

The Library Collection Development Policy

The Library's Collection Development Policy reflects the Learner Support Service mission to support the research and teaching functions of the University. This is a general statement of Collection Development Policy. Some individual Schools and Collections, for instance, EDT and Informatics have policies and procedures which expand this general policy. See

http://www.brad.ac.uk/library/documents/edt_and_informatics_cdp_2006.pdf.

1 ACQUISITION GUIDELINES

Any item legally published shall be considered for selection, subject to material being relevant, affordable and value for money.

Suggestions for purchase are welcomed from all members of the University and can be made via the Library's request form but the responsibility for selection rests with the Subject Librarians. See

<http://www.brad.ac.uk/library/forms/order1.php>.

1.1 *Course-related material*

- 1.1.1 The Library will endeavour to purchase all appropriate course-related materials.
- 1.1.2 An appropriate number of texts will be purchased and loan periods assigned according to an assessment of likely demand, previous experience, and subsequent monitoring of usage.
- 1.1.3 Multiple reservations per copy trigger a decision on whether to purchase extra copies.
- 1.1.4 Photocopies of journal articles not in stock may be obtained via copyright clearance and either digitised and made available through the Virtual Learning Environment (VLE) or put into staff files.
- 1.1.5 Where appropriate, links will be enabled between course material and the University's VLE in collaboration with the module tutors.
- 1.1.6 Academic staff are responsible for ensuring the timely supply of reading lists to the library, in order that materials can be located, bought and supplied in advance of demand. An ideal is three months' advance notice.

1.2 Research material

- 1.2.1 This material is purchased to support departmental research interests.
- 1.2.2 The Library will not purchase material for the sole use of individuals or offices.

1.3 Supplementary material

- 1.3.1 Supplementary material is purchased as background reading for student course- and project work and in developing research fields.
- 1.3.2 The Library accepts that it has the responsibility to acquire material in the field of education, especially higher education and teaching methodology.

2 FUNDING

- 2.1 Library funding is distributed by first deducting 10% of the learning materials budget for general cross-curricular materials, which are selected by the team of Subject Librarians. The rest of the budget is divided by subject according to the core income that the relevant School brings into the University. Each subject's proportion of the budget can therefore fluctuate depending on the School's income generation.
- 2.2 Subject Librarians are responsible for purchasing decisions from their funding allocation, with Subject Team Leaders having oversight of team spending.
- 2.3 Overall spending is co-ordinated by the head of Academic Services.

3 FORMATS

- 3.1 Material will be acquired on the basis of information content rather than format type and decisions on whether to acquire print or electronic versions will be made as appropriate.
- 3.2 Where a variety of formats are available the format offering widest access at a reasonable price, and acceptable terms and conditions of use, will be preferred.

4 DONATIONS

- 4.1 Donations to the University Library are welcomed and added to stock if pertinent to current teaching and research.
- 4.2 The Library accepts donated material only if ownership is transferred to the University.
- 4.3 Items not deemed appropriate are disposed of at the Library's discretion.

5 OTHER COLLECTIONS

5.1 *The University of Bradford theses and dissertations*

- 5.1.1 The Library accepts electronic copies of Master's Dissertations directly from Departments. No print copies of Master's Dissertations submitted after 2005 are kept in the Library.
- 5.1.2 All electronic works are deposited in PDF or other suitable format on Virtual Scholars, the Library's platform for dissertations and theses, with links to the Library Catalogue.
- 5.1.3 A dissertation is retained on Virtual Scholars for a minimum period of five years after which it is removed from the collection.
- 5.1.4 Virtual Scholars and its full text content is available on the web to current members of the University of Bradford.
- 5.1.5 One printed copy of PhD theses is received from the Registry.
- 5.1.6 A digital copy of each PhD thesis is deposited in Bradford Scholars for public access.
- 5.1.7 Printed and digital PhD theses are kept in the Library collection in perpetuity.

5.2 *British government publications*

- 5.2.1 Government publications published by the Stationery Office are purchased automatically.
- 5.2.2 Departmental publications are bought by standing order in some cases, otherwise by the Subject Librarians if considered necessary.

5.3 *The Commonweal Collection*

The Collection Development Policy of the Commonweal Collection is the responsibility of the Commonweal Trustees in association with the Joint Consultative Committee.

5.4 *The European Documentation Centre*

The European Documentation Centre (EDC) contains official publications of the European Communities including legislation, case law, studies, reports, statistics, newsletters etc. The University Library is supplied with these publications by virtue of its EDC status.

5.5 Special Collections

The mission of Special Collections is to support research and teaching at the University of Bradford. This is achieved by managing, caring for and making available to users materials having a particular characteristic or characteristics which makes it necessary or desirable for them to be identified, accommodated, managed and used separately from the main collections, under archival conditions. These characteristics include fragility, rarity, uniqueness, financial or other value, and provenance.

Further information is available in the Special Collections Development Policy.

5.5.1 The University Archive

The University Archive was established in 1967 to serve as the depository for archival and historical materials for all of the various divisions of the University. The Archives are housed in the University Library. Their collection development is outlined in the Special Collections Development Policy.

6 PHYSICAL MANAGEMENT

6.1 Preservation and Conservation

For the main library stock, repair, rebinding or repurchasing is undertaken as appropriate. Special Collections has a disaster management plan compiled by the Library Disaster Reaction Team.

Salvage priorities have been defined by the Subject Librarians for each area.

6.2 Stock Relegation

Stock relegation is an essential component of the Library's collection development and management policy. Materials which no longer contribute to the effectiveness of the Library's collections will be removed in an ongoing programme by the relevant Subject Librarians.

The Engineering Collection Development Policy is available to view as an example of subject level collection management.

It is Library policy to discourage the use of a closed access stack as distinct from Special Collections. It is accepted there may be occasional instances where this is temporarily appropriate. Any material in closed access stack will be the acknowledged responsibility of the subject specialist or team concerned and will be reviewed regularly.

7 ACCESS VERSUS HOLDINGS

All academic staff and students of the University are entitled to request inter-library loans. The ILL service aims to obtain items not held in any University of Bradford Library which are required for research, teaching or study.

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7.2 The Library actively promotes membership of co-operative access schemes such as SCONUL Access. See <http://www.brad.ac.uk/library/services/visiting.php>.

7.3 The Library will enter into co-operative arrangements for acquisition of materials as appropriate.

7.4 The CURL – CoFoR agreement is a collaborative scheme relating to the acquisition, retention, and transfer of Slavonic and East European materials. Bradford has a specific responsibility for research material on the economy, politics, government and society of Yugoslavia and its successor states.

7.5 SCOLMA concentrates on the co-operative acquisition of material, wherever published, relating to African subjects and regions. The University of Bradford's subject areas of responsibility include economic development, biodiversity and the environment, trade, finance, agricultural/rural development, aid and projects relating to Africa.

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