

Guidelines for the Purchase of Books:

e books, print books, multiple copies and digitisation of excerpts

The University Library works with academic colleagues to ensure the most cost effective provision of books to support student learning both on and off campus. This takes a blended approach to the purchase of e books, print and multiple copies including the digitisation of key chapters or excerpts of books. This with the overall aim of a predominantly digital collection. The University Library will be sensitive to the availability of digital format across different subject disciplines.

The University Library recommends the purchase of e books to capitalise on flexibility of access (time and place), ease of loans and space efficiency.

All core reading should be made available to students through My Module Resource (MMR) lists and the recommendation of e texts is essential for all off campus and hybrid delivery models.

University Library Services cannot, nor should be expected to, provide single copies of textbooks for every student. However, the Library will purchase duplicate copies of the same title where that book can be shown to be an essential or recommended text for a significant number of students and is not available in e format.

The purchase of an e copy with appropriate licencing is preferred to print for their added advantages.

Wherever a title is available digitally that will be the preferred format with appropriate licencing to support student numbers, however where no digital text is available the following should be applied:

Guidelines for the purchase of multiple copies of print titles

- The book is quoted on a reading list as being **Essential Reading**. In this case a **maximum of one extra copy for every 10 students** should be ordered.
- The book is quoted on a reading list as being **Recommended Reading**. In this case a **maximum of one extra copy for every 15 students** should be ordered.
- The book is quoted on a reading list as being **Background Reading**. In this case a **maximum of one extra copy for every 25 students** should be ordered.
- In any of the three categories mentioned above, the **total number of extra copies** purchased **should not exceed 20 in all**.
- The book is not on a reading list. In this case only one copy should be purchased.

E-Books

A single e-book often provides simultaneous access for several users and thus fundamentally provides similar benefits to multiple copies of the same title in print format. Library policy is therefore to recommend the purchase of the e-book version (where such exists).

The purchase of additional copies of e books or enhanced licence is demand driven (eg, where “turn away” statistics or student feedback indicate unsatisfied demand).

E books may command additional cost and that value is realised through increased access and flexibility.

Digitisation of excerpts

The Library encourages the digitisation of key excerpts from core texts for inclusion in MMR lists to maximise availability to students and for ease of use and accessibility. Liaison librarians will work with academic colleagues to increase the proportion of digitised content made available under our current licence terms

Demand Driven Acquisition

Where funds allow the Library will make provision for student choice in collections through the ‘Suggest a book’ scheme and Demand Driven Acquisition (DDA) plans with e book suppliers.

E Book Collections

The University Library will consider purchase or subscription to generic or subject specific e book collections where these can demonstrate value for money (cost per use) and these provide appropriate academic coverage.

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Collections Manager