



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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## **Collections Management Policy**

This policy outlines the principles which guide the Library Services department in the acquisition, storage, maintenance and disposal of the materials in its collections.

### **1. Scope**

This policy relates to the University Library and its collections. It does not relate to items contained within the University Archive. The library's collections comprise:

- Printed materials such as books, journals, theses, reports, leaflets, maps and ephemera;
- Microform;
- Artefacts, resource packs and toys;
- Audio-visual media;
- Electronic resources such as e-books, digitised material, and subscription databases.

### **2. Stakeholders**

The library's collections are maintained and developed primarily for use by, and for the benefit of, the university community. That is, its members of staff and student body. Other individuals eligible for library membership include clergy, ex-staff and alumni, students on programmes validated by or franchised to partner institutions, members of the SCONUL Access scheme, and fee-paying members of the public. Any member of the public may use the library for reference purposes.

### **3. Budget Allocation**

The University allocates an annual budget to Library Services. In addition income is received from fines, merchandise sales, document supply and external membership fees.

The majority of the library budget is spent on learning resources to support the university portfolio. This includes print, audio-visual and electronic media, and document supply services. The remainder is spent on consumables and the maintenance of library facilities, systems, and equipment.

The purchase of library resources and materials is administered centrally by the Head of Library Services. The book budget is divided into a central budget and a number of subject budgets. Resources of a cross-curricular nature and items for the Teaching Resources Collection are purchased from the central budget. Subject budgets are used to purchase items for associated programmes and are set according to enrolment targets, previous allocations, and anticipated future needs. Any amounts left unspent in subject budgets on 1 May each year are transferred to the central budget.

### **4. The Selection and Acquisition of Stock**

To support the university curriculum the library provides and maintains up-to-date, relevant, high quality learning materials in close liaison with academic members of staff.

#### **4.1 The selection of stock**

Module reading lists are the principal means by which the library acquires information about the resource requirements of the various programmes offered by the University. It is thus critical that

reading lists are kept up-to-date and are accessible to the library at all times, and that changes are communicated in a timely manner. Potential purchases are also identified via press reviews, publisher information, journal articles, student enquiries, document supply requests and reservation requests. Suggestions for purchase from library users are actively encouraged. Devolved budgets allow programme teams to directly influence stock selection in liaison with subject librarians.

Regular checks are undertaken to ensure that the library possesses at least one copy of every item on every reading list, as well as multiple copies of items marked as essential or recommended. To maximise accessibility multiple copies are, where available and affordable, acquired both in print and electronic format and are placed in a variety of loan categories (see section 10). Decisions about the number of copies of an item to be purchased are informed by student numbers, anticipated demand, the availability of alternative formats, and budget constraints.

#### **4.2 The acquisition of stock**

The library is a member of the North-East and Yorkshire Academic Libraries (NEYAL) purchasing consortium. NEYAL acts to secure library purchasing agreements, principally for the supply of books and journals, in accordance with institutional and European Union purchasing requirements. The library selects its suppliers on the basis of cost-effectiveness, product quality and range, customer service, speed of supply, and, if appropriate, the effectiveness of a supplier's electronic systems (e.g. bibliographic and ordering tools).

Out-of-print or hard-to-find items are sourced whenever possible unless costs are prohibitively high. New editions of textbooks already in stock are purchased routinely. Copies of older editions are retained in some cases and are reviewed each time a new edition is published.

### **5. Document Supply**

Document supply refers to the loan or supply of materials between libraries. It is permitted by the Copyright, Designs and Patents Act 1988 and allows libraries to temporarily or permanently supplement the resources in their collections. Items are borrowed or supplied, upon payment of a fee, normally from the British Library but occasionally between university libraries.

The library provides a document supply request service to members of staff and students. Use is also made of the British Library's EThOS service. In addition, if a journal article appears on a reading list but the library does not subscribe to the journal in question, or provide access to the article via its subscription databases, document supply services will normally be used to acquire a copyright-cleared photocopy from the British Library.

### **6. Donations**

Library collections have been and will continue to be enriched by the generosity of donors. Donations are accepted on the understanding that once donated items become the property of the library. Donated items perceived to be irrelevant or inappropriate to the library's collections are disposed of responsibly. The impact on physical space, staff time, and the long-term care and maintenance of materials are all routinely considered when potentially large or significant donations are offered to the library.

### **7. Access and Classification**

The library aims to provide as much access as possible to its collections subject to security considerations and constraints on space. A finite amount of shelf space dictates that some materials are kept in closed access stores. Materials are selected for the stores according to their perceived use, age and value.

Individual journal issues are also kept in a closed access store. Details of all items located in library stores are contained on the library catalogue.

All library materials are classified according to the Bliss Classification Scheme with the exception of children's books in the Teaching Resource Collection, which are classified according to the Schools Dewey Decimal Classification Scheme.

## **8. Preservation and Repair**

The library endeavours to maintain its resources and materials in a usable state. Repairs are undertaken where possible. Where items are considered beyond repair replacement copies are sought. Each item supplied by the library's main book supplier is fitted with a protective cover to prolong its shelf life. Other volumes are bound as appropriate, and as the budget allows, prolonging their life and facilitating their use.

## **9. Special Collections**

The library maintains two special collections which have been developed to support specific aspects of the university curriculum. Each of the collections is maintained and developed by a designated librarian in liaison with relevant programme teams.

The Teaching Resources Collection supports students studying teaching, education, early childhood and English literature. Resources include Storysacks®, puppets, DVDs, audiobooks, resource packs and artefacts, a comprehensive collection of children's literature, and teaching materials to support the national curriculum.

The Lincolnshire Collection supports students studying history, heritage and tourism. Resources include books and materials relating to the county of Lincolnshire.

## **10. Loan Categories**

In order to optimise the circulation and accessibility of stock the library's physical resources are available either for standard loan, one week loan, or for reference only. In most instances where the library possesses multiple copies of a resource (due to high demand) at least one copy is assigned to each of the three categories. The majority of the library's electronic resources are designed to be accessible at all times. Off-campus access to electronic resources is made possible by the use of specialist access management software.

Loan categories are reviewed on a regular basis. New editions of reference or one week loan items routinely assume the previous editions' status, releasing older editions to standard loan.

## **11. Resource Formats and Media Types**

### **11.1 Electronic and audio-visual materials**

Electronic resources are favoured for their accessibility, security and the speed with which content is updated. Whilst content is the main priority when purchasing new electronic resources, the user interface, provision for usage analysis, licensing terms, and authentication arrangements are also considered.

### **11.2 Theses and dissertations**

Copies of MA, EdD and PhD theses written by students of the University are submitted to the library to be made available for reference only. Those perceived by relevant members of academic staff to be examples of good practice are displayed on open access shelves. The remainder are kept in a closed access store. Undergraduate dissertations are not routinely submitted to the library.

### **11.3 Journals**

The provision of journals reflects the university curriculum and is regularly monitored and reviewed in liaison with programme teams. The library uses a subscription agent to manage its journal subscriptions, which are a combination of individual print only, print & online, and online only subscriptions and journal packages. Requests for new subscriptions are carefully considered in terms of budget constraints, storage, and any existing (e.g. embargoed) access already available via the library's subscription databases. Whilst online only subscriptions are preferred, print & online subscriptions are favoured in instances where continuity of online access is not guaranteed if a subscription is cancelled.

### **11.4 Service Desk Reference**

Items placed on Service Desk Reference are those which programme teams and/or the library consider to be in particularly high demand and /or difficult to replace.

### **11.5 Maps**

The provision of maps reflects the university portfolio. The majority of the library's maps are local or regional and historical in nature. Maps are generally for reference only.

### **11.6 Items of value**

Whilst the library's collections inevitably include a small number of valuable items (e.g. first editions), the process of actively identifying them all would be time consuming. Should a library user bring to the library's attention the potential value of a particular item the item is appraised by the Collections Librarian and appropriate action is taken.

It is not normal policy to remove items of moderate value from the open shelves, however in extraordinary circumstances an item may be transferred to the stores and placed on reference. If available, a less valuable edition of the same item will thereafter be purchased for loan. The value of items identified for withdrawal is spot checked as a matter of routine.

## **12. Stock Editing**

Stock editing decisions are made by the Collections Librarian in liaison with other librarians where appropriate. Professional knowledge and experience and a variety of bibliographic tools are routinely utilised in decision-making. Stock editing decisions pertaining to the Teaching Resources Collection are generally made by the Teaching Resources Librarian.

### **12.1 Items routinely considered for withdrawal**

These include:

- Items which have not been borrowed for 10 years (5 years for children's non-fiction) and considered unlikely to be of further use;
- Items which are more than 20 years old (10 years for children's non-fiction) and considered unlikely to be of further use;
- Items relating to digital and other rapidly developing technologies more than 5 years old;
- Non-essential items which are damaged or in bad repair;
- Multiple copies of items deemed to be out of date (more than 5 years old for children's non-fiction) but which enjoy sporadic use.

- Excessive multiple copies of items where electronic versions of the items have been acquired;
- Items which have been replaced by later editions;
- Journal runs which are considered no longer relevant;
- E-books which are not used or are superseded by later editions.

## **12.2 Items routinely removed from the open shelves and relocated to the stores**

These include:

- Those withdrawn from the open shelves but deemed useful for research purposes;
- Those of limited general use;
- Those considered important or vulnerable enough to protect.

## **12.3 Library stores**

The content of the library stores reflects the development of the University's collections over time, including as representative a collection of the history of English education as possible, and copies of key national curriculum documents. No more than one copy of any item is normally held in the stores. Store items deemed vulnerable, important, or irreplaceable are normally designated for reference only. Items of particular value are kept in the University Archive and are preserved and cared for by the University Archivist.

## **12.4 The Teaching Resources Collection**

Items in the Teaching Resources Collection which are considered especially interesting, significant or important, and which are in a reasonable condition, will be retained on the open shelves or in the stores, and are only considered for withdrawal after consultation between the Collections Librarian and Teaching Resources Librarian.

## **12.5 Withdrawn items**

Withdrawn items deemed to be of value are normally sold via a third party agent such as *Better World Books*. Items deemed unsuitable for sale are donated or recycled locally. Book sales are occasionally held in the library where there is sufficient surplus stock available.