

Library Collection Management and Development Policy

Purpose and Context

The policy is to define how the Library will select, acquire and manage collections both printed and electronic to support teaching, learning and research at the University.

Scope

The policy applies to all the printed and electronic materials in the Library apart from those held in Archives and Special Collections and the University Repository which are covered by other policies. The policy will affect all staff and students at the University as well as external users and partners.

1 Introduction

The policy supports the University Strategy and Mission in a number of areas

- i. To inspire our students by providing a world class student experience
- ii. To support our researchers in increasing the volume and quality of their outputs
- iii. To ensure our collections are inclusive and representative of our diverse student body to inspire students to fulfil their potential and achieve the highest academic and professional standards

2 Budgets

2.1 The Library's information resources budget comes from the revenue funding of Computing and Library Services and is allocated as follows.

- i. Recurrent expenditure on subscription resources such as databases and journals
- ii. From the remaining budget an amount will be reserved for "demand driven acquisition"*
- iii. The remaining budget will be prioritised for Reading List material followed by other items suggested by academic staff, students and subject librarians

*Demand driven acquisition (DDA) allows the Library to offer immediate access to a very large number of electronic books, but purchase is only triggered after a set number of accesses.

2.2 In addition, the Library will also offer an inter-library loan service to staff and current students to allow them to obtain material not available at Huddersfield and provide access to printed collections at other Libraries through the SCONUL access scheme.

2.3 Computing and Library services will work with national and regional bodies to ensure value for money in negotiating agreements for the purchase and access to materials, along with agreed service levels.

3 Teaching and Learning

- 3.1 Computing and Library Services will provide and maintain software to enable academic staff to manage and maintain reading lists to support their teaching. (See Appendix 1)
- 3.2 Computing and Library Services aim to provide access to all material on reading lists in line with the criteria in Appendix 1.
- 3.3 Increasingly publishers are making ebooks available with overly restrictive licences, at unaffordable costs, or exclusively as part of bundles. Where this is the case, librarians will discuss alternative options with academics. If there is no such alternative, and the e-book or collection is felt to be essential then Computing and Library Services will discuss the possibility of a School making a contribution to the cost.
- 3.4 Journals and other subscription material will be considered for purchase to support teaching and learning, although if it is just individual articles that are required then digitisation will be considered instead of purchase.
- 3.5 Computing and Library services purchases or licenses information sources in a variety of formats. This does not normally include payment for access to teaching materials such as instructional videos, lesson plans or other items considered peripheral to our core collection.

4 Research

- 4.1 Computing and Library Services is committed to supporting the University Research Strategy by providing resources for researchers. Academic and Subject Librarians will regularly review subscriptions with academic staff, and the Subscriptions team will monitor existing and new offers for packages of journals.
- 4.2 Requests for new resources will require a robust business case to be made using the form in Appendix 2, and may require equivalent cancellations from the same subject area. In the case of extremely specialist and/or expensive resources we will discuss the possibility of the relevant school making a contribution to the cost of the resource.
- 4.3 As journals have moved from print to electronic the library now effectively leases access from the publisher, and during the selection process we will investigate what provision is made for perpetual access in the case of a serious issue such as a publisher ceasing trading.
- 4.4 Whilst investments in recent years have significantly increased the numbers of journals available to staff and students the continued levels of price inflation continue to put this budget under pressure. As a result, subscriptions will be regularly reviewed to ensure value for money in terms of cost and usage. Resources which show poor value for money will be considered for cancellation after consultation with academic staff.

- 4.5 Although more content in journals is available through open access, we do not anticipate the costs for journal subscriptions reducing in the short to medium term.
- 4.6 Working with national and regional bodies we will look to participate in agreements that allow staff and students to read content, but also allow researchers to meet funder mandates by including open access publishing options.
- 4.7 Books to support research can be suggested at <https://library.hud.ac.uk/pages/suggestabook/>

5 General Principles

- 5.1 The format of materials purchased will take into account specific needs, e.g. disability, international students, part time students etc.
- 5.2 Library staff will work with academics and students to encourage and support the diversification of the Library collections to reflect the diversity of the University community
- 5.3 Electronic versions of material will be provided wherever possible, subject to price, access and licensing restrictions.
- 5.4 Books will normally be purchased from shelf ready suppliers, with paperback versions preferred due to the cost savings.
- 5.5 Donations will not generally be accepted as the processing and cataloguing of items adds significantly to the cost. However if an item is not otherwise available, and is relevant to current teaching and research then consideration will be given to adding it to stock.
- 5.6 Damaged or lost stock will be replaced if it is in print and still relevant to current teaching and research. If a replacement cannot be sourced and the item is on a reading list we will contact the academic for an alternative.
- 5.7 The Library uses Summon as the primary discovery service, and in selecting material consideration will be given to whether the resource is indexed in Summon.

6 Withdrawal of Library Stock

- 6.1 Academic and Subject Librarians will liaise regularly with academic staff on the currency of Library collections.
- 6.2 Stock editing of books will be undertaken on a regular basis to maintain a balanced and relevant collection based on the following criteria (with appropriate regard for disciplinary differences)
 - i. Relevance to the current curriculum or research
 - ii. Inclusion on reading lists

- iii. Currency
- iv. Usage levels
- v. Physical condition
- vi. Availability of online versions

- 6.3 For journals and any abstracts and indexes, the Library will look to replace print with electronic versions where possible after consultation with academic staff
- 6.4 When looking to replace print archives of journals with electronic versions the Library will attempt to purchase perpetual access to electronic archives. However in the case of short runs of print archives, or in areas no longer relevant to the University we will consider withdrawal, with the inter-library loan service being the backup.
- 6.5** Disposal of books withdrawn from stock will be offered to used book resellers in the UK or abroad, or recycled in accordance with the University's environmental guidelines.

Appendix 1

1. Reading lists

Computing and Library Services provide reading list software (Leganto) to enable academic staff to maintain reading lists to support their teaching and to ensure that resources are available to support students in their learning. These lists are made available to students through Brightspace. The reading lists software also alerts Library staff to changes to enable the relevant resources to be purchased and made available.

2. Aims

- To ensure students have access to required reading materials and are aware of further reading which may be required
- To provide clear, accurate and current reading lists
- To ensure academic staff are provided with a straightforward tool to manage their reading lists
- To ensure that resources are available in the right format and in sufficient numbers to meet the learning and teaching objectives of the course of study
- To ensure that reading lists and formats are adaptable for those with disabilities: including blind, visually or print impaired and deaf or hearing-impaired students (see notes).
- To ensure that responsibilities of course/module leaders and the library are implemented as in section 5.

3. Categorisation

Academic staff should use the following categorisations when creating a reading list to help guide students. These categorisations will also be used to by Library staff to inform the numbers of copies that will be purchased.

- **Recommended for Purchase** (you will need to use this extensively throughout the module); required where it is necessary for all students to have access to the entire text for several weeks. Academic staff recommend that students purchase these 'set text' titles, although copies will be available in the library.
- **Essential** (you must read/view this): reading that is required of all students to broaden and deepen understanding of the subject. The library will meet the demand for essential reading by a combination of electronic, print copies, digitisation where no e-version is available (chapters and articles only), and, according to an agreed formula, which may vary between Schools.
- **Recommended** (you are advised to read/view this): reading that is desirable, as it expands understanding of the subject. It is expected that students will read at least some material from this category and the library will provide access to these titles.
- **Background** (this will help you to broaden and deepen your understanding of this subject): in some disciplines, and at some levels of study, students may be expected to explore the

subject in greater depth. The library will provide access to these titles through existing stock or inter-library loans. Students should also be encouraged to use Summon to browse other library content.

4. Purchasing of items on reading lists

When purchasing books Library staff will consider a combination of the following factors to determine the numbers of copies that will be purchased

- Availability of an e-version
- Student numbers on the courses that the book is used for
- Cost of the book
- Categorisation of the book on the reading list, i.e. more copies will be bought for items in the essential category than for ones in background reading.
- Availability of books. As publishers now use very short print runs it can be difficult to acquire multiple copies of some books.
- Historic usage of a book.
- Current usage. If a book is in high demand the Library will try and provide additional access.
- The possibility of digitisation. The library will digitise journal articles or book chapters not currently available in electronic format, where appropriate, within copyright regulations.

Where more recent editions of an item are available, the most recent will automatically be purchased, unless a lecturer states that an older edition is specifically required for pedagogical reasons

5. Responsibilities of Course and module leaders

Course and module leaders should work in partnership with the Academic/Subject Librarians/Collections team to ensure that:

- Resources required to support new modules are identified so that they can be made available in a timely manner
- In general, reading lists should only be provided via Leganto to facilitate purchase and encourage student engagement.
- Reading lists are reviewed by academic staff and updated regularly
- Copyright regulations are understood and adhered to as per the [CLA guidelines](#). Downloaded pdfs will not normally meet the CLA guidelines.

- Training on using the reading list system is undertaken or the training documentation consulted

6. Support

Support for using Leganto <https://hud.libguides.com/leganto>

Broaden my bookshelf toolkit on diversifying reading lists
<https://hud.libguides.com/broadenmybookshelf>

Notes

Notes: Under the Equality Act 2010 institutions have a duty to anticipate and make reasonable adjustments for disabled people to ensure they are not placed at a substantial disadvantage compared to non-disabled students. Where a student's disability impacts on their reading skills, the University has a duty to support those students and make reasonable adjustments. Therefore, if the essential reading list is produced with this in mind, the University can meet its duty under the Equality Act 2010.

In addition, the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations (2018) makes it incumbent on an institution is to ensure that a website or mobile app is accessible so that it can be used by as many people as possible. This includes those with:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities
- deafness or impaired hearing

Appendix 2

Computing and Library Services

Request for new subscription

Name of Requester	
School	
Department/Research Group	
Title of resource	
Description of the resource (eg journal/database etc)	
Case to support the request	
When would you like the request to start?	
Do you require an archive for this title, eg backfiles for journal articles?	
Can the request be met in any other ways, eg Inter Library loan?	
What would be the impact if this title is not purchased?	
Are there any other resources in the subject area that could be cancelled to help fund this purchase	
Signature of Head of Department / Division	
Date of request	
Comments by Academic / Subject Librarian	

On receipt of this request staff in Computing and Library services will investigate the costs, licence, and access details of the resource. New purchases are normally considered twice a year in February and May.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Library Collection Management and Development Policy
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Equality Impact Assessment:	1 December 2017
Approved by:	University Teaching and Learning Committee
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Author:	Head of Academic Services, Computing and Library Services
Owner (if different from above):	
Document Location:	https://www.hud.ac.uk/media/policydocuments/Library-Collection-Management-and-Development-Policy.pdf
Compliance Checks:	Periodic checks to identify reading lists that have not been updated Annual review of student engagement with reading lists Regular review of compliance at internal Computing and Library Services management meetings
Related Policies/Procedures:	Archive-Collections-Management-Policy.pdf (hud.ac.uk)

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V2.0	July 2022	Policy now includes the Reading list Policy which will cease to exist as a separate policy. Changes to section 3 around e-book purchasing	Head of Academic Services, Computing and Library Services
V1.3	Aug 2020	SCONUL access information added	Head of Academic Services, Computing and Library Services
V1.2	May 2020	Introduction updated to match new University Strategy and include statement on diversification Patron Driven Acquisition replaced by Demand Driven Acquisition 3.4 added to talk about diversification of the collections	Head of Academic Services, Computing and Library Services
V1.1	Dec 2017	Policy converted to new template	Head of Academic Services, Computing and Library Services
V1.0	Sept 2017	First draft of new policy	Head of Academic Services, Computing and Library Services