University of Wolverhampton
University Library

Collection Management and Development Policy

1. Introduction

This policy provides a framework for the maintenance and development of the University Library's collections. The purpose of this policy is to ensure that the Library:

- supports and facilitates excellence in learning, teaching and research by ensuring that collections meet the needs of staff and students
- supports an inclusive, diverse and multicultural community
- enables effective procurement, management, discovery and access to high quality information resources.

The collection management and development policy is informed by the three pillars underpinning the University's Strategic Plan, as well as the University's inclusive culture.

The policy will be reviewed annually by the Library in order to reflect changes in the academic portfolio, the University's strategic aims and the changing information environment.

2. Funding

The Library's information resources budget is derived from the Directorate of Student and Academic Services revenue funding. The budget is allocated in the following order of priority:

- recurrent expenditure on subscriptions for databases, journals and e-book collections
- items listed on reading lists
- document delivery and digitisation.

Any remaining funds may be used to support research, as well as staff and student requests.

3. Principles

3.1 Collection development

The Library will develop its collections according to the following principles:

- collections will support learning, teaching and research within the University
- access to electronic resources will be prioritised

VERSION:	2	AUTHOR/ OWNER:	Joss Granger. DSAS
Approved Date:		Approved By:	
Review Date:	Month, year		

- resources will be relevant, accessible, of high quality and offer value for money

- resources will be provided at the point of need as far as possible

- licencing terms will meet University requirements and seek to avoid restrictive licensing

- new methods of acquisition, that meet the teaching and research needs of the University, will be adopted where appropriate.

3.2 Collection management

In the management of its collections the Library will:

- ensure that all material acquired will be discoverable through LibrarySearch, and will continue to develop access to resources both on and off campus

- review the collections on an ongoing basis to ensure that they are relevant to current teaching and research

- keep information about holdings up to date

- increase and promote access to electronic resources

- maintain an expertise in copyright, licensing and other legal aspects of collection management.

4. Selection of Resources

4.1 Principles of selection

- The selection of material for the Library collections is done in partnership with the academic community, to ensure the collection is relevant to current and planned teaching and research.

- The Library will seek to provide resources to support new areas of teaching and research. Where a significant investment in new resources is required, the Library will request additional funding. This includes partnership agreements.

- To encourage students to read as widely as possible, and where resources permit, the Library will provide access to items other than those on the reading lists.

- The Library will purchase materials from a range of suppliers, taking advantage of contracts negotiated by purchasing consortia both regionally and nationally in order to provide best value.

VERSION:	2	AUTHOR/ OWNER:	Joss Granger. DSAS
Approved Date:		Approved By:	
Review Date:	Month, year		

University of Wolverhampton
University Library

Collection Management and Development Policy

- Purchase of e-resources will be subject to the list of "deal breakers" for academic institutions as recommended by the TERMS project (available at: http:/tinyurl.com/179rwrd).
- Electronic resources will be not only be selected on the basis of content, but also on the grounds of accessibility, technical features, and the terms and conditions under which they may be used.
- Online resources that are available to multiple simultaneous users, both on and off campus, will be prioritised.

4.2 Reading list material

Full detail on Reading List provision is included in the University Reading List Policy (add in link). The Library will provide access to items on reading lists in order to meet course requirements as agreed at validation, subject reviews and module guide updates. Module Leaders are responsible for providing and updating reading lists as per the University Reading List Policy.

4.3 Books

The Library will always aim to purchase the latest English language editions of titles, unless there are explicit reasons for doing otherwise.

4.3.1   eBooks

The Library will purchase electronic copies of books whenever available and where these are the most recent edition. Print copies will not normally be purchased when a current eBook is available. Where a single user eBook license is available, additional licences will be purchased in response to demand.

4.3.2   Printed books

Printed books will be purchased if there is not an electronic copy available of the most recent edition. Printed books will be acquired from contracted book suppliers, except in exceptional circumstances. Urgent requests are provided using suppliers' shelf-ready book priority services. Paperback editions are purchased in preference to hardback on the grounds of cost.

VERSION:	2	AUTHOR/ OWNER:	Joss Granger. DSAS
Approved Date:		**Approved By:**	
Review Date:	Month, year		

4.4 Journals and databases

- Journals and databases can be expensive and regularly attract year-on-year price increases above inflation. International currency fluctuations also affect purchasing power, so subscriptions are always under review.

- The Library provides access to both journals and databases electronically wherever possible.

- Print runs of journals will be replaced with e-journals where the e-journal replicates the print version fully, is affordable and appropriately licensed.

- Where new subscriptions are requested, it is expected that existing subscriptions of the same or similar value will be cancelled in order to stay in budget.

- Decisions on whether to subscribe to new journals or databases are based on factors including potential use for teaching and research, cost and evidence of demand through inter-library loans.

- Preference will be given to journal titles that are available via electronic journal packages.

There may be some high cost resources, identified through consultation with Faculties and Research Centres/Institutes, which cannot be paid for from Library budgets. These may be funded by the Faculty or Research Centres/Institutes and access provided by the Library. The decision on whether to offer this will rest with the Library and there may be limits on the number of these resources.

4.5 Streaming media

The Library will prioritise streaming services over purchasing physical media.

4.6 Gifts and donations

The Library does not normally accept gifts of books, journals and other materials unless they fill a significant gap in existing collections and support the research and teaching of the University. Once accepted as a donation, the Library reserves the right to manage and dispose of items in line with Section 6.4 below.

VERSION:	2	**AUTHOR/ OWNER:**	Joss Granger. DSAS
Approved Date:		**Approved By:**	
Review Date:	Month, year		

4.7 Replacements

If an item is lost or damaged, and the previous usage justifies this, the Library will try to provide a replacement or supply requests for lost items through inter-library loan.

4.8 Digitisation and document delivery

Academic staff are encouraged to consider using the Library's digitisation service as a means of making chapters and articles available for greater accessibility.

The Library will ensure all digitisation it undertakes adheres to the terms of the CLA (Copyright Licensing Agency) licence. Where no more than 10% or a single chapter of a book is required for a reading list, digitisation for inclusion on a resource list is preferred over the purchase of multiple copies of the book. Where the Library does not hold books or journal articles required for research or study, it will seek to acquire a copy and will chose the most cost-effective route to meet the user's needs. There is a cost to obtaining copies from other libraries and the Library may place limits or charges on the use of this service to stay within budget.

5. Access to Collections

5.1 LibrarySearch

The preferred method of access to all electronic information resources is the Library discovery system, LibrarySearch. When making decisions on individual purchases, consideration will be given to whether the resource is indexed to an item level in the discovery system.

5.2 Accessibility

Accessibility issues for disabled users will be a factor for the purchase/renewal/cancellation of a resource. Where a resource such as an eBook or database is available on more than one platform the Library may base a decision to purchase a particular platform on accessibility issues.

6. Collection Review

VERSION:	2	AUTHOR/ OWNER:	Joss Granger. DSAS
Approved Date:		Approved By:	
Review Date:	Month, year		

University of Wolverhampton
University Library

Collection Management and Development Policy

Library collections are reviewed for currency and relevance. Usage data are utilized to inform decisions about the removal of resources**.**

6.1 Monitoring usage

The Library will collect statistics to the monitor usage of books, journals and databases. The Library will use these metrics to inform future purchases, better promotion, and cancellations or withdrawal of items. E-resource vendors that can provide COUNTER-compliant usage statistics are preferred.

6.2 Monitoring titles in a package

The Library will monitor titles that are purchased as part of a package bundle to ensure that there is continual access. Some titles may be removed from year to year by suppliers; others may cease publication.

6.3 Collection editing

The Library will maintain a collection that is relevant and supports current teaching and research. Collection editing is undertaken on a regular basis, and items are evaluated according to the following criteria:

- **Usage levels**
  - Generally, items not used in five years will be withdrawn
- **Inclusion on reading lists**
  - Items on current reading lists will only be withdrawn in consultation with academic staff
- **Relevance to current curriculum**
- **Relevance to current research interests**
- **Currency**
  - Only the current printed edition of an item will be held, unless there is specific request to retain an older edition
  - Items that contain out-of-date information, for example drug doses, will normally be withdrawn
- **Physical condition**

VERSION:	2	AUTHOR/ OWNER:	Joss Granger. DSAS
Approved Date:		Approved By:	
Review Date:	Month, year		

- **Electronic edition available**
- **Restrictions on use of electronic copies**
- **Cost versus alternative provision e.g. document delivery**
- **Duplication of content between databases**
- **Rarity across the UK library sector**

All journal and database subscriptions are subject to regular review. Subscriptions with low usage may be cancelled. This process will involve discussions between the Library and Faculty. Where there may be cross-faculty interest this will be taken into consideration.

6.4 Disposal

Withdrawn items will be disposed of in one of the following ways, as appropriate:

- sold to a third party that supports global literacy programmes
- recycled according to the University procedures.

7. Service Standards

The Library will use service standards to ensure that resources are acquired in an economically viable and timely manner.

Suppliers are monitored to ensure their services meet the criteria provided in service level agreements.

The University is bound by licensing agreements for electronic resources which may restrict access for certain categories of students and staff and/or from certain geographical locations.

8. Digital preservation

Long-term preservation of electronic content will be the responsibility of the supplier and included in contracts wherever possible.

9. Special Collections and Archives

VERSION:	2	AUTHOR/ OWNER:	Joss Granger. DSAS
Approved Date:		Approved By:	
Review Date:	Month, year		

Collection Management and Development Policy

The Library has a small collection of material relating to the history of the University and two distinctive book collections: the Left Book Club and the Yellow Books. Any further additions would require the development of a Special Collections Policy beforehand to establish the scope of what should be collected and how.

10. Collaboration with Other Libraries

The Library promotes access to other libraries through collaborative schemes such as Sconul Access Scheme. The Library will use collaborative approaches to collection management such as the UK Research Reserve, particularly for low use and scarce material.

11. Future-proofing

The Library will monitor changes in publishing and will use new services where appropriate.

VERSION:	2	**AUTHOR/ OWNER:**	Joss Granger. DSAS
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