UNIVERSITY OF SUNDERLAND

Policy:	Collection Development Policy
Owner:	University Library Services
Reviewed by:	Collections and Systems Manager
Approved by:	Oliver Pritchard, Deputy Director Student Journey
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	June 2021 - University Library Services Senior Management Team

The University Library actively manages and builds the digital and print collections for which it is responsible with the aim of providing relevant current and dynamic collections. This work sits within the wider context of:
- University learning, teaching and research priorities
- The Student First policy
- Constraints of a fixed estate
- High cost and inflation rates for resources
- A dynamic and digital HE environment
- High and increasing student expectations of content and access
- Emerging digital content purchasing models

As the University transitions to a digital curriculum and blended learning environment library collections must develop and evolve to ensure students have access to relevant, high quality and sustainable digital content.

It is within this context that this policy sets out the principles of Library activity in relation to the life cycle of our resources.

Where available, and affordable Library Services will purchase digital content to support blended learning, ensure wider access and inclusion for all user communities and save physical space.

Library Services will aim where appropriate and practicable, to spend a minimum of 80% of the book fund on e-books and 95% of journal funding on e-titles

Selection and purchase of stock (digital content, print books, audio visual material and databases) should be agreed with academic staff working in partnership with liaison librarians both 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.

Library Services will promote and facilitate increased access to core reading by digitizing text extracts within legal copyright legislation for example digitizing a core chapter of an essential text for inclusion in an MMR list. Academics should consider digitization as a core choice and cost effective alternative to purchasing multiple licences or print copies

Operating principles

This policy seeks to:
- Set out a clear framework by which Library Services acquires, manages and makes content accessible to users to ensure maximum use and best value
- Foster an understanding of the Library's work
- Underpin budgetary decisions to achieve effective allocation of resource, balanced collections and value for money
- Ensure selection of content is a collaborative process between academic staff, students and library staff through a shared understanding and consistent approach and within agreed and available budgets
- Provide a recognised procedure for on-going management of collections, to include: retention, relegation and disposal of content, align with current learning, teaching and research requirements alongside financial and space constraints
- Allow an agile response to rapid change and development in content provision and changing University priorities

Operating procedures

1. Budget Management

This policy aims to ensure best value in terms of Library purchases and subscriptions and to maximise use of 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 digital content wherever available and affordable for maximum coverage, increasing diverse patterns of user engagement and on the most effective platforms/models
- 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:
- e-books and print
- e-journals and journals
- Databases
- Digitisation
- Document delivery
- Special Collections

Library Services endeavours to ensure an appropriate balance of spending in each area. Subscriptions will be subject to an annual review to determine value, relevance and degree of use which will inform future purchasing decisions. 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 will be driven by demonstrable need, but where available and affordable digital content will always be the first choice.

- Library Services will select the most appropriate and cost effective licence for the provision of digital content. This will be determined by user numbers, expected patterns of use across the curriculum and past usage
- Where affordable digital collections will be considered for purchase if they represent better value for money than individual titles
- 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
- Library Services may also operate Demand and Evidence Driven Acquisitions models to purchase digital content.
- Library Services will not purchase materials for the sole or restricted use of individuals, this includes content purchased via new purchasing models based on FTEs. All content will be accessible to all users wherever possible and appropriate.
- Library Service will not permit print materials purchased from library funds to be housed or loaned permanently outside Library buildings
- Library Services 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
- Where available and affordable recommended programme reading tagged as Essential/Core in MMR lists (My Module Resource) will be purchased as digital content. The number of licences for this content will be determined by user numbers and expected pattern of use.

3. Open Access

The Library supports and promotes the use of Open Access publications and seeks to provide access to high quality, multi-disciplinary and reputable resources.

4. Retrospective Holdings

The library will only retain retrospective holdings (serials and print books) when these:
- are directly and demonstrably relevant to current teaching, learning and research and are still being used
- have recognised historical value
- are not readily available through Inter Library Loan from the British Library
- 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 explains the criteria by which we review our collections

A **Stock Review Procedure** explains how the Library undertakes regular stock reviews and implements retention policies for print content.

Wherever possible withdrawn materials will be disposed of by reuse and recycling.

5. Special Collections

The Special Collections facility is now at capacity and the ability to accept any further material is severely constrained. 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.**

6. 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, approval for this is granted by the Postgraduate Research Degree Sub-committee.

7. Audio Visual Material

The Library holds a variety of audio visual (AV) material. As with other content AV material will be withdrawn if it is not directly and demonstrably relevant to current teaching, learning and research and is not being used. Where content is still relevant, and where copyright legislation and funds allow, material may be digitized and made available online

8. 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 and potential donors should contact the appropriate Liaison Librarian in the first instance. 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

Summary

This policy seeks to ensure balanced collections to support the advancement of learning, teaching and research within the University.

Quality, access, sustainability and value for money are central to our purchasing decisions as we progress towards building digital collections over print holdings wherever practicable and appropriate.

June 2021
Library Collections and Systems Manager
University Library Services