

UNIVERSITY OF SUNDERLAND

University Library

Collection Development Policy

Introduction

Our Collection Development Policy sets out how we aim to satisfy the resource requirements of the diverse user groups within the University community both on and off campus in support of current learning, teaching and research priorities. The key objectives of the Policy are to fulfil the diverse needs of users, maximise the effectiveness of library collections and to provide excellent value for money.

We aim to provide a high quality experience for all library customers, promoting innovative and flexible learning resource opportunities. University Library Services seeks to manage its collections dynamically with the aim of satisfying both user needs and adapting to the changing way in which information is delivered.

Aims

This policy seeks to:

- Set out the general principles by which University Library Services acquires and manages information resources and makes them available to users
- Underpin budgetary decisions to achieve rational allocation of resource, balanced collections and value for money
- Ensure that consultation with academic staff remains at the heart of the collection development process
- Facilitate access to the collections, both physically and electronically, to ensure maximum use of resources and best value
- Ensure a recognised procedure for the on-going management of collections, including stock retention, relegation and disposal of materials, in light of current learning, teaching and research requirements alongside financial and space constraints
- Create a flexible approach to the Policy and its operation to enable us to respond to the rapid changes and developments in information provision

Budget Priorities

Library policy aims to ensure best value in terms of Library purchases and subscriptions and to maximise its budget by:

- membership of consortia purchasing groups to achieve best terms and discounts
- independent negotiation of discounts with separate suppliers outside the consortia
- utilising purchasing agreements negotiated by national bodies such as Jisc

- purchasing e books wherever available and practical to do so, essential where cohorts are studying Sunderland modules at a distance
- purchasing paperback or case bound editions of books in preference to hardback wherever possible
- minimising the purchase of duplicate print copies of books, thus ensuring broad and balanced collections.

The Library aims to achieve a mixed economy of resources to satisfy user demand, including:

- Books and e books
- Journals and e journals
- Databases
- Digitisation
- Document delivery
- Special Collections

The University Library endeavours to ensure an appropriate balance of spending and staff resource in each area.

On-going commitments (journals, e journals and databases) will be subject to an annual review to determine the value, continued relevance, and degree of use of resources to help inform purchasing decisions. Budget constraints may supersede other criteria in terms of deciding whether a title is retained or cancelled.

Selection and Development of Collections

- Purchasing decisions are driven by demonstrable need, primarily the inclusion of a title in an MMR (My Module Resource) List.
- Other (legally published) material shall be considered for selection provided it is relevant to the learning, teaching and research activities of the university and the cost can be justified in terms of budget allocations and the value to library users.
- Selection of stock to be purchased (books and e-books, audio visual material, journals and e-resources) should be agreed by academic staff working in partnership with liaison librarians either formally (through programme/module development and review processes) or informally through liaison meetings, one to one communications and recommendations.
- Items will also be independently selected by library staff as required to satisfy demand.
- The Library may also operate Patron Driven Acquisitions whereby students, within defined parameters, can also select e-books to be added to stock.
- University Library Services will not purchase 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 to ensure breadth in the collections is maintained.

- University Library Services aims to purchase all available items on My Module Resource (MMR) lists which academic colleagues have a direct responsibility for compiling and maintaining
- University Library Services also seeks to create a strong link via the VLE between module instances, MMR lists, and library search tools to enable students to read beyond the MMR and develop independent research skills

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 around 60% of our book fund on e-books as appropriate
- 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
- endeavour to purchase journal subscriptions in e-format wherever possible

Donations

Donations and bequests which specifically and directly add to existing collection strengths are welcomed. 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 will only retain retrospective holdings (serials and print books) when these:

- are still directly and demonstrably 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. We will ensure that such material will be re-used or recycled where possible.

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

Digitisation

University Library Services will facilitate increased access to core reading by digitising extracts of texts as appropriate in so far as copyright legislation allows, for example by digitising core chapters of essential texts for inclusion in MMR lists.

Special Collections

The Special Collections facility is now full and the ability to accept any further material severely restrained. 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

Theses

All University of Sunderland PhD theses are added to the Institutional Repository, SURE upon final submission. Candidates can request an embargo period, the approval for which is granted by Postgraduate Research Degree Sub-committee.

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 and funds allows, material may be converted to contemporary accessible format (including digitisation).

Summary

The Collection Development Policy described above aims to ensure balanced collections to support the advancement of learning, teaching and research within the University. Quality and efficiency are central to our purchasing decisions, as is continuous progress towards access in favour of holdings where ever appropriate 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 we provide.

Reviewed January 2020
Collections Manager
University Library Services

Other policy documents mentioned in the text are available on request