academics can request new subscriptions without cancelling others, funding-permitting. Changes to subscriptions must be agreed by Heads of School in consultation with the Subject Librarian and Drill Hall e-resources team member.
  - Subscription queries that affect Schools located on more than one campus should be referred to the e-resources team at the Templeman library.
  - DHL e-resources staff and subject librarians will liaise to collate usage data to pass back to library colleagues and academics on a yearly basis ahead of subscription renewal requests.

### c. Canterbury Christ Church University

- Ownership
  - The Drill Hall Library **does not contribute** to journal acquisitions for Canterbury Christ Church University.
  
- Subscription processes
  - Journals ordered by CCCU for the Medway campus will be sent to the Drill Hall Library's e-resources team member for internal processing.
  
- Requests for new subscriptions
  - Requests to cancel or subscribe to a new journal title must be passed to the team in Canterbury for consideration. Academics at the Medway campus should contact the DHL subject librarian in the first instance, who will then liaise with the relevant staff member in Canterbury. The

DHL librarian will be responsible for communicating the decision to the member of staff.

- Feedback from students at the Medway campus will be conveyed by the DHL subject librarian to their equivalent in Canterbury. The DHL librarian will be responsible for communicating outcomes to students.
- DHL e-resources staff and subject librarians will liaise to collate usage data to pass back to library colleagues and academics on a yearly basis ahead of subscription renewal requests.

## 6. Responsibilities of e-resource staff member

### a. Ongoing:

- Engage with the provision agent on behalf of subject librarians and academics to get price quotes for new journal subscriptions;
- Ensure that products obtained are the most accessible available, in dialogue with the Equality, Diversity and Inclusion group and policy;
- Liaise with partners to ensure accurate import of journal records into LibrarySearch;
- Report and follow up access problems with partners (if subscription is held centrally) or with provider. Inform subject librarians of resolutions;
- Electronic preservation concerns will be managed by staff at the partner institutions.

### b. Annual:

- Provide each subject librarian with:
  1. a list of journal titles taken for each school or department at the Medway campus
  2. their format (whether in print or online)
  3. the renewal price for the following year,
  4. and an indication of how well the resources have been used in the previous year.
- Manage subscription renewals based upon feedback from subject librarians and academics.
- Assist with the evaluation of print journal provision in line with the Library's **Withdrawal of Materials policy (May 2017)**.

### c. Occasional:

- Contribute data and/or insights to the strategic collection review process completed for each School/Department every three years.
- Assist with the processing of eligible donations to the collection in line with the Library's **Managing Offers of Donations policy (May 2017)**.

## 7. Responsibilities of Subject Librarian

### a. Ongoing:

- Actively encourage staff to prioritise electronic resource subscriptions over print wherever possible;
- Check whether new titles requested by the School or Department are already included within a journal or database collection;

- Liaise with colleagues at other sites to pass on queries and increase knowledge of the collections across the partner universities;
- Consider and manage how changes will be marketed to library users;
- Consider and manage how changes will affect other library services, such as Subject Guides.

**b. Annual:**

- Meet Head(s) of School/Department in person to review journals provision.
- Produce a report containing:
  1. Usage data
  2. Document Supply & CLA scanning request data
  3. Strategic review recommendations
  4. NSS comments
  5. Renewals information (changes to packages, prices etc.)
  6. Any other data deemed to be of interest.
- Use the report to inform the renewals process and confirm decisions with e-resources staff.
- Evaluate print journal provision in line with the **Withdrawal of Materials policy (May 2017)** and communicate changes to staff, considering any objections or subject-specific requirements.

**c. Occasional:**

- Produce collection reviews to identify the Department's provision amongst that of its competitor universities every three years.
- Consider and process eligible donations to the collection in line with the **Managing Offers of Donations policy (May 2017)**.

## 8. Alternate methods of access

In circumstances where it is not possible or feasible to purchase journal titles, other methods of gaining access are available.

**a. Copyright Licensing Agency (CLA) scanning**

Academics can make a copy of an article available to students as a .pdf file delivered via the virtual learning environment.

**b. Document Supply via the British Library**

Library users can request electronic delivery of journal articles 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 in either scheme, but they can request details of print journal provision and visit the library in person.

#### **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 journals 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.

### **9. 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)**.

### **10. Associated documents**

Other documents in this series include:

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