UNIVERSITY OF SUNDERLAND

COLLECTION DEVELOPMENT POLICY

Introduction

Collection Development in University Library Services is focused on fulfilling the educational needs of the University community by supporting the learning, teaching and research priorities within the University of Sunderland. The direct objective of the Collection Development Policy is to maximise the use and effectiveness of library collections which form a central part of a continually improving library service and to fulfil the diverse needs of users which might involve the complete collection, specific sections of stock or individual items.

Vision

We aim to enhance the student experience, promoting innovative and flexible learning opportunities responsive to the needs of a diverse market; and to provide a high quality experience for all our learners and to prepare our students for fulfilling employment. University Library Services seeks to manage its collections dynamically with the object of reflecting both user needs and the changing way in which information is delivered.

Aims

This policy seeks to:

- establish the general principles by which University Library Services acquire, and manage information resources and make them available to users.

- provide information to academic staff, library staff, students and researchers about collection priorities and guidelines .

- facilitate a fair and rational division of the library budget to achieve both balanced collections and value for money.

- ensure that consultation with academic staff is at the heart of the collection development process.

- maximise access to the collections, both physically and electronically, and to collaborate with other institutions to increase and improve the range and variety of information resources.

- achieve a recognised, accessible, consistent and logical procedure to decide which material is to be retained and which is to be relegated or disposed of, in the light of current learning, teaching and research requirements, balanced against financial and space constraints.

- create a flexible approach to the Policy and its operation which can respond to the rapid changes and developments in information provision.

Budget Priorities

Library policy is to get best value for users in terms of its purchases and subscriptions and to maximise its budget by:

- membership of consortia purchasing groups.
- tendering for electronic resource supply.
- independent negotiation of discounts with separate suppliers outside the consortia.
- utilising purchasing agreements negotiated by national bodies.
- purchasing paperback or case bound editions of books in preference to hardback where practical and relevant.
- minimising the excessive purchase of duplicate print copies of books, thus ensuring broad and balanced collections.

The Library aims to achieve minimum spending levels of 75% of its materials budget on the acquisition of teaching, learning and research material which comprises:

- Books & e-books
- Journals
- E-Resources
- Document delivery

We will endeavour to ensure an appropriate balance of spending in each category.

Serial publications (journals and e-resources) will be subject to an annual review to determine their value, continued relevance, and degree of use. Budget constraints may supersede other criteria in terms of deciding whether a title is retained or terminated.

Selection and Development of Stock

Any item legally published shall be considered for selection provided:

- it is relevant to the learning, teaching and research activities of the university.
- the cost can be justified in terms of budget constraints and the value to the end user.

Selection of stock to be purchased (books and e-books, audio visual material, journals and e-resources) should be driven by academic staff working in partnership with library staff either formally (via faculty boards etc) or informally. Items will also be independently selected by library staff as required. The Library may also operate Patron Driven Acquisitions whereby students can, to a limited extent, also select e-books to be added to stock.

University Library Services aims to purchase all items on My Module Resource (MMR) lists, which academic colleagues have a direct responsibility to submit in a timely manner. University Library Services also seeks to create a strong link via the VLE between reading lists and the library catalogue. University Library Services will not purchase print material for the sole or restricted use of individuals, nor will it allow material purchased from library funds to be housed or loaned permanently outside the Library buildings.

The service aims, as far as possible, to limit the number of duplicate copies of print books purchased (see Purchase of Multiple Copies of Print Books: Guidelines).

E- Material and Print

Library policy is to develop our e-collections in terms of both journals and books. This supports greater accessibility to resources for both on- and off-campus students and staff. University Library Services will:

- endeavour to spend a minimum of 40% of our book fund on e-books.
- endeavour to ensure that one copy of an order for multiple copies will be in e-format if available.
- especially encourage the purchase of essential texts in e-format.
- purchase the e-book if a clear choice between e-book or print option exists.
- endeavour to purchase journal subscriptions in e-format wherever possible, either solely in e-format or in e-format and print combined where publishers provide no alternative e only subscription.

Donations

Donations and bequests which specifically and directly add to existing collection strengths are particularly welcome. The Library cannot, however, undertake to accept or retain all donations offered. Acceptance of donations is determined by:

- subject relevance.
- physical condition.
- currency of subject matter.
- non-duplication with existing stock.
- non-excessive processing costs.

Potential donors should contact the appropriate Liaison Librarian in the first instance.

Retrospective Holdings

The library values, and will seek to retain, its holdings of back issues of serials and print books where these:

- are still relevant to current teaching, learning and research.
- are in good physical condition.
- are well used.
- have recognised historical value.

The library has in place a Retention Policy for Print Books and a Retention Policy for Print Journals which more fully explain the criteria by which we will decide which material is to remain in our collections. In addition there is also a Stock Review Procedure which explains how the Library undertakes regular reviews to implement the retention policies for print books and journals and gives more specific details regarding the consultation process.

Material which has been withdrawn will be disposed of. Library policy will be to ensure that such material will be re-used or recycled.

University Library Services will also purchase, either individually or collectively via consortia membership etc, access to e-archives of journal holdings where budget constraints allow.

Digitisation

University Library Service's policy is to facilitate increased access to digitised text in so far as copyright legislation currently allows, for example by digitising core chapters of essential texts.

Special Collections

New material can be added to Special Collections by means of permanent or temporary loan, donation or purchase. Acceptance of any new material must be viewed in the light of the limited space available. A full list of the criteria by which the Library decides whether new deposits can be accepted is given in the

Sunderland University Library Special Collections Archive Collection Policy Statement.

Institutional Repository

Sunderland University's Institutional Repository (SURE) is part of a wider open access initiative, the purpose of which is to make freely available the research output of this institution. SURE provides open access to journal articles, conference papers, reports, artworks, audiovisual material, PhD theses and all other material which constitute research output produced by staff at the University of Sunderland. Where publisher permissions allow, material deposited in SURE will be made available as full text; in the event of publisher permission not being granted, the entry will exist as metadata with a link to the source where available. Library policy is to encourage the development of Open Access Publishing within the framework of the Institutional Repository.

Theses

University Library Services facilitates electronic access to theses from the British Library and from other university institutional repositories. Service policy is to encourage all University of Sunderland theses to appear in electronic format.

Audio Visual Material

University Library Services holds a variety of audio visual (AV) material. Service policy is to embrace newer AV formats. As with books and serials, AV material needs to be both relevant and current. Material will be evaluated by established criteria as regards both format and content. Where content is no longer relevant, material will be withdrawn. Where content is still relevant, and where copyright legislation allows, material will be converted to contemporary accessible format (including digitisation).

Summary

The Collection Development Policy described here reinforces the mission of University Library Services: to serve the advancement of learning, teaching and research within the University by providing high quality resources to meet the information needs of users through efficient, effective and innovative services. The central thread of the Policy is to continue the move from holdings to access to ensure that all our users, both on- and off-campus, are able to enjoy the full benefit and value of the learning resources and services provided.

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University Library Services

Other policy documents mentioned in the text are available on request