



Document Administration

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<b>Assessment:</b> (where relevant)	<table><thead><tr><th>Tick relevant assessments</th><th>Tick if not applicable</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Equality Assessment</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Legal</td><td><input checked="" type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Information Governance</td><td><input checked="" type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Academic Governance</td><td><input checked="" type="checkbox"/></td></tr></tbody></table>	Tick relevant assessments	Tick if not applicable	<input checked="" type="checkbox"/> Equality Assessment	<input type="checkbox"/>	<input type="checkbox"/> Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/> Information Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/> Academic Governance	<input checked="" type="checkbox"/>
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## Library Collections Management Policy

This policy outlines the principles which guide the University Library 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;
- Electronic resources such as e-books, e-journals, digital documents and subscription databases;
- Audio-visual resources;
- Objects such as artefact boxes, resource packs and toys.

### 2. Stakeholders

The Library's collections are maintained and developed primarily for use by, and for the wider benefit of, students and members of staff of Bishop Grosseteste University. Other individuals eligible for library membership include ordained members of the 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 the Library. In addition, income is received from fines, stationery sales, document supply, external membership fees, and the sale of withdrawn stock.

The majority of the library budget is disbursed on learning resources to support the curriculum portfolio. This includes print, audio-visual and electronic resources, 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 or pertaining to the replacement of damaged stock or specific projects are purchased from the central budget. Subject budgets are used to purchase items for related programmes and are set according to enrolment targets, previous allocations, and programme status (e.g. pump priming required for newly validated or revalidated programmes). Any amounts left unspent in subject budgets on 1 May each year are re-absorbed into the central budget.

### 4. Stock selection and acquisition

To support teaching, learning and research the Library provides and maintains up-to-date, relevant, high quality learning materials in close liaison with academic teams.

#### **4.1 Stock selection**

Each programme is assigned a subject librarian. The subject librarian normally liaises with a named representative from the programme team to ensure that the Library supports the programme's learning resource needs as effectively as possible. Module reading lists are normally supplied to subject librarians by members of the programme team and are the principal mechanism for informing the acquisition of library stock. Additional purchases are 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 via the Library's *More Books* initiative.

Regular checks are undertaken to ensure that the Library holds at least one copy of every item on every reading list (where a reading list is supplied). Multiple copies are acquired of items marked as essential or recommended, in print and electronic format (where available) and are placed in multiple loan categories (see section 10). Decisions about the appropriate number of copies to be purchased are informed by student numbers, anticipated demand, the availability of alternative formats, and budget constraints.

The Library aims to hold at least one copy of all monographs edited, authored or co-authored by employees of Bishop Grosseteste University.

#### **4.2 Stock acquisition**

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 online unless costs are prohibitively high. New or revised editions of textbooks already in stock are routinely purchased. Stocks of older editions are reviewed each time a new edition is purchased.

### **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, from the British Library, or 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 *E-Theses Online Service* (EThOS), and the Copyright Licensing Agency's *Enhanced Higher Education Supply Service* (EHES), facilitating the supply of copyright-cleared material.

### **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, the 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 located within the Library building. Materials are selected for the stores according to their perceived use, age and value. Individual journal issues are also kept in the closed-access stores. Details of all items located in the 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, and if appropriate, replacement copies are sought. Each item supplied by the Library's principal book supplier is fitted with a protective cover to prolong its shelf life. Other book and journal volumes are bound as appropriate, and as the budget allows, in order to prolong their life and facilitate their use.

## **9. Special collections**

The Library maintains four special collections which have been developed to support specific aspects of the curriculum portfolio. Each of the collections is maintained and developed by a designated librarian in liaison with relevant programme team/s.

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 principally studying history, heritage, geography and archaeology. Resources include books and materials relating to the county of Lincolnshire. A significant proportion of the Lincolnshire Collection was generously donated to the University by the Society for Lincolnshire History and Archaeology, whose members continue to actively use the resources.

The Hunt Collection supports the study of history and more specifically the First and Second World Wars. Resources include a complete set of annual accounts of the *Commonwealth War Graves Commission 1919-2016*, *The Honour Roll of the British Civilian War Dead, World War II (1939-45)*, and *The Great War: the Standard History of the All-Europe (Later All-World) Conflict: Volumes 1-13*

The Lincoln Mystery Plays Archive (incorporating the Keith Ramsay Collection), donated to the University by the Lincoln Mystery Plays Trust, supports the study of English and drama. Resources include ephemera from productions of the Lincoln Mystery Plays from 1969 to the present.

## **10. Loan categories**

In order to optimise the circulation and accessibility of stock the Library's physical resources are available either for standard loan, a seven day loan, or 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 seven day 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 term and authentication arrangements are also considered. A proportion of the Library's electronic resource subscriptions are centrally negotiated and administered by the JISC on behalf of the HE sector. This includes high-value journal package deals. All other electronic subscriptions are negotiated directly with the suppliers.

### **11.2 PhD theses**

Copies of PhD theses written by the University's researchers are submitted to the Library to be made available on a reference-only basis.

### **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, the majority of which are online-only, with a small number only available in print, or available both in print and online-. Requests for new subscriptions are carefully considered in terms of budget constraints, storage, and any existing access already available via subscription databases.

### **11.4 Maps**

The provision of maps reflects the curriculum portfolio. The majority of the Library's maps are local/regional and historical in nature. Maps are normally for reference only.

### **11.5 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 attention of the library team the potential value of a particular item the item is appraised by the Collections Librarian and appropriate action is taken.

Items of moderate value are not normally removed from the open shelves, however in extraordinary circumstances an item may be transferred to a Store and placed on reference. If available, a less valuable edition of the same item will subsequently be purchased for loan. Spot checks to determine the potential value of items prior to withdrawal are carried out at the Collection Librarian's discretion.

## **12. Stock editing**

A rolling programme of stock editing is overseen by the Collections Librarian in liaison with subject 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 made by the Teaching Resources Librarian.

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

These include:

- Items not been borrowed for 10 years (5 years for children’s non-fiction) and considered unlikely to be of further use;
- Items 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 a poor state of 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 said items have been acquired;
- Items replaced by later editions;
- Journal runs considered no longer relevant;
- E-books superseded by later editions or considered out-of-date.

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

These include:

- Items withdrawn from the open shelves but deemed useful for research purposes;
- Items of limited general use;
- Items 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 education in England as possible and copies of key national curriculum documents. No more than one store copy of any item is normally retained. Store items deemed vulnerable, important, or irreplaceable are designated 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 considered especially interesting, significant or important, and in a reasonable condition but not required for the open shelves are kept in a closed-access store.

## **12.5 Withdrawn stock**

Withdrawn stock deemed to be of value is normally sold via an ethically responsible third-party agent. Items deemed unsuitable for sale are may be recycled locally. Book sales are occasionally held in the Library, if and when circumstances allow.

## **13. Stocktaking**

Stocktaking (inventory) is the process of reconciling purchases and catalogue holdings with actual holdings and is good collection management practice. Stocktaking allows for the monitoring of the quality and condition of the collection and the identification of stock losses. Stocktaking is normally conducted, across all areas of the collection, on a rolling basis throughout the year.