UNIVERSITY OF SUNDERLAND

University Library Services

Collection Development Policy 2020-2023

Introduction

The University Library actively manages the collections (digital and print) for which it is responsible. We aim to provide relevant current and dynamic collections within a context of competing needs and pressures including:

- University current learning, teaching and research priorities in line with the University Strategic Mission
- Constraints of a fixed (or shrinking) estate
- High inflation rates for resources (particularly e journals and databases)
- A dynamic HE environment including increasingly high student expectations
- Rapidly changing technologies
- Emerging publisher models

Move to digital collections

Large print collections are no longer predominant in HE libraries. Whilst there is still a place for focussed print collections, increasingly libraries are using the developments in publishing and technology to host remote content collections that users can access 24/7 via the Library content discovery tools. It is within this context that this policy sets out the principles that are the basis of the Library's activity in relation to the life cycle of resources.

This document aims to foster an understanding of the Library's work and seeks to provide for the necessary flexibility to respond to existing pressures and plan for future needs.

The key objectives of the Policy are to provide a high quality experience for all library customers whist promoting innovative and flexible learning resource opportunities. To maximise the effectiveness of library collections and library physical space and to provide excellent value for money in a rapidly changing information content and discovery environment.

Operating principles

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 effective allocation of resource, balanced collections and value for money

- Ensure that consultation with academic staff remains at the heart of the collection development process and that students have a voice in stock selection

- 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

- Provide for a flexible approach to the Policy and its operation to allow an agile response to the rapid changes and developments in information and content provision and changing University priorities

Operating procedures

1. Budget Management

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 affordable, and essential where cohorts are studying modules at a distance or in a hybrid model

- purchasing paperback books in preference to hardback wherever possible

- minimising the purchase of duplicate print copies of books, thus ensuring 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 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. It is a general principle that new resources are acquired when existing resources to equal value are cancelled or cease publication. Budget constraints may supersede other criteria in terms of deciding whether a title is retained or cancelled.

2. 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. E titles should be selected wherever possible for module resource lists and are essential for off campus and hybrid delivery models

- 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, e-journals and databases) 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 Demand Driven Acquisitions models whereby students, within defined parameters, can select e-books to be added to stock

- The Library will select the most appropriate and cost effective licence terms for the provision of e content

- University Library Services will not purchase material for the sole or restricted use of individuals, nor will it allow print 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 via the appropriate purchase of digital content

- 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

3. Development of e collections

Library policy is to develop our e-collections in terms of both journals and books. This supports greater accessibility to resources and increased flexibility for both on and off campus students and staff. It also ensures best use of library budget and estate. It is recognised that the speed of change towards digital format varies across disciplines and publishers and University Library Services will be sensitive to those differences in the implementation of the policy. Aligned to purchased content we will also seek to provide access to Open Access resources and expect that material to increase as the model develops over time.

University Library Services will:

- aim to spend at least 80% of our book fund on e-books as appropriate
- ensure that an e-text is purchased wherever available and affordable
- work with faculty to ensure all essential texts are available in e-format
- purchase journal subscriptions in e-format wherever possible, aiming to spend a minimum of 95% of our journals fund on e-titles

4. 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 known to be well used
- have recognised historical value
- are not readily available through Inter Library Loan from the British Library document supply service
- are in sound physical condition

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 of access, either individually or collectively via consortia membership, to e-archives of journal holdings where budgets allow.

5. 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.

6. Special Collections

The Special Collections facility is now full and the ability to accept any further material severely restrained. Acceptance of any new items must be viewed in the light of the above. 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.**

7. Theses

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

8. Audio Visual Material

University Library Services holds a variety of audio visual (AV) material. Service policy is to embrace newer AV formats as they become available. 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 (digitisation).

9. Donations

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

- relevance to current curriculum needs
- currency of subject matter
- non-duplication with existing stock
- Condition of items
- non-excessive processing costs
- Potential donors should contact the appropriate Liaison Librarian in the first instance.

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, efficiency and value for money are central to our purchasing decisions, as is continuous progress towards building digital collections in favour of print holdings wherever practicable and appropriate. It is recognised that the speed of change towards digital format varies across disciplines and publishers and University Library Services will be sensitive to those differences.

We aim to ensure that all our customers, both on and off campus, are able to enjoy the full benefit and value of the learning resources and services we provide.

June 2020
Collections Manager
University Library Services